AT&T CL2909   **CORTELCO**   **PANASONIC**   **V-TECH**

HOW DO I MAKE AN INTERNAL OR EXTERNAL CALL?

GT Prefix	Dialing Instructions
206 (student residences)	6+last four digits of the extension
407 (GTRI staff & faculty)	7+last four digits of the extension
385 (staff & faculty)	5+last four digits of the extension
894 (staff & faculty)	4+last four digits of the extension
Non-GT numbers	Dial 9+area code + number
Making an international call	Dial 9 + 011 + Country Code + City Code + Number
How to call international numbers	http://www.howtocallabroad.com/

Off Campus dialing code: 9
USA Exit code: 9 011
Area Codes for Metropolitan Atlanta: 404, 470, 678, and 770

411 INFORMATION
Information look-ups using 411 is prohibited on the GT campus. Each 411 call costs GT $1.25. Go to www.411.com to look up phone numbers

IMPORTANT GEORGIA TECH PHONE NUMBERS:
GT Emergency Preparedness Information Line
 404-894-7200 (Ext. 4-7200)

GT Inclement Weather Line
404-894-0500 (Ext. 4-0500)

GT Police Department
911, 404-894-2500 (Ext. 4-2500)

GT Operator
404-894-2000 (Ext. 4-2000)

GT OIT Technology Support Group
404-894-7173 (Ext. 4-7173)
- GT Accounts/Passwords - Option 1
- Computing Services/Tech Support - Option 2
- Telecom Moves-Adds-Changes, Repairs, Conference Bridges - Option 3
- Classroom or computer lab support - Option 4

How do I make a call?
Lift the handset or press the hands-free button to get dial tone, dial:
1. On-campus calls: last 5-digits of phone number
2. Local calls: 9 + Area Code + Number
3. Long distance: 9 + 1 + Area Code + Number
4. International: 9 + 011 + country code + city code + phone number

How do I redial the last number I called without inputting all of the numbers?
1. Press the # key two times (##)

How do I pick-up a call from another phone in my pick-up group?
(ALL PHONES DO NOT HAVE THIS FEATURE – THIS IS A SPECIAL REQUEST)
1. While the other phone is ringing
   a. Get dial tone
   b. Dial *77

How do I conference two or more callers from my phone?

Three-way calling (conference)
1. While talking to the first person, press and release the switch hook or the Flash key to get dial tone
2. Dial the second number
3. Press the switch hook or flash to join the parties.

How do I forward my phone?
1. Pick up the handset or press the speaker button to get dial tone
   a. Dial *74, enter the phone number to forward your calls
      i. To forward to a phone off-campus, dial *74 + 9 + area code + number
      ii. To forward your phone to a phone on Campus dial *74 + 5-digit extension

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My phone rings only one time and when I pick up the line, I hear dial tone. What happened to my call?
1. You phone line is still forwarded. You must deactivate call forwarding on your phone.

How do I deactivate call forwarding?
1. To deactivate call forwarding, dial #74

How do I transfer a call?
Press the flash button or switch hook to get dial tone.
1. Press the Switch Hook or Flash to get dial tone
2. Dial second number
3. Announce caller
4. Hang up phone (some phones require you to press Flash before connecting – then hang up)

How do I place a call on hold?
1. Press the HOLD button
   a. If you DO NOT HAVE a HOLD button
      i. Get Dial tone (Flash or Switch Hook)
      ii. Dial *90

How do I retrieve a held call?
1. Lift the handset or press HANDSFREE button
1. If you do not have a Hold button on your phone,
   a. Press the Switch Hook or Flash to get dial tone
   b. Dial *89
   c. Hang up

Can I place a call on hold and pick it up from a different desk?
Yes, using Call the Call Park feature you can place a call on hold at one desk and pick it up at another.

What is Call Park and how do I use it?
(ALL PHONES DO NOT HAVE THIS FEATURE – THIS IS A SPECIAL REQUEST)

Call Park allows you place a call on hold at your desk and retrieve or pick up that call from any other phone on the Georgia Tech phone system. This is in contract to placing a call on hold at your desk and only being able to retrieve the call from your desk.

To park a call:
1. While the call is active
   a. Press the Switch Hook or Flash to get dial tone
   b. Dial *89 and hang up the phone
   c. Go to the phone to retrieve the call
   d. Get dial tone
   e. Dial #89 and dial the extension where you parked the call