INTELLIPATH SYSTEM
QUICK REFERENCE GUIDE
SINGLE LINE SET-2 CLINTON SQ
100 S. SALINA ST/ATRIUM

REPORT ALL TELEPHONE
PROBLEMS TO:
OGS TELECOMMUNICATIONS
HELP DESK
1-888-784-4647

PLACING A CALL

Internal - Hear dial tone
        Dial 4-digit extension number

External - Hear dial tone
        Dial 9 and number

Non-Local – 9 + 1 + area code + number

HOLD

To place a call on hold:
Press the **Switchhook**
Press the **# Key**
Do Not Hang Up!
_____
To retrieve call:
Replace handset, phone will ring (lift handset)
You are reconnected to your call

CONFERENCE

To add a third party to an existing call
Ask party to hold
Press **FLASH KEY**
(hear special dial tone)
Dial third parties number
When party answers, press the **FLASH KEY**
All three parties are connected
_____
If the extension is busy or does not answer:
Press the **FLASH KEY TWICE**
(you are reconnected to the call)

TRANSFER

(Internal Only)
To transfer a call to another extension:

Ask Party to hold
Press **FLASH KEY**
Dial extension number
Announce call
_____
If extension is busy or does not answer:
Press **FLASH KEY TWICE**
You are reconnected to the call

CALL FORWARD ALL CALLS

(**Internal Only**)
To temporarily redirect your incoming calls
to another extension:

Lift handset (hear dial tone)
Dial **106** (hear *special dial tone*)
Dial extension number to receive calls
(hand up, your calls will be forwarded)
_____
To Cancel:
Lift Handset (hear dial tone)
Dial **107**
(Wait for *confirmation tone*, hang up)

CALLPICKUP

To pick up another ringing telephone in your

Lift handset
Hear dial tone, Dial *** Key**

Note: If ringing extension is not within your
group reorder tone (fast busy) will be heard.

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SPECIAL DIAL TONE:

Three beeps followed by the steady dial tone.
This is heard after the **SWITCHHOOK** is pressed
And is your indication that you may proceed with
feature activation.

CONFIRMATION TONE:

Two short bursts of tone followed by silence.
This is heard after a feature access code has
been entered and indicates the feature has been
successfully activated.

REORDER TONE:

A rapid busy signal that indicates you have attempted a
restricted feature or incorrectly entered an access code.