

**NOTE: Red type indicates
For Emergency Use**

SINGLE LINE PHONE COMMANDS

March 2004

**IN EVENT OF EMERGENCY BE
SURE TO TURN YOUR RINGER ON**

Do Not Disturb	★545	Call Transfer	FLASH + extension
Cancel All Options (Including Do Not Disturb)	★65	Conference Call	Get the first party on the line then press FLASH + extension + FLASH. Repeat as needed.
Call Within the District	Four-digit extension	Call Forward	★681 + extension
Call Outside the District	9 + the number	Park a Call	FLASH + ★2 + (0-9) (then remember the location number)
Voice Mail Access (From your extension)	★7000 at Media Services, DAO ★700 in other buildings	Pick Up a Parked Call	★1 + the location number (0-9)
Voice Mail Access (From other Dist. 742 Ext.)	MSG SEND + ★ + extension ★701 + ★ + extension ★7001 + ★ + extension at Media, DAO	Pick Up a Call From a Phone Ringing Elsewhere	★59 + extension
Voice Mail Access (Outside your building)	202-6866 + extension + password	Last Number Re-Dial (With outside calls only)	★★
Transfer to Voice Mail (Within your building <u>only</u>)	FLASH + ★701 + extension FLASH + ★7001 + extension at Media, DAO		