

# ELECTRONIC BUSINESS SET

## QUICK REFERENCE CARD

### Dialing Instructions

<b>UCLA Campus</b>	● Dial five-digit campus number
<b>Local Direct Dial (within 310 area code)</b>	● Dial <b>8</b> + seven-digit number
<b>Toll and Long Distance Direct Dial</b>	● Dial <b>8 + 1</b> + area code + seven-digit number
<b>International Direct Dial</b>	● Dial <b>8 + 011</b> + country code + city code + number
<b>UCLA Campus Information</b>	● Dial <b>#33</b>
<b>Local Operator</b>	● Dial <b>234</b>
<b>Long Distance Operator</b>	● Dial <b>230</b>

### Telephone Features

<b>Automatic Dial</b>	<b>Program</b>	● Press <b>Auto Dial</b> ; indicator flashes
		● Enter number
		● Press <b>Auto Dial</b> again; indicator is off
	<b>Use</b>	● Lift handset or press Handsfree
		● Press <b>Auto Dial</b>
<b>Call Forward</b>	<b>Activate</b>	● Press <b>Call Fwd</b> ; indicator flashes
		● Enter number where calls will be forwarded
		● Press <b>Call Fwd</b> again; indicator is on
	<b>Deactivate</b>	● Press <b>Call Fwd</b> again; indicator is off
<b>Call Forward Per Key</b>	<b>Activate</b>	● Press <b>Fwd P/Key</b>
		● Press line key of number you wish to forward
		● Enter the number where calls will be forwarded
		● Press <b>Fwd P/Key</b> again; indicator is on
	<b>Deactivate</b>	● Press <b>Fwd P/Key</b> ; indicator flashes
		● Press line key of number you wish to deactivate
		● Press * *
		● Press <b>Fwd P/Key</b> again; indicator is off

**Last Number Redial**

- Lift handset or press **Handsfree**
- Press **# #**

**Program Key**

- Press **Program**; indicator is on
- Press volume control rocker bar to scroll menu selection
- Press **Hold** to select menu option
- Press volume control rocker bar to enable/disable or modify feature
- Press **Hold** to save
- Press **Program** to exit; indicator is off

**Speed Calling****Program**

- Press **Spd Call**; indicator flashes
- Enter code (Short: 0-9) (Long 30: 00-29, or Long 50: 00-39/50-59)
- Enter number
- Press **Spd Call** again; indicator is off

**Use**

- Lift handset or press **Handsfree**
- Press **Spd Call** again; indicator is on
- Enter speed calling code (0-9, 00-29, or 00-39/50-59)

**Three-Way Conference Call**

- Place or receive initial call
- Press **Conf/Trans**; indicator is on
- Dial third party and announce call
- Press **Conf/Trans** key again; indicator is off

**Transfer Call****Place**

- Press **Conf/Trans**; indicator is on
- Dial number
- Press **Conf/Trans**; indicator is off
- Press **RLS**

**Cancel**

- Listen for busy signal or no answer
- Press **RLS**
- Press flashing line key of original call