

Instructions for using the AASTRA / NORTEL 9316 Analog Set



Automatic Call Back: This Feature is used to automatically re-dial a busy number.

To activate Automatic Call Back:

LIFT: The Handset
DIAL: The Harvard Extension
RECEIVE: A Busy Signal
PRESS: The LINK Button
DIAL: 76
LISTEN: For the Confirmation Tone (three beeps)
REPLACE: The Handset

When the line is free, your line will ring.

To deactivate Automatic Call Back:

LIFT: The Handset
DIAL: 77
REPLACE: The Handset

Authorization Codes: Some Offices and Departments require the use of Authorization Codes for dialing off-campus numbers.

LIFT: The Handset
DIAL: 9 + Telephone Number
LISTEN: For a Beep
DIAL: 7-digit Authorization Code

Block Caller ID: This Feature allows you to block outgoing Caller ID on a per call basis.

DIAL: *67
LISTEN: For the Confirmation Tone (three beeps)
DAIL: The Telephone Number

Call Hold: This Feature allows you to place an active call on Hold.

PRESS: The HOLD Button
PRESS: The HOLD Button again, to retrieve the call.

When a call is placed on Hold, the Indicator Light will flash.

Call Waiting: If your line has the Call Waiting Feature, and you will receive a Call Waiting Confirmation Tone when there is a second incoming call.

PRESS: The LINK Button, followed by the # Key

The first call will be placed on hold, and you will be connected to the second call.

To return to the original call:

PRESS: The LINK Button, followed by the # Key

Conference Calls: The Feature will allow you to conference yourself and two other parties.

ESTABLISH: First call
PRESS: The LINK Button
ESTABLISH: Second call
PRESS: The LINK Button

All Parties are now connected.

If the second party's number is busy or not answered, while on that call:

PRESS: The LINK Button
DIAL: *70
PRESS: The LINK Button

You are now connected to the original call.

Transfer Calls: The Feature will allow you to transfer an active call to another Telephone Number.

PRESS: The LINK Button
DIAL: The Telephone Number
ANNOUNCE: The call (optional)
PRESS: Release (RIs)

Now the two parties are connected, and you are dropped from the call.

If the line is busy, not answered or the call is refused:

PRESS: The LINK Button

You are now connected to the original call.

Call forward Variable: The Feature allows you to forward your calls to another Harvard telephone number.

To activate call forward variable:

DIAL: 72
LISTEN: For second dial tone.
DIAL: The Harvard extension.
LISTEN: For the Confirmation Tone (three beeps)
PRESS: Release (RIs)

To deactivate call forward variable:

DIAL: 73

Release a Call: This feature allows you to end a call immediately.

PRESS: The RELEASE Button