#### CALL FORWARDING BUSY LINE

If your line is busy, your calls will be forwarded to a predetermined location.

### CALL FORWARDING DON'T ANSWER

If your telephone is not answered within a given number of rings, your calls will be forwarded to a predetermined location.

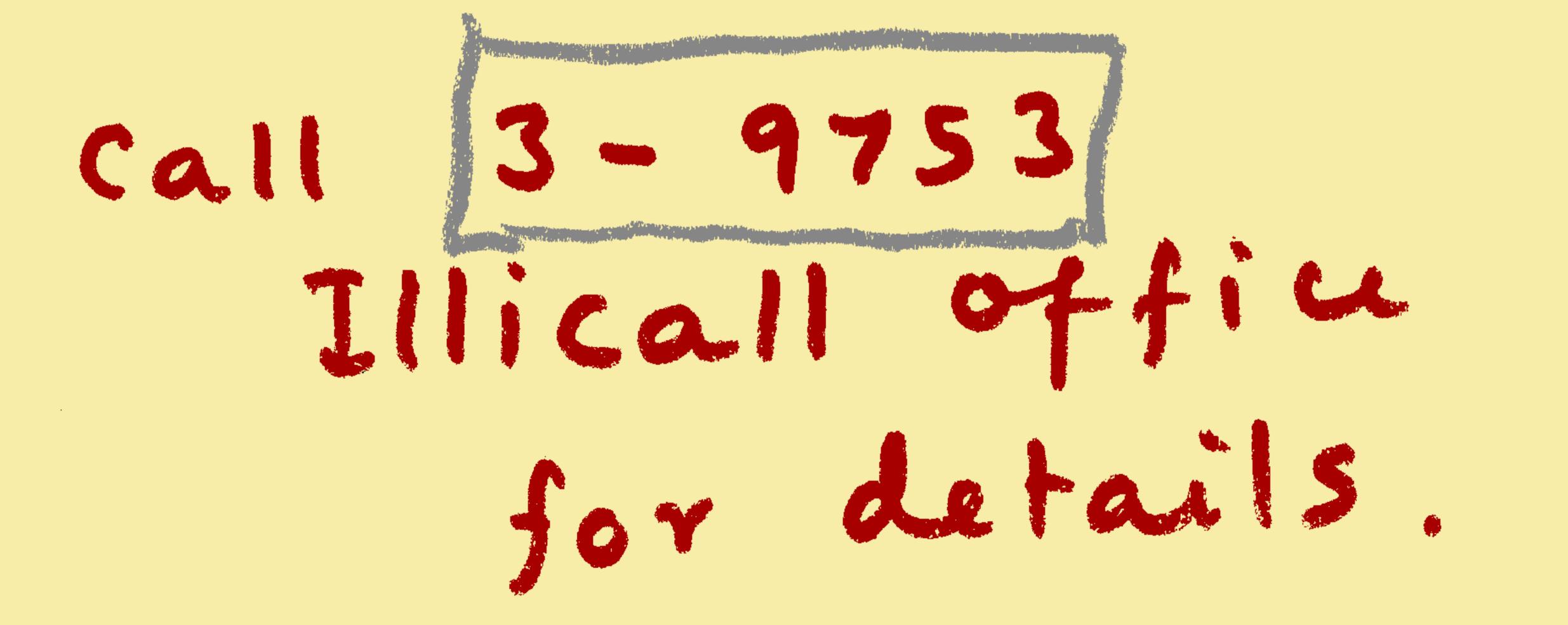
#### SPEED CALLING GROUP

• To program from the predesignated control station

Lift handset; listen for dial tone; dial speed call programming code 1175; listen for recall dial tone; dial two digit code (00-29 for a thirty number list; 00-69 for seventy number list) by which the number is stored; dial number to be stored (dial 9 before off-campus numbers); depress the # button; listen for confirmation tone; hang up. Repeat for each number to be stored or changed.

