

University of Louisiana at Lafayette
NETWORK SERVICES TUTORIAL SERIES
Presents
8410D Digital Hard Key Features

The UL Lafayette telephone system, OUITEL, provides telephone service to the campus. This presentation addresses the options for Hard Key Programming available for your Digital (8410D) phone. For more information please refer to the OUITEL 8410D Conversion Tutorial that is intended as an aid in adjusting from your analog to your digital phone.

Hard Keys

Hard Keys – Located below the Soft Keys, framing the faceplate card.

Face Plate

- The Face Plate is a removable card placed behind a transparent protective cover on which the call appearances or feature assignments are printed. It has 10 labeled spaces. Each label is associated with a hard key, specifying an extension or feature assigned to each button. The Face Plate is provided by Networkservices@louisiana.edu by email.



1	Face Plate	6
2		7
3		8
4		9
5		10

Hard Key Assignment

The 10 call appearance / feature buttons are numerically assigned from upper left button to the bottom right button as illustrated above.

- 1. Labeled with your extension. This call appearance can receive incoming calls.**
- 2. Labeled with your extension. This call appearance can receive incoming calls.**
- 3. Labeled with your extension. This call appearance can receive incoming calls. Note that of the 3 appearances, any 2 appearances will receive calls while the third will be reserved for use with Transfer and Conference features.**
- 4. Call Display**
- 5. Next**
- 6. Hard Keys 6 thru 10 can be programmed from a list of available features to meet your needs.**

To Request Hard Key Programming complete the form:

OUITEL (8410D) Hard Key Programming Request available on our website at <http://info.louisiana.edu>.

Available Hard Key Features

Busy Button – The green light next to this hard key allows you to know when the on-campus OUITEL telephone extension you specified on the request form is in use or off-hook. You can also press this hard key to automatically call this number. To transfer a call to this programmed number press Transfer – Busy Button – Transfer.

No Calls – Pressing this hard key directs all of your calls to be directed to the cover path you selected. Use this feature when you will be away from your desk for a while, or when you do not wish to be interrupted by telephone calls. The green light adjacent to the button indicates that the phone is in No Calls. Press the button again to turn off the light and have the phone accept calls. Just like on the analog phone your digital phone will ring-ping to let you know that a call was directed to your coverpath.

Redial Last Number – Pressing this hard key automatically redials the last number you dialed. This will be up to a 24-digit number that you last dialed manually or with a Kwick Dialing code. Use this feature to save time in redialing a busy or unanswered number.

Off-Group – Pickup Off Group allows you to answer a call at your telephone for another extension in your Call Pickup group by simply pressing this hard key. Use this feature when you wish to handle a call for a group member who is absent or otherwise unable to answer. The green light adjacent to the hard key flashes when any phone of your pickup group is ringing. Note that you must be a member of a pickup group for this feature to be selected.

Auto-Message Waiting Light – The green light next to this hard key notifies you when the programmed extension that you specified has new voice mail. Voicemail to your telephone continues to be indicated by your Message Waiting Indicator Lamp.

Kwik Dial – When you press the hard key programmed with this function, the kwik dial number you programmed is automatically dialed. To use, press your Kwik Dial hard key to automatically dial your previously stored number. Remember that Kwik Dials 1 thru 4 already appear on your soft keys as Kwi9 through Kwi12.