

# Using Your Telephone System Features

NOTE: Many newer telephones are equipped with a "FLASH" button. If your phone is not, you can FLASH by momentarily depressing the hookswitch. However, if your telephone does have FLASH button, the hookswitch's only function is to disconnect your call! None of these features will work with a rotary-dial telephone.

## To TRANSFER a Call

Call Transfer allows you to transfer a call to another extension. If you wish, you do not have to wait until the other extension answers. After you dial the extension, you may simply hang up.

1. Press FLASH.
2. Listen for stutter tone.
3. Dial extension number.
4. Hang up.

## To Use LAST NUMBER REDIAL

Last Number Redial allows you to quickly redial the most recent telephone number dialed.

1. Lift receiver.
2. Listen for dial tone.
3. Key in \*2.

## To STORE a Number for Redial

Redial allows you to store one telephone number for rapid redialing at a later time.

1. Lift receiver.
2. Key in #4.
3. Listen for dial tone.
4. Dial the number to save.
5. Hang up.

### To save a number while in conversation

1. Press FLASH.
2. Key in #4.
3. Press FLASH.
4. Continue the conversation.

### To REDIAL a stored number

1. Lift receiver.
2. Listen for dial tone.
3. Key in #7.

## To Put a Call on HOLD

You may put one call on Hold at a time. If you hang up after you have put a call on Hold, your phone will give one long ring to remind you. Answer the phone to re-connect the held call.

1. Press Flash.
2. Listen for stutter tone.
3. Key in \*9.
4. Listen for dial tone.

## To Use CONFERENCE CALLING

Conference Calling allows you to have conversations with up to five other people at once. Parties remain in the conversation until they hang up.

1. Dial first Party.  
Then, for each new party
2. Press FLASH.
3. Listen for stutter tone.
4. Dial next extension.
5. Press FLASH.
6. Listen for stutter tone.
7. Key in \*.

## To CAMP ON an Extension

**Camp On** is used to call you back when the busy extension you tried to ring becomes free. When you answer, you'll hear the extension you called begin to ring.

1. Listen for a busy signal.
2. Press FLASH.
3. Listen for a stutter tone.
4. Key in #1.
5. Listen for dial tone.
6. Hang up – Wait for Camp On to call you

### To Cancel Camp On

1. List receiver.
2. Listen for dial tone.
3. Key in ##1.

## Dialing Instructions

- **To dial an inside number (extension):** Dial the 4-digit extension.
- **To dial a local outside (off-campus) number:** Dial the 9+ telephone number.
- **To dial a long-distance number:** Dial your 8-digit access code + 9 + 1+ area code + number.
- **To use your personal long-distance telephone charge card:** Dial your 8-digit access code + 9 + your normal charge card procedure.
- **To use the Dial-by-name Campus Information System:** Dial 6263 (NAME).

If you have any questions about the following subjects, dial 5767 (INFO).

- Using the telephone system
- Billing inquiries
- On-campus extension information