ANSWER A CALL
To indicate an incoming call, your telephone rings and an arrow ➤ symbol flashes beside the Line Key. To answer a call lift the receiver, or press the Handsfree Mute key or press the Line Key beside the flashing ➤ arrow symbol.

MAKE A CALL
Lift the receiver, or press the Handsfree Mute key, or press the Line Key. Wait for dial tone. Dial the number as follows:
- Dial 9 plus the number to call outside the university.
- Dial 7 plus the last four digits of a number beginning with 977.
- Dial 4 plus the last four digits of a number beginning with 577 or 268 at the Health Sciences Center.
- Dial 2 plus the last four digits of a student (residential) number that begins with 762.

TRANSFER A CALL
To transfer a call to another extension, press the Transfer Key. Dial the extension to which you want to transfer the call. After dialing the extension, you may stay on the line until the called party answers and announce the call. Press the Transfer Key again to make the transfer. If the line is busy, you can return to original calling party by pressing the Line Key.

Alternatively, you can press the Transfer Key immediately upon dialing the extension to which you intend to transfer the call.

PUT A CALL ON HOLD
With receiver off the hook, press the Hold key. The arrow ➤ symbol will flash beside the call that is on hold. To return to a call that has been placed on hold, press the Line Key beside the flashing arrow ➤.

MAKE A CONFERENCE CALL
You can set up a conference for three to six people including yourself.

While on an active call, press the Conference Key (this puts your call on hold). Dial the number of person you want to add to the conference. When the second party answers, press the Conference Key again. All three parties are connected. Repeat this step for each additional person you add.
CALL FORWARD
Call forward allows you to transfer your calls to another extension. Without lifting the receiver, press the Forward Key, dial the number where calls are to be forwarded and press the Forward Key again. The arrow > will remain on next to the Forward Key. Calls can only be forwarded to an internal number. Dial 7 plus the last four digits of the 977 telephone number.

To cancel, press the Forward Key. To reinstate forwarding to the number to which you most recently forwarded, press the Forward Key twice. Remember, while your telephone is forwarded to another number it will not ring at your desk.

CALL PICKUP
Call pickup allows you to answer calls to any telephone in your call pickup group. To answer a ringing telephone in your call pickup group, lift your receiver and dial 13.

ON HOOK DIALING
On hook dialing allows you to dial a number without lifting the receiver. To use on hook dialing, press a free Line Key, listen for the dial tone and dial the desired number. Pick up the receiver when you hear ringing or when the called party answers.

HANDSFREE
If you have a model 2008HF or 2616 telephone handset, you can use the built-in microphone and speaker instead of the receiver. You can switch to the receiver at any time during a call by picking it up.

If you are using the handsfree feature, you can mute your microphone so that the other party cannot hear you talking by pressing the Handsfree/Mute Key. Press the key again to resume your handsfree call.

If you are using the receiver, you can switch to a handsfree call by pressing the Handsfree/Mute Key and placing the receiver in the cradle.
**PRE DIAL**
Only handsets with a display screen are equipped to allow pre-dialing. Pre-dial allows you to enter, preview, and make corrections to a number before dialing. This is an excellent feature for those who make frequent long distance calls. To use the pre-dial feature, enter the number. Do not lift the receiver or press a Line key. Preview the number. Use the volume key to backspace in order to make corrections. When you are ready to place the call, press a free Line key. The phone will automatically dial the number for you. Lift the receiver to speak or use the handsfree speaker.

**LAST NUMBER REDIAL:**
Lift the receiver and press the Line Key one time for last number redial. You can also cause the phone to redial the last number dialed without lifting receiver by pressing the Line Key twice.

**AUTO DIAL**
Auto dial allows you dial a specific telephone number by pressing a blank Feature Key. Depending on the model of your handset, you may not have a blank Feature Key.

To store an auto dial number, press a blank Feature Key without lifting the receiver. The arrow symbol > will flash. Dial the number you would like to store. Press 7 plus the 4-digit extension for a telephone number beginning with 977. Press 9 plus the number for a local call. Press the blank Feature Key again.

To make a call using the auto dial feature, press the Line Key or lift the receiver. Press the blank Feature Key. Your stored number is dialed automatically. Please mark the Feature Key with the name that relates to the number.

To clear auto dial and reprogram, press the Feature Key, dial a new number, and press the Feature Key again.

**CALL JOIN**
You must have 2 Line Keys to use the call join feature. Use this key to connect a call holding on a different line to your current call. Press the Conference Key. Press the Line Key with the flashing arrow > symbol indicating the call on hold. Press the Conference Key again. All three parties are now connected.

**CALL PARK**
This feature can be used if you answer a call on one phone but you want to conduct the conversation at another location. Just park the call, go to the desired location, and retrieve the parked call.

To park a call using a display telephone, press the Transfer Key. Enter 171. A number between 600 and 649 will appear on your display. Make a note of this number. Press the Transfer Key again.
To retrieve a parked call, select a free **Line Key**. Dial the 6XX that appeared on your display to reconnect to the call.

To park a call using a non-display telephone, press the **Transfer Key**. Enter 171, enter 7 plus the 4-digit extension number of the phone that you will use to retrieve the call. Press the **Transfer Key** again.

To retrieve a parked call, press a free **Line Key**. Enter 172 plus 7 plus the 4-digit extension number that you used to park the call.

**HELPFUL INFORMATION**
To access Saint Louis University **Operator** dial 0.
To access Hospital **Operator** dial **4-8000**.
To access numbers with prefix **268 or 577** that are related to the hospital or university, dial **4 and the last four digits of that number**.