

Analog Telephone Reference Guide

The following features are provided for an analog (single line) telephone set. Your phone may have additional features which will not be covered in this section.

* This feature must be administered by Telecommunications prior to usage.

Abbreviated Dialing (Speed Dialing)

To program a speed dial number into a dial button (1-9): *Response*

1. On a separate sheet of paper, write down the outside numbers, extensions, and/or feature access codes you want to store as items on your speed dial button(s).
2. Pick up the handset. [dial tone]
3. Dial the Program code *0. [dial tone]
4. Dial the list number 1. [dial tone]
5. Dial the speed dial button (1, 2, 3...9). [dial tone]
6. Dial the number you want to store (up to 24 digits). [confirmation tone]
7. Press #.
8. If you want to store additional items on the same list, repeat Steps 4 through 6.
9. Hang up to end programming.

To place a call using an AD list:

1. Dial the appropriate Abbreviated Dialing code: *7 [dial tone]
2. Dial the desired speed dial number (1, 2, 3...9). [call is placed]

Call Forwarding All Calls

To temporarily redirect all calls:

1. Dial the Call Forward code *2 [dial tone]
2. Dial the extension number whose calls are to be forwarded to. [confirmation tone]
3. Hang up.

To cancel Call Forwarding:

1. Dial the Call Forward Cancel code #2. [confirmation tone]

Call Park (*)

To park a call for retrieval from any extension:

1. Press <R> or flash the switchhook. [recall dial tone]
2. Dial the Call Park code *6. [confirmation tone]
3. Hang up. [dial tone]

To retrieve a call parked at any extension:

1. Dial the Answer Back code #6. [dial tone]
2. Dial the extension where the call is parked. [confirmation tone]
3. If you are returning to a call parked at your telephone, dial your own extension.

Call Pickup

To answer a call placed to your pickup group when your phone is idle (*):

1. Dial the Call Pickup code #4.

To answer a new call while active on another:

1. Press <R> or flash the switchhook. [recall dial tone]
2. Dial the Hold code #1. [dial tone]
3. Dial the Call Pickup code #4.

To return to the call on hold:

1. Complete the present call and hang up.
2. Lift the handset.

Conference

To add another party to a call:

1. Press <R> or flash the switchhook. [recall dial tone]
2. Dial the number of the third party.
3. You can discuss the call privately with the third party at this time. If the line is busy or there is no answer, press <R> twice or flash the switchhook twice to return to the original party.
4. Press <R> or flash the switchhook.
5. Announce the call.

To drop the last party added to a conference call:

1. Press <R> or flash the switchhook.

Hold

To put a call on hold:

1. Press <R> or flash the switchhook. [recall dial tone]
2. Dial the Hold code #1. [dial tone]

To return to the call on hold:

1. Hang up, receive a priority ring, then lift the handset.

To put the first call on hold and place a second call:

1. Press <R> or flash the switchhook. [recall dial tone]
2. Dial the Hold code #1. [dial tone]
3. Dial the second call (or another feature).

To put the second call on hold and return to the first call:

1. Press <R> or flash the switchhook. [recall dial tone]
2. Dial the Hold code #1.

To complete the second call and return to the first call:

1. After the second call is completed, hang up, receive a priority ring, then lift the handset.

Last Number Dialed (Redial)

To automatically redial the last number dialed:

1. Dial the Last Number Dialed code *9.

To leave a message without ringing an extension:

1. Dial the Audix Message Number 1060. [Listen for male voice announcement]
2. Dial the extension.

Priority Calling

To place a priority call:

1. Dial the Priority Calling code *1. [dial tone]
2. Dial the extension.

Send All Calls

To send all calls (except priority calls) to coverage:

1. Dial the Send All Calls code 858#. [confirmation tone]
2. Hang up.

To cancel Send All Calls:

1. Dial the Send All Calls Cancel code #3. [confirmation tone]

Transfer

To send the present call to another number:

1. Press <R> or flash the switchhook. [recall dial tone]
2. Dial the number to which the call is to be transferred. [ring back tone]
3. Remain on the line and announce the call. If the line is busy or there is no answer, press <R> twice or flash the switchhook twice to return to the call on hold.
4. Hang up.