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)
- **DIAL:** 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 (Rls)

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 (Rls)

To deactivate call forward variable:

DIAL: 73

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

PRESS: The RELEASE Button