AT&T DEFINITY TELEPHONE SYSTEM
USER INSTRUCTIONS FOR
BCCC ANALOG and DIGITAL SETS

BLUE = Command for lighted button sets models 74## and 84## series.
RED = Commands for models 8102 or any standard telephone sets.
GREEN = Commands for any type of phone sets.

BASIC PHONE FEATURE COMMANDS
Updated 7/27/2007

FEATURE	PROCEDURE
HOLD	Press the *HOLD* button or press the *FLASH or SWITCH-HOOK* then dial the *HOLD* code ** 4* . Set the receiver aside. To return to call: Hang up the phone and the system will ring you back with your held caller.
TRANSFER	Press the *TRANSFER* button or press the *FLASH or SWITCH-HOOK* then dial desired extension to transfer call to. (Remain on line to announce call if desired). Hang up to complete transfer.
	To transfer a call to someone's Voice Mail: Press the *TRANSFER* button or press the *FLASH or SWITCH-HOOK* then dial *# 8* and press the *TRANSFER* button or press the *FLASH* or *SWITCH-HOOK*. (Note: You can transfer a call into another voice mailbox **only** if you received the call because your are part of the original called extension's coverage path or call pickup group).
CONFERENCE	Press the *CONFERENCE* button or press the *FLASH or SWITCH-HOOK* then dial desired extension to be added. (Announce call). Again, press the *CONFERENCE* button or press the *FLASH or SWITCH-HOOK* to complete conference connection. If no answer or busy: Press the *CONFERENCE* button or press the *FLASH or SWITCH-HOOK* twice to return to party.
DROP	Press the *DROP* button to hang up the last call added to a conference call.
CALL PICKUP	Press the *CALL PICKUP* button or dial the *CALL PICKUP* code ** 7* to pickup calls ringing within your area.
LAST NUMBER DIALED	Press *REDIAL* or *LAST NUM* button or dial *LAST NUMBER DIALED* code ** 5* .
CALL FORWARDING	**To activate:** Dial *CALL FORWARDING* code *# 2* then dial extension number where calls are being forwarded. **To cancel:** Dial *CALL FORWARDING* cancel code *# 0* .

For telephone help, questions, or to report a problem: Call extension 2 5 3 .

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SEND ALL CALLS

To activate: Press the *SEND ALL CALLS* button or dial the *SEND ALL CALLS* code *** 3** to send calls to next point of coverage.
To cancel: Press the *SEND ALL CALLS* button or dial *SEND ALL CALLS* code **# 3** .

AUTO CALLBACK

To activate: Press the *AUTO CALLBACK* button while line is ringing then hang up. Or while line is ringing, press the *TRANSFER* button, or *FLASH* , or *SWITCH-HOOK* then dial *AUTO CALLBACK* code *** 9** and hang up.
To cancel: Dial *AUTO CALLBACK* code *** 0** and hang up.

LEAVE WORD CALLING

To send a Call Back message to another extension's Voice Mail: Dial the *LEAVE WORD CALLING* code **# 5** then the extension number of who is to call you back and hang up.

PRIORITY CALLING

To ring an extension and not get sent to next point of coverage or Voice Mail: Dial the *PRIORITY CALLING* code *** 1** then the extension number of whom you are calling.

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AUDIX PHONE NUMBER

1. From on campus - Dial extension 498 .
   From off campus in Great Bend - Dial **7 8 6 -7498** .
   From anywhere in the USA - Dial **1-888-506-1800** .
2. Dial your extension number and then **#** if calling from a different phone.
   If calling from your own extension just press **#**.
3. Dial your password and the **#.**

EMERGENCY NUMBERS

Dial extension **2 1 7** for **Campus Security**.
For **911** be sure to dial **9 - 9 1 1** .

HELPDESK SITE

http://bartonccc.edu/helpdesk/phonehelp/

For telephone help, questions, or to report a problem: Call extension 2 5 3 .