

**Wichita State University
Computing and
Telecommunications Services**

Telephone Services Users Guide

Please refer to this guide for supplementary instructions on your 8110 or 6220 telephone.

For questions regarding the use of a 7400, 8400 or 6400 series digital telephone see the accompanying users guide.

For questions regarding Voice Mail call the Interim Director of Telecommunications John Rankin at 978-3535.

For all other questions regarding your telephone service call Telecommunications at 978-3535.

Automatic Call Back

To automatically place another call to an extension that was busy or did not answer.

1. During a call attempt, dial Auto Call Back access code *5.
2. Hang up.

You hear a 3-burst priority ring when you and the called extension are idle; say then pickup handset to place second

To Cancel Automatic Call back dial the Auto call back cancel code #5.

Call Forwarding All Calls

To temporarily redirect all calls to an extension or outside number.

1. Dial Call Forward access code *2.
2. Dial extension or number where calls will be sent.
3. Hang up.

To cancel Call Forwarding.

1. Dial Call Forward cancel code #2.

Conference

To add another party to a call (for a total of up to 3 parties).

1. While on the line with the first party (do not press hold) press
2. Dial number of new party and wait for answer.
3. Again, press
4. Repeat steps 1 through 3 for additional conference connections.

Send All Calls

To send all calls to coverage (usually voice mail).

1. Dial Send All Calls access code *3.

Call Park

To park a call at your extension (for retrieval at any extension).

1. Press
2. Dial the Call Park access code *6.
3. Dial your extension where call is to be parked.
4. Press again then hang up.

To retrieve a parked call from any extension.

1. Dial the Answer Back access code #6.
2. Dial the extension where the call is parked.

Programmable Dialing Buttons

To program any of the 12 programmable dialing buttons (WHILE ON-HOOK)

1. Press button to enter programming mode. (You will hear a continuous tone.)
2. Press the programmable dialing button on which you want to store the number.
3. Dial the number you want to program on the button.
4. To program another programmable dialing button, repeat Steps 2 and 3.

5. Press the button to exit

Call Pickup

To answer a call placed to a member of your pick up group, usually a phone within earshot.

1. Go off hook and dial Call Pickup access **code #4**.

To cancel Send All Calls.

1. Dial Send All Calls cancel code **#3**.

Transfer

To send present call to another extension on campus or within your office

1. Press
2. Dial number where call is to be transferred.
3. If you would like to announce the transfer you can wait for second party to answer make the announcement then
4. Hang up.

exit.

NOTE: You can use the button to program a 1.5 second pause between a dialing access number (such as 9) and the telephone number, and for certain banking and long-distance services. More than one pause can be entered.

To dial a number with a programmable dialing button

1. Pick up the handset, or press.
2. When you hear dial tone, press the appropriate dialing button.

To erase a number stored on a dialing button

1. Press the button.
2. Press the button to be cleared twice.
3. Press the button or lift the handset.