CALL FORWARD
To program:
Do not lift handset
Press **CALL FWD** key
Dial 5-digits you are forwarding to
Press **CALL FWD** key
To cancel:
Do not lift handset
Press **CALL FWD** key

RING AGAIN
If you hear a busy tone when dialing another extension and want the system to call you back when their line is free:
From busy tone:
Press **RING AGAIN**
Hear Confirmation tone
Hang up
To answer a call ringing back to your station:
Lift handset
Press **RING AGAIN**
To cancel a call back request:
Press **RING AGAIN**

Note: If you do not respond to Ring Again recall within 4 rings feature automatically cancels.

AUTO DIAL
To program:
Do not lift handset
Press **AUTO DIAL** key

Dial number (on or off campus)
Press **AUTO DIAL** key
To call:
Lift handset to talk
Press **AUTO DIAL** key

SYSTEM TONES
Special dial tone:
Three beeps followed by a steady dial tone is your indication that you may proceed with feature activation.

Confirmation tone:
Two short bursts of tone followed by silence. This is heard after a feature access code has been entered and indicates the feature has been successfully activated.

Reorder tone:
A rapid busy signal that indicates you have attempted to activate a restricted feature or have entered an access code incorrectly.

DISTINCTIVE RINGING
Calls from within the system:
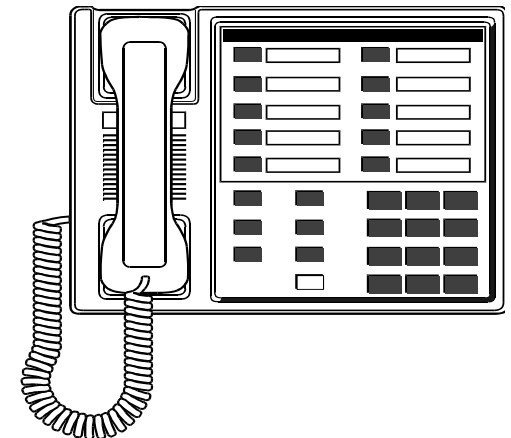You will hear a long ring
Calls from outside the system:
You will hear a long ring followed by one short ring.
Ring Again (Call Back) Recall: You will hear a long ring followed by two short rings

CIS/COMMUNICATIONS

Box 1885
3-2007

TELEPHONE USER GUIDE

MULTI LINE SET

FOR REPAIR, DIAL 0

PLACING CALLS
Within the system:
Lift handset
Dial 5-digit extension number
Outside the system:
Dial 8+ telephone number
HOLD
To place a call on hold:
Ask party to hold
Press **Hold**

TRANSFER
To transfer a call to another extension:
Press **TRANSFER** key
Hear special dial tone
Dial 5-digit extension number
Announce call
Press **TRANSFER** key
Hang up
If extension is busy or does not answer:
Press flashing line key
You are reconnected to the first party

CALL WAITING
To answer your call waiting signal
Ask first party to hold
Press **CALL WAIT** key
Original call is automatically held
To Re-enter the Original call:
Press key next to blinking light
You may flip-flop between calls by
alternating keys

3-WAY CONFERENCE
To add a third party to an existing call:
Ask first party to hold
Press **TRANSFER** key
Hear special dial tone
Dial third party's number
When party answers
Press **TRANSFER** key
All three parties are connected
To drop the last call and continue speaking with
first party:
Press **TRANSFER** key
If station is busy or does not answer:
Press **TRANSFER** key

CALL PICKUP
To answer an incoming call ringing at another
extension number within your call pick up group:
Lift handset
Hear dial tone
Press **CALL PICKUP** key
You are connected to incoming call

LAST NUMBER REDIAL
Lift handset
Press ##
CALL PARK
To park a call against your extension number so
that it can be retrieved from another telephone:
To park:

Ask party to hold
Press **CALL PARK** key
Hear special dial tone
Hang up

To retrieve from any telephone:
Lift handset
Hear dial tone
Press #78
Dial 5-digit extension number call parked
against

CONFERENCE
A maximum of ten parties may be
conferenced without assistance from the
operator.
Call first party
Press **CONFERENCE** key
Dial desired number
Press **CONFERENCE** again

**Continue process until all parties are on
the line.**

BUSY LAMP FIELD
Provides monitoring (busy indication) of
other phone numbers
Key may also be used as an auto dial to
specified number

Please call Communications at 3-2007 to
add features.