

Trinity Valley Community College

Analog Phone Reference Guide

Extension Dialing

Lift handset

Dial the 3 digit extension number

Outside Calling

Local and 800 Numbers

1. Lift handset
2. Dial 9 and the telephone number

Long Distance

Lift handset

Dial 8 and the telephone number (include 1 + area code)

Conference Calls

With active call

Press Link Button

Make second call (following the rules for dialing above)

Press Link to complete

Repeat for a total of 6 participants (yourself and 5 additional)

Call Hold

With active call

Press Hold Key

A red dot will flash indicating caller is on hold

To return to caller lift handset

Call forward

(To program)

Lift handset

Press Forward key

Dial the telephone number (following dialing rules above)

Press Forward key to store and complete

(To Cancel)

Lift handset

Press Forward key

Call extension to verify

Last Number Redial

Press redial key

System Speed Call

Lift handset

Dial *5

Press the 2 digit campus code (codes located on the Telephone List)