**Analog Phone Basics**

**Call Forwarding**

To set forwarding:
1. Pick up the receiver and listen for a dial tone.
2. Dial * 2.
3. Enter extension number to Forward to New number.
4. Listen for Confirmation Tone (3 beeps)
5. Hang up the receiver.

To cancel forwarding:
1. Pick up the receiver and listen for a dial tone.
2. Dial # 2 2.
3. Listen for Confirmation Tone (3 beeps)
4. Hang up the receiver.

**Conference Calls**

1. Make an initial call.
2. Press the switch hook or flash button to put the first caller on hold.
3. Dial the extension you wish to add to your conference.
4. Call should ring through.
5. Press the switch hook or flash button again to connect the calls.

**Dial Plan at the University**

(541)346-0000 to 6-9999
(541)681-0000 to 1-2499
(503)412-3650 to 2-3809 (Portland)
(503)345-0440 to 5-0459 (Portland)
(503)412-0460 to 4-0479 (Portland)

**Getting Help**

(541)346-3198 (UO phone: 6-3198) Lois and Bobbi
Website: http://telecom.uoregon.edu
Email: telecom@ithelp.uoregon.edu