
Tones
- Dial Tone (steady tone)
- Confirmation (3-burst, action accepted, proceed)
- Recall (3-Burst-steady, allows activation of features)
- Coverage (long burst)
- Intercept (siren, dialing error made or feature denied)
- Redial (Fast busy, call temporarily blocked, try again later)

Distinctive Ringing
- One Ring: Identifies a call from another extension on campus (inside calls).
- Two Short Rings: Identifies a call from outside the campus (outside calls).
- Three Short Rings: Identifies Send All Calls Override or Consult.
- Ring Ping: A half ring generated when a call is redirected by the Call-Forwarding feature.

Hold
TO PUT A CALL ON HOLD:
- Press Feature button, then # sign.
- Hang up.
TO RETURN TO A HELD CALL:
- Pick up handset.

Last Number Dialed
TO ACTIVATE:
- Lift Handset
- Press Feature button.
- Dial Last Number Dialed directory item number.
The last number dialed on the telephone will automatically be redialed.

Transfer
TO ACTIVATE:
- After answering a call to be transferred:
  - Press Feature button, then 9 (Call is on hold)
  - Dial the extension number of third party.
  - When called party answers, announce the call then press Feature button, then 9.
  - Call on hold is transferred.

Conference-Three Party
TO SET UP A 3-PARTY CONFERENCE FROM A 2-PARTY CONNECTION:
- Press Feature button, then 8 (Other party is put on hold).
- Dial the third party.
- Press Feature button, then 8 before called party answers to bring the held party into the connection.
OR
- Press Feature button, then 8 when called party answers and is ready to confer.

IF THIRD PARTY CALLED IS BUSY:
- To disconnect third party press Feature button, then press 0.

Abbreviated Dialing
TO PROGRAM:
- Lift handset
- Dial * 0

INSERTED
- Press Feature button, then Abbreviated Dialing (Personal or Group) directory item number.
- Dial the item number in list (01-15 for personal
  01-30 for group)
- Dial telephone number to be stored.
- Press Feature button, then Abbreviated Dialing (Personal or Group) directory item number
- Repeat from Δ to program more numbers.
- Hang up to exit.

TO ACCESS:
- Lift Handset
- Press Feature button, then Abbreviated Dialing (Personal or Group) directory item number.
- Dial the item number in the list assigned to the telephone number you wish to call.
- Dial item number in list
- Dial item number in list a second time to cancel.
- Repeat from Δ

Note: Only the telephone set designated as the controlling station may program Group Lists.
**SEND ALL CALLS**

**TO ACTIVATE SEND ALL CALLS:**
- Press [Feature] button, then Send All Calls directory item number.

**TO CANCEL SEND ALL CALLS:**
- Press [Feature] button, then Send All Calls directory item number.

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**CONSULT**

**TO CONSULT WITH THE PRINCIPAL ON A CALL RECEIVED THROUGH CALL COVERAGE:**
- Press [Feature] button, then 9 (Call is on hold)
- Press [Feature] button, then the Consult directory item number. Consult with principal.
- If, after consultation, the principal decides to take the call press [Feature] button, then 9
- Hang up.
- If, after consultation, the principal cannot take the call, press switchhook.
- Caller is reconnected. Talk with caller.

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**TRANSFER TO VOICE MAIL**

**TO REDIRECT A CALL TO THE PRINCIPAL USERS VOICE MAIL BOX WHEN ANSWERING A CALL THROUGH CALL COVERAGE OR CALL PICK UP:**
- Press [Feature] button, then 9
- Dial 180, listen for ring.
- Hang up.
- Caller is connected to principal user's voice mail box.

**Note:** The principal user must have Voice Mail.

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**GENERAL INFORMATION**

- For assistance call your Department Telecommunications Representative (DTR). If your DTR is not available, call extension 54400.
- Other quick reference guides are available for:
  - Multi-Appearance Digital Telephones
  - Single-Line Analog Telephones
  - Voice Mail

For additional guides call extension 54400. For Campus Directory Assistance call extension 51000.

**Note:** The telephone sets will not work with residential phone lines. The sets should not be unplugged from the outlets.

**AUTOMATIC DIALING**

**TO PROGRAM:**
- Lift Handset
- Dial *0
- Press [Feature]
- Dial the appropriate Auto Dial Store (AD) directory item number
- Dial telephone number to be stored (up to 20 digits).
- Press [Feature]
- Dial the appropriate Auto Dial Store (AD) directory item number
- Repeat from Δ to store more numbers.
- Hang up to exit.

**TO ACCESS:**
- Lift Handset
- Press [Feature] then dial appropriate Auto Dial Store directory item number.
- Wait for called party to answer.

**CALL PICKUP**

**TO PICK UP A CALL:**
- Lift handset [Feature] button.
- Dial Call Pickup directory item number.

**TO PICK UP A CALL WHILE ON ANOTHER CALL:**
- Press [Feature] button, then 9
- Press [Feature] button.
- Dial Call Pickup directory item number.
- To return to a held call, depress switchhook.
CALL FORWARDING

TO ACTIVATE:
- Lift Handset ➔ Press Feature button.
- Dial Call Forwarding directory item number (Fwd).
- Dial extension number to which calls are to be forwarded.

TO CANCEL:
- Lift Handset ➔ Press Feature button.
- Dial Call Forwarding directory item number.

TO REDIRECT A CALL TO THE FORWARDING TELEPHONE:
- Press Feature button, then 9 ➔
- Dial the extension number of principal.
- Press Feature button, then 9.
- Hang up.

Note: Call Forwarding removes you from your normal coverage path.

DIALING PROCEDURES

<table>
<thead>
<tr>
<th>Location</th>
<th>Dialing Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Maryland at College Park</td>
<td>Dial desired five digit extension. (Last five digits)</td>
</tr>
<tr>
<td>Maryland Local Calling Area</td>
<td>Dial 9. Upon hearing dial tone, dial the desired number.</td>
</tr>
<tr>
<td>Washington/Virginia Local Calling Area</td>
<td>Dial 9. Upon hearing dial tone, dial 1, followed by the area code and the desired number.</td>
</tr>
<tr>
<td>Long Distance</td>
<td>Dial 9. Upon hearing dial tone, dial 1, followed by the area code and the desired number.</td>
</tr>
<tr>
<td>University 403 Exchange</td>
<td>Dial 80. Upon hearing dial tone, dial the last four digits of the desired number.</td>
</tr>
<tr>
<td>University College</td>
<td>Dial 82. Upon hearing dial tone, dial the last four digits of the desired number.</td>
</tr>
<tr>
<td>UM System Administration</td>
<td>Dial 9. Upon hearing dial tone, dial the desired number.</td>
</tr>
</tbody>
</table>

Note: Operator assisted calls must be made with a telephone calling card.