

single line telephone dialing instructions

place a call on hold	to activate	flash hookswitch, dial #4, hang up. Your call is now on hold. Your phone will ring every 60 seconds to remind you. If you do not hang up, there will be no ring reminder.
	to return to the caller	lift the handset when it rings (or hang up and lift the handset when it rings)
call transfer	to activate	flash hook switch, dial desired number, consult privately, hang up. The caller will be transferred.
consultation	to activate	, allow consulted party to hang up. you will be reconnected to the original caller. (if the called number does not answer or is busy, flash the hookswitch. if you are connected to a voice mail box, press #83) then hang up
call pickup	to activate	lift handset, dial 13, answer call.
last number redial		lift handset, hear regular dial tone, dial 189. the last number dialed from this phone will be automatically redialed.
call forward all calls	to activate	lift handset, dial # 1, hear regular dial tone, dial destination, hang up.
call forward no answer	to deactivate automatic	lift handset, dial #1, hear regular dial tone, hang up. an unanswered call will be forwarded to the programmed destination after (4 or 6 or 8) rings
ring again	to activate	once you hear the on campus busy signal, flash hookswitch, hear special dial tone, dial 11, hear regular dial tone, hang up.
	to deactivate	lift handset, dial 12, hear regular dial tone, hang up.