

## ***CFI = CALL FORWARD***

### *To Program:*

Do not lift handset

Press FORWARD Key

Dial 5-digits you are forwarding to

Press FORWARD KEY

### *To Cancel:*

Don not lift handset

Press FORWARD key

Calls are no longer forwarded



## ***AUTO DIAL***

### *To program:*

Do not lift handset

Press AUTODIAL key

Dial number (on or off campus)

Press auto dial key

### *To Use Feature:*

Lift handset

Press Auto dial key

Please call Telecom at 3-2007 for questions or feature activation.

# Telephone and Network Technology



**Telecom@brown.edu**

**3-2007**

## ***PLACING CALLS***

*Within the system:*

Lift handset

Dial 5-digit extension number

*Outside the system:*

Dial 8 + telephone number

## ***Xfr = TRANSFER***

To transfer a call to another extension:

Press TRANSFER button

Hear special dial tone

Dial 5-digit extension number

Announce call

Press TRANSFER

Hang Up

## ***LAST NUMBER REDIAL***

Lift handset

Press # #

## ***BUSY LAMP FIELD***

Provides monitoring (busy indication) of other campus phone numbers.

Button may also be used as an auto dial to specified number.

## ***MENU***

Press Menu - additional settings for:

Audio, Display, Language, Time, etc.

## ***CONFERENCE CALLS***

A maximum of 10 parties may be conferenced without assistance from the operator.

Call first party

Press CONF button

Dial 2nd party

Press CONF button

To add a third party

Press CONF button

Dial 3rd party

Press CONF button

Repeat until all parties are on the line.