

STANDARD	FEATURE	DIGITAL	PROCEDURE	BTP
HOLD				
	To Place A Call On Hold	• Press Hold		S
	To Answer Another Call	• Press <i>Call Appearance</i> Of Incoming Call		S
	To Return To Held Call	• Press <i>Held Call Appearance</i>		
CALL PICKUP				
		• Dial *1		S
LAST NUMBER DIALED				
		• Press #7		S
TRANSFER				
		• Press Transfer • Hear Dial Tone • Dial 5-Digit Number (Announce Call) • Press Transfer • Hang Up		S
CONFERENCE				
	To Add A Third Party To Call	• Press Conference • Hear Dial Tone • Dial Third Party • Press Conference After Party Answers Note: If No Answer or Busy, Press <i>Held Call Appearance</i>		S can have 6 parties
	To Drop Third Party	• Press Drop		S
DISCONNECT				
	To Hang Up From Current Call And Return To Dial Tone	• Press Drop		S
CALL FORWARD BUSY/DON'T ANSWER				
	Activate	• Dial *3 (3 rings) • Hear Dial Tone • Dial 5-Digit Number • Hear Confirmation Tone		S
	Cancel	• Dial #9 • Hear Confirmation Tone		#9
CALL FORWARD ALL CALLS				
	Activate	• Dial *2 • Hear Dial Tone • Dial 5-Digit Number • Hear Confirmation Tone		N/A
	Cancel	• Dial #9 • Hear Confirmation Tone		N/A

OPTIONAL	FEATURE	DIGITAL	PROCEDURE	BTP
SEND ALL CALLS				
	Activate	• Press Send All Calls or Dial #2 • Hear Confirmation Tone		S
	Cancel	• Press Send All Calls or Dial #6 • Hear Confirmation Tone		S
PRIORITY CALL				
		• Press Priority Call • Dial 5-Digit Number		S
	To Transfer A Call	• Press Transfer • Press Priority Call • Dial 5-Digit Number • Press Transfer		S
CONSULT				
	To Speak Privately With Principal	• Press Transfer • Hear Dial Tone • Press Consult		N/A
	To Establish 3-Way Connection	• Press Conference (Connects you, principal, and caller)		N/A
	Principal Accepts Call	• Press Transfer (Connects principal and caller) • Hang Up		N/A
	Principal Declines Call	• Press <i>Held Call Appearance</i> (Reconnects you and caller) • Speak With Caller		N/A
	To Drop Principal After 3-Way Connection	• Press Drop (Reconnects you and caller)		N/A
OPTIONAL AND STANDARD PROCEDURE				
AUTOMATIC CALLBACK				
	Activate	(<i>OPTIONAL PROCEDURE</i>) • Dial 5-Digit Number • If Busy Tone Is Heard, Press Automatic Callback • Hear Confirmation Tone • Hang Up Within 6 Seconds		N/A
	Cancel	• Press Automatic Callback		N/A
	Activate	(<i>STANDARD PROCEDURE</i>) • Dial *5 • Hear Dial Tone • Dial 5-Digit Number • Hear Confirmation Tone • Hang Up Within 6 Seconds		S
	Cancel	• Dial #5 • Hear Confirmation Tone		S

OPTIONAL	FEATURE	DIGITAL	PROCEDURE	BTP
	CALL PICKUP		• Press Call Pickup or Dial *1	S
	SPEED DIALING			
	Access System List		• Dial *7 • Hear Dial Tone • Dial Speed Number	*7 for List 1
	Access Group List		• Dial *9 • Hear Dial Tone • Dial Speed Number	*9 for List 3
	Access Personal List		• Dial *8 • Hear Dial Tone • Dial Speed Number	*8 for List 2
	Group Lists		• Dial *0 • Hear Confirmation Tone • Dial *8 For Personal List; OR Dial *9 For Group List • Hear Dial Tone • Dial Speed Number • Hear Dial Tone • Dial Number To Be Stored • Dial # • Hear Confirmation Tone	S
	ABBREVIATED DIALING			
	Activate		• Press AD Button	S
	Program		• Dial *0 • Hear Confirmation Tone • Press AD Button • Hear Dial Tone • Dial Number To Be Stored • Press AD Button • Hear Confirmation Tone	S
	ABBREVIATED DIALING FOR 30 BUTTON SET			
	Program - White Section of Button		• Hear Dial Tone • Press *0 (Hear Confirmation Tone) • Press Button To Be Programmed • Dial Number To Be Stored • Press Button Hear Confirmation Tone	S
	Program - Gray Section of Button		• Hear Dial Tone • Press SHIFT Button (light on) • Press *0 (Hear Confirmation Tone) • Press Button To Be Programmed (light will go off) • Enter Number To Be Stored • Press SHIFT Button (light on) • Press Button to Hear Confirmation Tone	S

DISTINCTIVE TONES & RINGS

	DESCRIPTION	SOUND
TONES:	CONFIRMATION TONE Three short tones indicating a feature has been activated or canceled.	— — —
	RECALL DIAL TONE Three short tones followed by dial tone indicating that the feature you requested has been accepted and that you should begin dialing.	— — — —
	COVERAGE TONE A single tone indicating that the call you are making is entering a coverage path.	—
	ERROR TONE An alternating high and low tone indicating a dialing error or denial of the service requested.	~~~~
RINGS:	1 Ring -- A call from on campus	—
	2 Rings -- A call from off campus or Cornell operator	— —
	3 Rings -- A priority call from on campus.	— — —

SPECIAL CODES (Requested)

ACCOUNT CODE

If special billing arrangements are desired for long-distance calls, dial *4. When you hear a dial tone, dial your 5-digit account code, followed by the complete long-distance number, 9+1+area code+seven-digit number.

AUTHORIZATION CODE

If you hear recall dial tone after dialing a long-distance number, you must enter your 6-digit authorization code for the call to be completed.