

# Telephone Features

<b>Hold</b> (HOLD)	Allows you to hang up a line without disconnecting the caller Press HOLD - Hang Up To Reconnect: Press Line Button - Pick up receiver
<b>Transfer</b> (XFER)	Allows you to transfer a call to another Extension Press XFER - Dial extension Announce caller - Hang up
<b>Connect</b> (CNCT)	Allows you to connect to a camped on call (call waiting) or a parked call To accept a waiting call press CNCT To reconnect with original call press CNCT
<b>Call Forwarding</b> (FORWD)	Allows you to have your calls forwarded to another phone. (Off campus dial 8). Get a dial tone - Press FORWD or #9 Dial extension - Hang up # #9 cancels forwarding
<b>Volume</b>	Ring volume is an ascension arrow on the bottom of the phone.
<b>Tone</b>	Allows you to set your ring tone from the lowest (1) to the highest (8) Dial tone— press *572 and choose 1-8
<b>Speaker</b> (SPKR)	Two way. To use Press SPKR To cancel, hang up.
<b>Rep-Dial</b> (REPD)	Allows you to call someone by just pushing one key. Get a dial tone -press *566 -Press the REPD key of choice -dial the number you want programmed and hang up. (Off campus dial 8 first and if it's long distance, put your calling card number in) To use, get a dial tone and push the button of choice. Face plate is removable so you can type the names in or put labels on.
<b>Message Waiting</b> (MSGWT)	To program the button. Get a dial tone and press # # 30794999 Hang up. To access your voicemail box press the MSGWT button (blinking) Press # if calling from your own extension—then your password and press #. Follow prompts. To access from another phone on campus press the MSGWT button (blinking) Press your extensions number—then your password and press #. Follow prompts.
<b>Block Caller ID</b>	Allows you to block you number from the person you are calling caller id. Only works for calls going off campus. Press *#67 then dial the number you are calling.

<b>Camp On</b> (CAMP)	Allows you to stay on the line and wait for a busy extension <u>Automatic</u> Listen for busy signal - stay on the line <u>Call Back</u> Listen for busy signal - press CAMP Hang up -your phone will ring when the line is no longer busy. When you pick it up, it will automatically dial the number. To cancel: get a dial tone -press CAMP -hang up
<b>Conference Call</b> (CONF)	Allows up to eight parties in a conversation. After calling the first person, add a new party by pressing FLASH and then dialing the next extension. When all parties are on press CONF or FLASH *4 to connect them.
<b>Consultation</b>	Allows you to make a second call on your line by putting the first caller on temporary hold. Press Flash -dial the extension To reconnect with the first party press CNCT.
<b>Flash</b> (FLASH)	Places a call on temporary hold to allow user to make corresponding feature Functions.
<b>Park</b>	Allows you to transfer a call to an extension and hold it there. Press PARK or FLASH *6 -dial the new extension number and hang up.
<b>Station Speed Call</b> (STASP)	Allows you to set up single digit codes for your frequently called numbers. Get a dial tone -press STASP twice or ##3 -key in the stations speed code (1-9) -dial extension and hang up. To make a stations speed call get a dial tone -press STASP twice or #3 and press the number you want (1-9).
<b>Intercom</b>	Allows you to use your phone as an intercom. Press *8 then the extension you want and start talking.
<b>Do Not Disturb</b> (DND)	Allows you to turn the ringer off on your phone. To activate press the DND button or #5. To cancel press the DND button or #5.
<b>Display</b>	To put a callback number on the persons display you are calling, press the camp button when the phone is ringing. (Doesn't work on busy). To remove a number from a display just press *1 when the phone is hung up.

