3. To forward all calls to another number
   ➕ ➕ then 1
   ➕ A confirmation tone is received
   ➕ Dial the number of the party you wish to call
   ➕ For forwarding to external phone, Press 9
   ➕ Dial the number of the party you wish to call
   ➕ A confirmation tone is sound
   ➕ Hang Up

8. To place the current call on hold
   ➕ Perform a hook flash
   ➕ Press 1

9. To resume the call
   ➕ Perform a hook flash again

10. To transfer the call
    ➕ While engaged in a call, perform a hook flash
    ➕ A dial tone is sound
    ➕ Dial the number of the party you wish to call
    ➕ When the other party answers or the remote telephone rings, hang up to transfer the call

11. To place the conference call
    ➕ While engaged in a call, perform a hook flash
    ➕ A dial tone is sound
    ➕ Dial the number of the party you wish to call
    ➕ When the other party answers or the remote telephone rings, perform a hook flash

1. To place an internal call
   ➕ Lift up handset
   ➕ Dial the "Extension Number" you wish to call

2. To place an external call
   ➕ Lift up handset
   ➕ Press 9
   ➕ Dial the number of the party you wish to call

5. To redial the last dialed number
   ➕ Press * then #

6. To use speed dial
   ➕ Preset speed-dial by using the IPTEL options setting
   ➕ Press * then a digit from one to nine

7. To pickup a call
   ➕ Lift up handset
   ➕ Press * * then 3
   ➕ A call-waiting tone rings

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A. Analog Phone Port
B. PC Port
C. LAN Port
D. AC/DC Power Adapter Port

Email queries to ITCare@nus.edu.sg
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