Ohio University Telephone System
Office of Information Technology  740-593-1222

Emergency Numbers
Dial 911
OUPD  3-1911
Careline  3-2273
Campus Escort Service  3-4040

Placing a Call

Local Calls
9 + Telephone Number

On-Campus Lines
Last 5 digits

Long Distance
80 + Bobcat Calling Card Number + #
*Wait for confirmation tone, then dial*
Domestic
1 + Area Code + Telephone Number
International
1 + 011 + Country + City + Number

Credit Card or Collect Calls
9 + 0 + Area Code + Number
*At tone, enter credit card number or wait for assistance*

Toll Free
1 + 800 + Number

Directory Assistance
Ohio University  3-1000

Holds
1. Press Flash key, hang up.
2. To reconnect, pick up receiver.
   NOTE: The phone will ring back in 60 seconds to remind you that you have a call on hold.

Transfer
1. Press Flash key to hold calling party.
2. Dial extension, announce call, and hang up.
3. If no answer or busy, press 2 to reconnect.

Hold & Consult
1. Press Flash key, get dial tone.
2. Dial second party.
3. Press 2 to return to first call.
4. Press 2 again to switch between calls.

Conference
1. Dial first party and place on hold.
2. Dial the next conference number.
3. Wait for answer.
4. Press 3 (beep tone) to connect all in conference.
5. Repeat steps 1-3 to add more callers.

Call Pick-Up
1. Hear phone ringing in your group.
2. Dial 81, call is connected.

Direct Pick-Up
1. Hear a tone, know extension.
2. Dial extension, hear busy signal.
3. Press 8 to connect to caller.

To place a trouble report, call 3-1222.
Call Forwarding

Lift handset before activating the following programming sequences:

Call Forward on Busy

To have your calls forwarded to diversion point on busy:
1. Dial * 2 2 # and hang up.
2. To cancel, dial # 2 2 #.

Call Forward No Answer

To have your calls forwarded to diversion point if no answer:
1. Dial * 2 1 # and hang up.
2. To cancel, dial # 2 1 #.

Forward All Calls

To have all your calls forwarded to diversion point:
1. Dial * 2 # and hang up.
2. To cancel, dial # 2 #.

Call Forward Follow Me

1. Dial * 2 *, extension number #.
2. To cancel, dial # 2 @.

Call Back (Within OU System)

1. Dial extension, hear busy or no answer.
2. Press 6, hang up.

Receiving the Call Back Message

1. Your phone will ring fast 10 times.
2. Pick up before 10th ring. Ring tone indicates call is being made.
3. To cancel, press # 6 # or allow all 10 fast rings to occur.

Last Number Redial

For Off-Campus calls only.
Dial * * *

Speed Calling

This feature will allow you to store as many as 10 frequently called numbers. If this option does not already exist, modifications can be made to your phone.

To Program

1. Lift handset, dial * 5 1 *.
2. Dial a bin number from 0 to 9.
3. Press *.
4. Dial sequence to be stored.
5. Press # (hear confirmation tone)
   Example: *51*4*9 5931000#

To Use

Dial * * plus bin number you chose above in step 2. Example: * * 4

To Erase

1. Dial # 5 1 *.
2. Dial a bin number (from above).
3. Press #.

Frequently Called Numbers

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To place a trouble report, call 3-1000.