

SP100 TELEPHONE



In the instructions below **Flash Switch Hook** refers to:

1. Briefly pressing and releasing the receiver button or
2. "TAP" button, if equipped

Some telephones also are equipped with a **FLASH** button.

CALL FORWARD

ACTIVATE

- Lift handset
- Dial #1
- Dial the extension all calls are to be forwarded to
- Hang up

(You can still make calls from the telephone.)

CANCEL

- Lift handset
- Dial # 1
- Hear dial-tone
- Hang up

CALL PICK UP

When a telephone near you in the same pickup group is ringing:

- Lift handset
- Dial 63
- Answer Call

CALL TRANSFER

While on an active call:

- Touch Flash Switch Hook
- Hear special dial tone
- Enter the extension number
 - If line is busy or there is no answer to desired transfer extension, touch the Flash Switch Hook again to bring the caller back on the line.
- Announce the call
- Hang Up

CALL WAITING

While on a call and a second call comes to your telephone:

- Special tone signal is heard
- Touch Flash Switch Hook
- First call is held and connection is made to second call.
- To interchange between calls, press Flash Switch Hook.

CONFERENCE CALL

- Call first number
- Touch Flash Switch Hook
- Hear 3 beeps then dial-tone
- Dial the number
- Announce conference
- Quickly press Flash Switch Hook
- Repeat again if desired. (Only 3 lines can be on Conference)

RING AGAIN

This feature does not work for numbers outside the University. In the intervening time you can still make and receive calls

ACTIVATE

After calling an extension and getting busy tone:

- Touch Flash Switch Hook
- Dial 61
- Hear regular dial tone
- Hang up

RESPOND

- Hear short bursts of ringing when the extension becomes available.
- Lift handset
- Number Automatically Redials

CANCEL

- Lift Handset
- Dial 62
- Hear regular dial-tone
- Hang up