



FOLD

## Analog 2500 Series Telephones

“Quick” Reference Guide

Trouble Reporting  
Call 4-3036

**IS** INFORMATION  
SERVICES  
TELECOMMUNICATIONS  
(402) 554 - 3036

## ABBREVIATED DIALING

*Allows telephone user to dial fewer digits for frequently called numbers.*

*Feature has to be programmed by telephone system administrator.*

### To Program:

1. Make a list of numbers to be stored.
2. Write an “item number” from 0-9 next to each.
3. Dial \*0, \*7, dial an item number, dial number to be stored (include 9 if off campus).
4. Press the # Key.
5. Repeat steps 3 & 4 for each number to be stored.

### To Use:

1. Pick up handset.
2. Dial \*7, then the item number.

## CALL PICK-UP

*Allows user to answer a ringing phone from another extension. Extensions must be programmed into the same call pick-up group by the telephone system administrator.*

**To Use:** When you hear a phone ringing, get dial tone and dial #4.

## LAST NUMBER REDIAL

**To Use:** Dial #7

## SEND ALL CALLS (SAC)

**To Activate:** Dial \*3

**To Cancel:** Dial #3

## CALL FORWARD

*Allows user to redirect calls to an alternate number on or off campus.*

### To Activate:

1. Pick up handset and dial \*2.
2. Listen for dial tones.
3. Dial desired telephone number.
4. Listen for confirmation tone (3 beeps).
5. Calls normally answered at that extension will ring at the alternate number.

### To Cancel:

1. Get dial tone and dial #2.
2. Calls will ring at the original extension.

## HOLD

*Allows user to place a caller on hold.*

**To Activate:** Press **Hold** button (light flashes fast when the call is on hold).

**To Cancel:** Press the call appearance button to access the call.

## TRANSFER

*Allows user to redirect calls to the appropriate extension.*

### To Use:

1. With the first caller on the line, press the **Flash** button. The caller is automatically placed on hold.
2. Listen for dial tone. Dial the desired number.
3. Introduce caller and/or press **Flash** a second time. The initial caller is connected. Hang up.

**Note:** When a call has covered to you or you pick it up with #4, to transfer it to that person's Voicemail, press switch hook, dial #8 and press switch hook again. Press the call appearance button to access the call.

## CONFERENCE

*Allows user to connect with two to five parties.*

### To Use:

1. Establish call with first party (received or called).
2. Press **Flash** button.
3. Dial number for second person.
4. Once the second person answers, press the **Flash** button again.