## Dialing Instructions

<table>
<thead>
<tr>
<th>Service</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UCLA Campus</strong></td>
<td>Dial five-digit campus number</td>
</tr>
<tr>
<td><strong>Local Direct Dial</strong> (within 310 area code)</td>
<td>Dial 8 + seven-digit number</td>
</tr>
<tr>
<td><strong>Toll and Long Distance Direct Dial</strong></td>
<td>Dial 8 + 1 + area code + seven-digit number</td>
</tr>
<tr>
<td><strong>International Direct Dial</strong></td>
<td>Dial 8 + 011 + country code + city code + number</td>
</tr>
<tr>
<td><strong>UCLA Campus Information</strong></td>
<td>Dial #33</td>
</tr>
<tr>
<td><strong>Local Operator</strong></td>
<td>Dial 234</td>
</tr>
<tr>
<td><strong>Long Distance Operator</strong></td>
<td>Dial 230</td>
</tr>
</tbody>
</table>

## Telephone Features

### Automatic Dial Program
- **Use**: Lift handset or press Handsfree
- **Press Auto Dial**; indicator flashes
- **Enter number**
- **Press Auto Dial** again; indicator is off

### Call Forward
- **Activate**: Press **Call Fwd**; indicator flashes
- **Enter number where calls will be forwarded**
- **Press Call Fwd** again; indicator is on
- **Deactivate**: Press **Call Fwd** again; indicator is off

### Call Forward Per Key
- **Activate**: Press **Fwd P/Key**
- **Press line key of number you wish to forward**
- **Enter the number where calls will be forwarded**
- **Press Fwd P/Key** again; indicator is on
- **Deactivate**: Press **Fwd P/Key**; indicator flashes
- **Press line key of number you wish to deactivate**
- **Press **
- **Press Fwd P/Key** again; indicator is off
**Last Number Redial**  
- Lift handset or press **Handsfree**  
- Press # #

**Program Key**  
- Press **Program**; indicator is on  
- Press volume control rocker bar to scroll menu selection  
- Press **Hold** to select menu option  
- Press volume control rocker bar to enable/disable or modify feature  
- Press **Hold** to save  
- Press **Program** to exit; indicator is off

**Speed Calling**  
- Press **Spd Call**; indicator flashes  
- Enter code (Short: 0-9) (Long 30: 00-29, or Long 50: 00-39/50-59)  
- Enter number  
- Press **Spd Call** again; indicator is off

**Use**  
- Lift handset or press **Handsfree**  
- Press **Spd Call** again; indicator is on  
- Enter speed calling code (0-9, 00-29, or 00-39/50-59)

**Three-Way Conference Call**  
- Place or receive initial call  
- Press **Conf/Trans**; indicator is on  
- Dial third party and announce call  
- Press **Conf/Trans** key again; indicator is off

**Transfer Call**  
- Press **Conf/Trans**; indicator is on  
- Dial number  
- Press **Conf/Trans**; indicator is off  
- Press **RLS**

**Cancel**  
- Listen for busy signal or no answer  
- Press **RLS**  
- Press flashing line key of original call