

### Dialing Instructions

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#### UCLA Campus

- Dial five-digit campus number
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#### Local Direct Dial (within 310 area code)

- Dial **8** + seven-digit number
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#### Toll and Long Distance Direct Dial

- Dial **8 + 1** + area code + seven-digit number
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#### International Direct Dial

- Dial **8 + 011** + country code + city code + number
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#### UCLA Campus Information

- Dial **#33**
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#### Local Operator

- Dial **234**
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#### Long Distance Operator

- Dial **230**
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### Telephone Features

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#### Automatic Dial

##### Program Telephone Numbers

- Press **Feature + \* + 1**
- Press memory key to be programmed
- Enter number
- Press **OK** softkey or **Hold**

##### Program Intercom Numbers

- Press **Feature + \* + 2**
- Press memory key to be programmed
- Enter three-digit intercom number

##### Use

- Lift handset or press **Hands Free**
  - Press programmed memory key
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#### Call Forward Activate

- Access campus line you wish to forward
- Press **\* + 4 + 2**; listen for special dial tone
- Enter number where calls will be forwarded; listen for confirmation tone
- Press **RLS**

#### Deactivate

- Access campus line where you wish to deactivate call forward
  - Press **\* + 4 + 3**; listen for confirmation tone
  - Press **RLS**
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## Call Waiting

- Press **Transfer**; original call is placed on
- hold
- Speak with new caller
- Press **Transfer** again to return to first call

## Last Number Redial

- Press **Last No.** or **Feature + 5**

## Speed Dial Program

- **Feature + \* + 4**
- Press two-digit speed dial code (**71-94**)
- Enter number
- Press **OK** softkey or **Hold**

- Use**
- Press **Speed Dial** or **Feature + 0**
  - Press two-digit speed dial code (**71-94**)

## Three-Way Calling

### Conference Call

- Place or receive initial call
- Press **Transfer**; listen for special dial tone
- Dial third party and announce call
- Press **Transfer** again

### Transfer Call

- Press **Transfer**; listen for special dial tone
- Dial third party and announce call
- Press **RLS**

### Cancel

- Listen for busy signal or no answer
- Press **Transfer** twice; listen for reconnection with original caller