## Dialing Instructions

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## Telephone Features

### Automatic Dial

- **Program Telephone Numbers**
  - Press Feature + * + 1
  - Press memory key to be programmed
  - Enter number
  - Press OK softkey or Hold

- **Program Intercom Numbers**
  - Press Feature + * + 2
  - Press memory key to be programmed
  - Enter three-digit intercom number

- **Use**
  - Lift handset or press Hands Free
  - Press programmed memory key

### Call Forward

- **Activate**
  - Access campus line you wish to forward
  - Press * + 4 + 2; listen for special dial tone
  - Enter number where calls will be forwarded; listen for confirmation tone
  - Press RLS

- **Deactivate**
  - Access campus line where you wish to deactivate call forward
  - Press * + 4 + 3; listen for confirmation tone
  - Press RLS
### 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
- **Feature + * + 4**
- Press two-digit speed dial code (**71-94**)
- Enter number
- Press **OK** softkey or **Hold**

#### Use
- Press **Speed Dial** or **Feature + 0**
- Press two-digit speed dial code (**71-94**)

### Three-Way Calling
- **Place or receive initial call**
- Press **Transfer**; listen for special dial tone
- **Dial third party and announce call**
- Press **Transfer** again

### Conference Call
- Press **Transfer**; listen for special dial tone
- Dial third party and announce call
- Press **RLS**

### Transfer Call
- Listen for busy signal or no answer
- Press **Transfer** twice; listen for reconnection with original caller