<table>
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<th>HELPFUL ROLM TELEPHONE FEATURES</th>
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| **STATION SPEED DIAL** | This enables you to program up to nine numbers that can be dialed by using a single digit  
  ➢ TO SET:  
  ➢ Get dial tone.  
  ➢ Press STATION SPEED button twice.  
  ➢ Press the digit for the desired speed code (1-9).  
  ➢ Dial the number to set, and hang up.  
  Note: If dialing an off-campus number, remember to press 9 first, or 9 + 1 for long distance.  
  ➢ TO USE:  
  ➢ Get dial tone.  
  ➢ Press STATION SPEED button followed by the speed code digit set above. |
| **CHANGE TELEPHONE RINGING TONE** | ➢ Get dial tone by lifting receiver or pressing the extension button.  
  ➢ Key in * 5 7 2  
  ➢ Key in single digits (1-8) to hear various tone pitches.  
  The last digit you key in before hanging up will produce the ringing tone of your choice. |
| **SAVE AND REPEAT** | ➢ Get dial tone.  
  ➢ While connected to a dialed number (and getting no answer or a busy signal), press SVRPT button.  
  ➢ When you wish to repeat the call at a later time, get dial tone, and press SVRPT button and the number will automatically be dialed. |
| **PRIVACY** | To prohibit others who share your extension number from listening to your conversation, press the PRIV button, or press FLASH #2. |
| **STATION (EXTENSION) FORWARDING** | ➢ Get dial tone, and press FORWARD button, or use # 9.  
  ➢ Dial the extension where the calls are to be forwarded.  
  ➢ Hand up. The extension light will blink rapidly.  
  ➢ Get dial tone, Press FORWARD button, or ##9 and hang up. |
| **CALL PICK-UP** | This feature allows you to pick up a call to an extension in your PICK-UP group from your own extension. Department extensions belong to a PICK-UP group.  
  ➢ Get dial tone.  
  ➢ Press PICK button two times or press **3. |
| **CALL BACK CAMP-ON** | This feature allows you to CAMP on to a busy extension and rings you back once the line becomes free. This is an on-campus feature only.  
When the line called is busy  
  ➢ Press CAMP button or FLASH #1.  
  ➢ Hang up.  
  ➢ TO CANCEL  
  Get dial tone, press CAMP button or ##1 and hang up. |
| CONSULTATION CALL | Allows you to talk privately with a second party while the first party is waiting.  
- During a call, press the FLASH button.  
- Dial the extension number or outside telephone number to speak to the second party.  
- Press CONNECT button to reconnect to the first party (or use the CONNECT button to toggle between both parties). |
| CONFERENCE | Allows up to eight parties in a conversation. Call the first person and then use the steps below to add each new party. NOTE: Only two parties can be from off-campus. ***  
- Press FLASH button.  
- Dial next extension number (or dial 9 (or 9+1) and outside telephone number.  
- Press CONFERENCE button, or press FLASH *4 to connect each party.  
To reconnect with conference if all is refused, busy, or isn’t answered: press CONNECT button.  
***For conference with more than two external parties, contact Frank Kirstein at x8361 for information on automated conferencing. |
| PARK | To transfer a call to an extension and hold it there:  
- Press park BUTTON flash *6.  
- Dial new extension number.  
- Hang up. |
| EXTENSION NUMBERS | Any campus extension can be dialed from off-campus by first dialing an 888. The exceptions are x4XXX on hall phones or in offices. These are ON-CAMPUS extension ONLY and cannot be dialed from off-campus. |
| INTERCOM NUMBERS | Inter-departmental calls can be made using an INTERCOM NUMBER (IC), which is either 2 or 3 digits – depending on the size of the department. When using an IC the called party will hear one long ring indicating that the caller is someone within the department placing the call.  
*If you are not certain of your department’s intercom numbers, call Frank Kirstein x8361.* |
| FORWARDING TARGETS | Extensions beginning with a 4 and appearing on Administrative Associate telephones are often used as FORWARDING TARGETS. When other department extensions are busy, or not answered, the call will generally FORWARD to either this extension or to PHONEMAIL. This allows the Administrative Associate to answer a second call if the department line is busy, or to take a call for department personnel.  
*FORWARDING TARGETS can be easily changed. If you would*
| **like to know how your department extensions are forwarded, or would like to make a change, call Frank Kirstein x8361.** |
| CLASS OF SERVICE | Campus telephones are assigned a CLASS OF SERVICE that determines whether calls are restricted or not. Standard restrictions may be on-campus calls only, local calls only, long distance without an authorization code, or long distance with an authorization code. The department head makes the determination for the department telephones. |