#### To use

Lift handset; listen for dial tone; dial \* plus the speed call code associated with the telephone number; entire number is automatically dialed.



#### SPEED CALLING INDIVIDUAL

• To program a personal speed call list.

Lift handset; listen for dial tone; dial speed call programming code 1174; listen for recall dial tone; dial single digit code (0-9) by which the number is stored; dial number to be stored (dial 9 before off-campus numbers); depress the # button; listen for confirmation tone; hang up. Repeat for each number to be stored or changed.

To use

Lift handset; listen for dial tone; dial \* plus the speed call code associated with the telephone number; entire number is automatically dialed. (Depressing the # button after the code will speed your call along.)

#### TONES AND SIGNALS

DIAL TONE — A continuous steady tone (OK to dial).

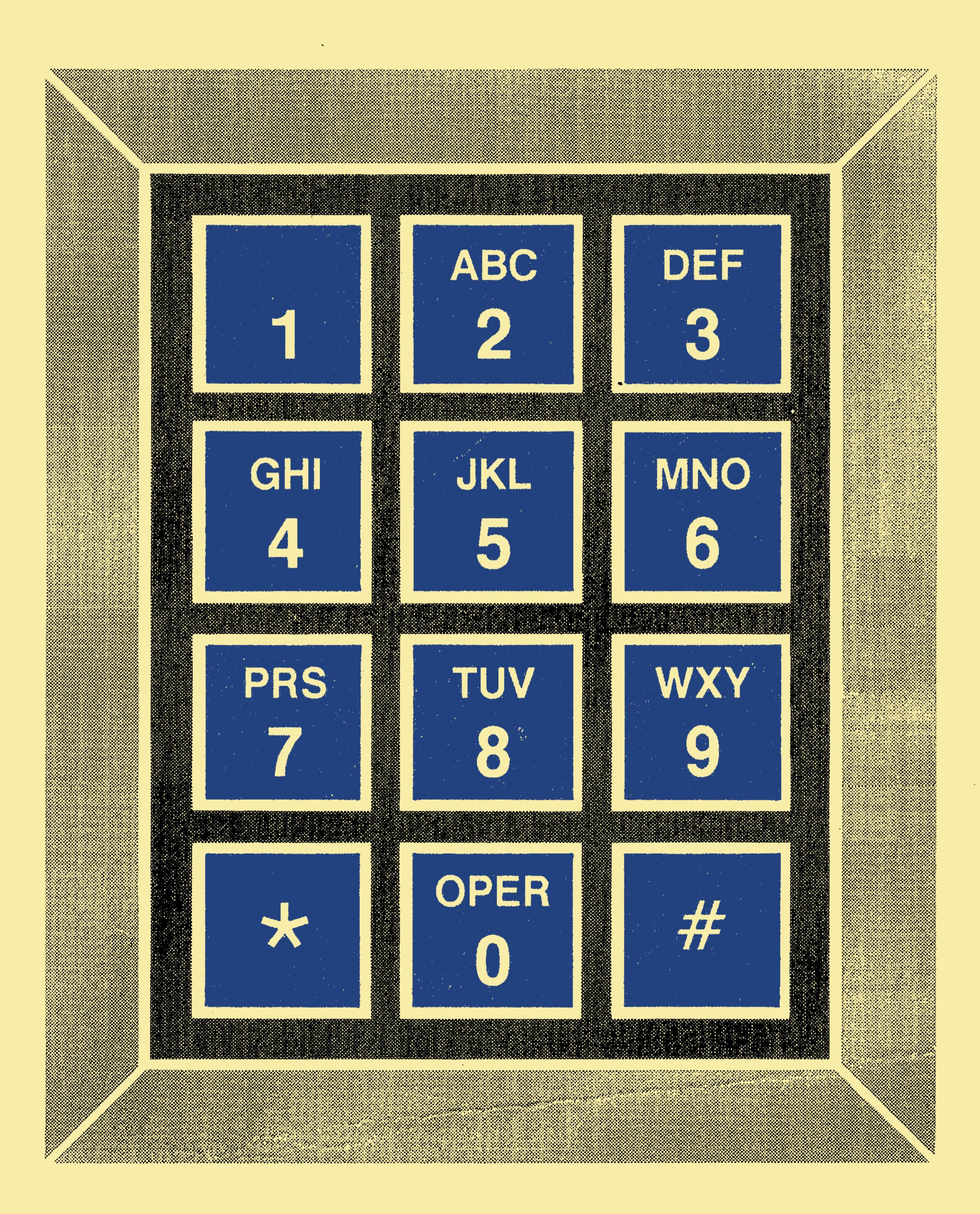
RECALL DIAL TONE — Three short tones followed by a steady tone (proceed with feature activation).

