

General Dialing Instructions:

- Station-to-Station Dial last 4 digits of telephone number
- Local Calls. Dial 9 + 7-digit telephone number
- Student lines do not have a Long Distance Carrier. Use prepaid or personal calling card.
- Toll Free Calls. Dial 9 + 1 + toll-free code + seven digit number
- Emergency Service Dial 55

Feature Action Code:

- Call Forward-Variable Activate *72
- Call Forward-Variable Cancel *73
- Speed Calling - Short List *74 (*0-*9)

Call Forward - All Calls:

To Activate: Dial * 72. Listen for Special Dial Tone. Dial telephone number. Listen for ringing. Consult with answering party. Hang up. If no one answers, you must repeat Dial *72. Listen for Special Dial Tone. Dial number. Listen for ringing. Hang up

To Cancel: Dial * 73. Listen for Confirmation Tone. Hang up.

Call Waiting:

While on the phone. Listen for incoming call beep. Depress the switchhook or flash button. First party is put on hold.

To Return to First party. Depress the switch hook or flash button. Second party is put on hold or terminated.

Speed Call :

To Program or Change list: Lift handset. Dial * 74 and listen for *Special Dial Tone*. Dial one digit Speed Calling Code (0-9). Dial telephone number (include "9" or "activation code" + area code, if needed). Depress the " # " symbol. Listen for Confirmation Tone. Repeat these steps to program up to 10 numbers.

To Call a number on the list: Lift handset. Dial * , the one digit Speed Calling code, and the " # " symbol.

Call Transfer:

Depress switchhook button. Listen for *Special Dial Tone*. Dial third number. Announce call to third party. Hang up.

If the third number is busy or does not answer, depress the switchhook button *twice* to return to your original caller.

Three-Way Conference:

To add a third party to an existing call: Depress switchhook button. Listen for *Special Dial Tone*. Dial third number. When party answers, depress switchhook button. All three parties are now connected.

To consult with third party: Depress switchhook button. Listen for *Special Dial Tone*. Dial third number. Consult privately.

To Return to held party: Depress the switchhook button *twice*. Resume conversation.