

## Analog Phone Basics

### Miscellaneous Notes

1. Press the flash button on an analog set to either put a call on hold (park) or to begin the creation of a conference or three-way call.
2. One can also use the switch hook by quickly pressing the hook button on the top of the phone. Functions in the same way as pressing the flash button.
3. You can get up to three calls with the three-way function in Analog phones. You can accommodate 6 calls using one of the black IP phones. If you need more than 6 callers, arrange a bridge call (up to 50 callers) schedule with Lois Johnson at 6-1017.

### Send All Calls

1. Pick up the receiver and listen for a dial tone.
2. Dial \* 8.
3. Listen for **Confirmation Tone (3 beeps)**
4. Hang up the receiver.
5. To unset follow steps 1-4, but dial **# 8 8**.

## Forwarding/Parking

### Parking Calls

1. From an analog phone, pick up the receiver.
2. Push the Flash button or tap the hook so that you hear a dial tone.
3. Dial \* 4 to Park the call.

### Picking Up Calls

1. Pick up the receiver of the phone where you want to pickup the call.
2. Dial **# 7 7**.
3. Dial the extension where the call is currently parked.
4. Call should ring through.

### Making a Conference Call

1. Make an initial call.
2. Press the switch hook or flash button to put the first caller on hold.
3. Dial the extension you wish to add to your conference.
4. Call should ring through.
5. Press the switch hook or flash button again to connect the calls.

## Conference Calls

### Call Forwarding

#### **To set forwarding:**

1. Pick up the receiver and listen for a dial tone.
2. Dial \* 2.
3. Enter extension number to **Forward** to New number.
4. Listen for **Confirmation Tone (3 beeps)**
5. Hang up the receiver.

#### **To cancel forwarding:**

1. Pick up the receiver and listen for a dial tone.
2. Dial **# 2 2**.
3. Listen for **Confirmation Tone (3 beeps)**
4. Hang up the receiver.

### Dial Plan at the University

(541)346-0000 to 6-9999

(541)681-0000 to 1-2499

(503)412-3650 to 2-3809 (Portland)

(503)345-0440 to 5-0459 (Portland)

(503)412-0460 to 4-0479 (Portland)

### Getting Help

(541)346-3198 (UO phone: 6-3198) Lois and Bobbi

Website: <http://telecom.uoregon.edu>

Email: [telecom@ithelp.uoregon.edu](mailto:telecom@ithelp.uoregon.edu)