CONFIRMATION TONE — Two short tones (feature activation accepted).

SWITCHHOOK — Buttons where the handset rests when phone is not in use. Momentarily depressing the switchhook activates recall dial tone. Designated, timed switchhook buttons are featured on some telephones: Unity III (link), Tap phone (TAP or >). Smartset (flash); on these phones the designated buttons should be used instead of the switchhook.

X Indicates you have the feature.

# SINGLE-LINE TELEPHONE USER INSTRUCTIONS



# UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

#### UNIVERSITY OF ILLINOIS — DMS 100 SINGLE-LINE TELEPHONE USER INSTRUCTIONS

FEATURES	WHEN YOU WANT	PROCEDURES
X CAMPUS CALLS	to call another campus station (332, 333, 244 numbers)	Lift handset; listen for dial tone; dial last 5 digits.
OUTSIDE CALLS	to call a number off-campus	Lift handset; listen for dial tone; dial 9 plus the telephone number.
X CALL TRANSFER to transfer a call	to transfer a call to another campus station	Depress the switchhook once momentarily; listen for recall dial tone; dial the campus number; listen for ringing; announce call; hang up. NOTE 1
X CONSULTATION to consult privately	to hold call and consult	Depress the switchhook once momentarily; listen for recall dial tone; dial third party's telephone number; listen for ringing; third party answers: consult. NOTE 1
with a third party	to return to original party	Depress switchhook twice, each time momentarily. NOTE 2
THREE-WAY CONFERENCE to add a third party to an existing call	to add a third party	Place the original call on hold by depressing the switchhook once, momentarily; listen for recall dial tone; dial third party's telephone number; listen for ringing; depress the switchhook once more momentarily; all three parties are connected. NOTE 1
X CALL PARK to hold a call and	to activate	Depress the switchhook once momentarily; listen for recall dial tone; dial call park activation code 113; listen for confirmation tone; hang-up.
retrieve it from another station	to retrieve the call	From an idle telephone; lift the handset; listen for dial tone; dial call park retrieve code 114; listen for recall dial tone; dial 5-digit telephone number of phone that originally parked the call.
X RING AGAIN to be called back	to activate	When a busy University station is reached: depress the switchhook once momentarily; listen for recall dial tone; dial ring again activation code 112; listen for confirmation tone; hang-up.
when a busy station becomes free	when you are called back	Listen for special ringing; lift handset; telephone number is automatically dialed.
CALL PICK-UP to answer a phone within your group	to activate	Lift handset; listen for dial tone; dial call pick-up code 19; call is connected; begin speaking.
X CALL FORWARD to have your incom-	to forward calls on campus	Lift handset; listen for dial tone; dial call forward code 106; listen for recall dial tone; dial campus number to which calls are to be forwarded; number rings; advise forwarded party; hang up. NOTE 3
ing calls forwarded on campus	to cancel call forwarding	Lift handset; listen for dial tone; dial cancel code 107; listen for confirmation tone; hang-up.
X CALL HOLD to place a call on hold	to hold an existing call	Depress switchhook; listen for recall dial tone; dial hold code 18; listen for confirmation tone; lay handset beside telephone, or place another call.
	to return to the call	Replace handset in cradle; phone rings; lift handset and begin speaking.
to place a call on hold	to hold an existing call	Depress switchhook; listen for recall dial tone; dial permanent hold code 17; listen for confirmation tone; hang-up. (A reminder ring will be generated after 90 seconds on hold.)
and get a reminder ring	to return to the call	Lift handset and begin speaking.
X LAST NUMBER REDIAL to recall the last number dialed	to activate	Lift handset; listen for dial tone; depress # button; last number dialed is automatically redialed. (Depressing the # again will speed the call along.)
X STATION CONTROLLED	to activate	Lift handset; listen for dial tone; dial number of first conferee; party answers; depress switchhook once momentarily; listen for recall dial tone; dial conference code 130.
CONFERENCE to conference 4 to 6 parties	to add a conferee	Depress switchhook once momentarily; listen for recall dial tone; dial conferee; party answers; depress switchhook once momentarily; listen for recall dial tone; dial conference code 130. (Repeat for each conferee to be added.)
	to delete a conferee or if busy station is reached	Depress switchhook once momentarily; listen for recall dial tone; dial conference release code 131; then dial 130; you are again added to the conference.

