## 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 **SWITCHHOOK or Flash**
Hear special dial tone
Dial *75
Hear confirmation tone
Hang up

To answer a call ringing back to your station:
Lift handset
Hear ringing connection being sent to other station.

To cancel a call back request:
Lift handset
Dial #75
Hear confirmation tone
Hang up

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

## LAST NUMBER REDIAL

Lift handset
Press ##

## SYSTEM TONES

**Special dial tone:**
Three beeps followed by a steady dial tone.  This is heard after the **SWITCHHOOK** is pressed and 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.

**TELECOM**
**Box 1885**
**3-2007**



**TELEPHONE USER GUIDE**

**SINGLE LINE SET**

**FOR REPAIR, DIAL 0**

## PLACING CALLS

**Within the system:**
Lift handset
Dial 5 digit extension

**Outside the system:**
Dial 8+ telephone number

## HOLD

To place a call on hold:
Press **SWITCHHOOK**
Hear special dial tone
Dial *74
Do Not Hang Up

To retrieve held call:
Hang up
Your call will ring back to you

## TRANSFER

To transfer a call to another extension:
Press **SWITCHHOOK (or flash)**
Hear special dial tone
Dial 5-digit extension number
Announce call, press flash again
Hang up

If extension is busy or does not answer:
Press **SWITCHHOOK** twice
You are reconnected to the first party

## 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 **SWITCHHOOK**
Hear special dial tone
Dial *78

Hear confirmation tone
Hang up
**To retrieve from any telephone:**
Lift handset
Hear dial tone
Dial #78
Hear special dial tone
Dial extension number call parked against

## CALL WAITING

To answer your call waiting signal
Ask first party to hold
Depress **SWITCHHOOK**
Original call is now on hold
You are connected to the second call
**Cancel Call Waiting**
To temporarily turn off the call waiting feature for one call:
Before placing call, lift handset
Dial *70

## 3-WAY CONFERENCE

To add a third party to an existing call:
Ask first party to hold
Press **SWITCHHOOK (or flash)**
Hear special dial tone
Dial third party's number
When party answers
Press **SWITCHHOOK (or flash)**
All three parties are connected

To drop the last call and continue speaking with first party:
Press **SWITCHHOOK (or flash)**

## CALL PICKUP

To answer an incoming call ringing at another extension number within your call pick up group:
Lift handset
Hear dial tone
Dial *77
You are connected to incoming call

## CALL FORWARD (BUSY)

Lift handset
Dial *71 and the 5 digits you are forwarding to
**To cancel**:
Lift Handset
Dial #71

## CALL FORWARD (AFTER 3 RINGS)

Lift handset
Dial *73 and the 5 digits you are forwarding to
**To cancel:**
Lift handset
Dial #73

## CALL FORWARDING-ALL CALLS

To temporarily redirect your incoming calls to another extension:
Lift handset
Hear dial tone
Dial *72
Hear special dial tone
Dial 5-digits you are forwarding to
Wait for confirmation tone
Hang up
**To cancel:**
Lift handset
Hear dial tone
Dial #72
Listen for confirmation tone