

Analog Telephone Instructions

Basic Telephone System Features

Analog (Single Line) Telephone

Call transfer – press flash or recall button, or depress the switch hook, dial extension. You may either hang up at this point or remain on the line to announce the call. Pressing the flash button again allows for three-way calling.

Call pickup – a pickup *group* must first be established by the system administrator. To pick up a call from a member of your group, press *7.

Call waiting – at the call waiting tone, press the flash or recall button, or depress the switch hook. This places the current call on hold. Dial #1 to connect to the incoming call. You may hang up and the held call will ring back.

Conference – to add a third party to a call press flash, recall or switch hook, dial number, press flash, recall or switch hook.

Last number dialed - *9

Send all calls - *3 will send all incoming calls directly to the first point of coverage (usually voice mail). You will hear one short ring as the call is being redirected. To deactivate this feature dial #3.

Call forward – To direct your calls to another extension dial *2, dial the extension to which you are directing your calls. You will hear a *confirmation tone* of three short bursts. To deactivate this feature dial #2.