NOTE 1 If busy or no answer, return to original call by depressing swtichhook twice momentarily.

NOTE 2 The other party is disconnected.

NOTE 3 Call forwarding is established even if the line is busy or not answered. While call forwarding is activated, your phone may be used to originate calls. Call forwarding off-campus is available as an optional feature.

### CALL FORWARDING BUSY LINE

If your line is busy, your calls will be forwarded to a predetermined location.

## CALL FORWARDING DON'T ANSWER

If your telephone is not answered within a given number of rings, your calls will be forwarded to a predetermined location.

### SPEED CALLING GROUP

• To program from the predesignated control station

Lift handset; listen for dial tone; dial speed call programming code 1175; listen for recall dial tone; dial two digit code (00-29 for a thirty number list; 00-69 for seventy number list) by which the number is stored; dial number to be stored (dial 9 before off-campus numbers); depress the # button; listen for confirmation tone; hang up. Repeat for each number to be stored or changed.

#### • To use

Lift handset; listen for dial tone; dial \* plus the speed call code associated with the telephone number; entire number is automatically dialed.

call 3-9753/ Illicall office for details.

### SPEED CALLING INDIVIDUAL

• To program a personal speed call list.

Lift handset; listen for dial tone; dial speed call programming code 1174; listen for recall dial tone; dial single digit code (0-9) by which the number is stored; dial number to be stored (dial 9 before off-campus numbers); depress the # button; listen for confirmation tone; hang up. Repeat for each number to be stored or changed.

• To use

Lift handset; listen for dial tone; dial \* plus the speed call code associated with the telephone number; entire number is automatically dialed. (Depressing the # button after the code will speed your call along.)

#### TONES AND SIGNALS

DIAL TONE — A continuous steady tone (OK to dial).

RECALL DIAL TONE — Three short tones followed by a steady tone (proceed with feature activation).

CONFIRMATION TONE — Two short tones (feature activation accepted).

SWITCHHOOK — Buttons where the handset rests when phone is not in use. Momentarily depressing the switchhook activates recall dial tone. Designated, timed switchhook buttons are featured on some telephones: Unity III (link), Tap phone (TAP or >). Smartset (flash); on these phones the designated buttons should be used instead of the switchhook.

X Indicates you have the feature.

