## Dialing Instructions

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## Telephone Features

### Automatic Dial

#### Program Telephone Numbers
- Press **FEATURE** *
- Press memory key to be programmed
- Enter number
- Press **OK** softkey or **HOLD**

#### Program Intercom Numbers
- Press **FEATURE** *
- Press memory key to be programmed
- Enter three-digit intercom number

#### Use
- Press programmed memory key

### Call Forward

#### Activate
- Access campus line you wish to forward
- Press **4**:
- Enter number to which calls will be forwarded;
  listen for confirmation tone
- Press **RLS**

#### Deactivate
- Access campus line for which you wish to deactivate call forward
- Press **4**:
- Listen for confirmation tone
- Press **RLS**

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### Call Waiting
- Press **TRANSFER**; original call is placed on hold
- Speak with new caller
- Press **TRANSFER** again to return to first call

### Last Number Redial
- Press **LAST NO.** or **FEATURE 5**

### Speed Dial

| Program  | Press **FEATURE * 4**  
|----------|------------------------|
|         | Enter two-digit speed dial code (71-94)  
|         | Enter number  
|         | Press **OK** softkey or **HOLD**  

| Use      | Press **SPEED DIAL** or **FEATURE 0**  
|----------|---------------------------------------|
|          | Enter speed dial code (71-94)        

### Three-Way Calling

| Conference Call | Place or receive initial call  
|-----------------|-------------------------------|
|                 | Press **TRANSFER**; listen for special dial tone  
|                 | Dial third party and announce call  
|                 | Press **TRANSFER** again  

| Transfer Call | Press **TRANSFER**; listen for special dial tone  
|---------------|--------------------------------------------------|
|               | Dial number  
|               | Press **RLS**  

| Cancel        | Listen for busy signal or no answer  
|---------------|-------------------------------------|
|               | Press **TRANSFER** twice; listen for reconnection with original caller  

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