# SINGLE-LINE TELEPHONE USER INSTRUCTIONS



UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

# UNIVERSITY OF ILLINOIS — DMS 100 SINGLE-LINE TELEPHONE USER INSTRUCTIONS

	FEATURES	WHEN YOU WANT	PROCEDURES
	CAMPUS CALLS	to call another campus station (332, 333, 244 numbers)	Lift handset; listen for dial tone; dial last 5 digits.
	OUTSIDE CALLS	to call a number off-canpus	Lift handset; listen for dial tone; dial 9 plus the telephone number.
X	CALL TRANSFER to transfer a call	to transfer a call to another campus station	Depress the switchhook once momentarily; listen for recall dial tone; dial the campus number; listen for ringing; announce call; hang up. NOTE 1
X	CONSULTATION to consult privately with a third party	to hold call and consult to return to original party	Depress the switchhook once momentarily; listen for recall dial tone; dial third party's telephone number; listen for ringing; third party answers: consult. NOTE 1  Depress switchhook twice, each time momentarily. NOTE 2
X	THREE-WAY CONFERENCE to add a third party to an existing call	to add a third party	Place the original call on hold by depressing the switchhook once, momentarily; listen for recall dial tone; dial third party's telephone number; listen for ringing; depress the switchhook once more momentarily; all three parties are connected. NOTE 1
X	CALL PARK to hold a call and retrieve it from another station	to activate to retrieve the call	Depress the switchhook once momentarily; listen for recall dial tone; dial call park activation code 113; listen for confirmation tone; hang-up.  From an idle telephone; lift the handset; listen for dial tone; dial call park retrieve code 114; listen for recall dial tone; di
X	RING AGAIN to be called back when a busy station becomes free	to activate when you are called back	for recall dial tone; dial 5-digit telephone number of phone that originally parked the call.  When a busy University station is reached: depress the switchhook once momentarily; listen for recall dial tone; dial ring again activation code 112; listen for confirmation tone; hang-up.  Listen for special ringing; lift handset; telephone number is automatically dialed.
	CALL PICK-UP to answer a phone within your group	to activate	Lift handset; listen for dial tone; dial call pick-up code 19; call is connected; begin speaking.
	CALL FORWARD to have your incoming calls forwarded on campus	to forward calls on campus to cancel call forwarding	Lift handset; listen for dial tone; dial call forward code 106; listen for recall dial tone; dial campus number to which calls are to be forwarded; number rings; advise forwarded party; hang up. NOTE 3  Lift handset; listen for dial tone; dial cancel code 107; listen for confirmation tone; hang-up.
X	CALL HOLD to place a call on hold	to hold an existing call	Depress switchhook; listen for recall dial tone; dial hold code 18; listen for confirmation tone; lay handset beside telephone, or place another call.
		to return to the call	Replace handset in cradle; phone rings; lift handset and begin speaking.
X	PERMANENT HOLD to place a call on hold and get a reminder ring	to hold an existing call to return to the call	Depress switchhook; listen for recall dial tone; dial permanent hold code 17; listen for confirmation tone; hang-up. (A reminder ring will be generated after 90 seconds on hold.)  Lift handset and begin speaking.
X	LAST NUMBER REDIAL to recall the last number dialed	to activate	Lift handset; listen for dial tone; depress # button; last number dialed is automatically redialed. (Depressing the # again will speed the call along.)
	STATION CONTROLLED CONFERENCE to conference 4 to 6	to activate to add a conferee	Lift handset; listen for dial tone; dial number of first conferee; party answers; depress switchhook once momentarily; listen for recall dial tone; dial conference code 130.  Depress switchhook once momentarily; listen for recall dial tone; dial conference code 130. (Percent
	parties	to delete a conferee or if busy station is reached	depress switchhook once momentarily; listen for recall dial tone; dial conference code 130. (Repeat for each conferee to be added.)  Depress switchhook once momentarily; listen for recall dial tone; dial conference release code 131; then dial 130; you are again added to the conference.

NOTE 1 If busy or no answer, return to original call by depressing swtichhook twice momentarily.

NOTE 2 The other party is disconnected.

NOTE 3 Call forwarding is established even if the line is busy or not answered. While call forwarding is activated, your phone may be used to originate calls. Call forwarding off-campus is available as an optional feature.