

# Gallup

## DTR 1-1 User Guide



### **911**

Lift Handset  
Press 911 for UNM Gallup Police

### **Call Off-Campus Local Number**

Lift Handset  
Press 9  
Press the number you want to dial xxx-xxxx

### **Call On-Campus Number**

Lift handset  
Press the extension you want to dial xxxx

### **Call Long Distance Number**

Lift Handset  
Press 9  
Press your Century Link long distance code  
Press the number you want to dial 1-xxx-xxx-xxxx

### **Call Pickup**

Phones must be pre-programmed to be in a group and physically close enough for persons to be able to hear another phone ringing  
Lift Handset  
Press \*0

You should be able to hear the caller of the phone that was ringing

### **Call Forward – Busy**

Lift Handset

Press #3 (you will hear a stutter dial tone)

Press 4 digit extension of where you want your calls to be answered if you are on the phone

Hang up

### **Call Forward – No Answer**

Lift Handset

Press #4 (you will hear a stutter dial tone)

Press 4 digit extension of where you want your calls to be answered if you are not present

Hang up

### **Call Forward – All Calls**

Lift Handset

Press #2 (you will hear a stutter dial tone) NOTE: THIS OVERRIDES #3 and #4 – your phone will NOT ring

Press 4 digit extension of where you want your call to be answered all the time

Hang up

### **Clear Call Forward – Busy**

Lift Handset

Press \*3 (if there is no forwarding set, you will hear a fast busy signal)

Hang up

### **Clear Call Forward – No Answer**

Lift Handset

Press \*4 (if there is no forwarding set, you will hear a fast busy signal)

Hang up

### **Clear Call Forward – All Calls**

Lift Handset

Press \*2 (if there is no forwarding set, you will hear a fast busy signal)

Hang up

### **Conference Call**

Depress switch hook or Flash button

Dial the number

After the 2<sup>nd</sup> party answers, depress the switch hook  
All 3 parties should be connected

### **Directory Assistance (Non-UNM billable)**

Lift Handset  
Press 9  
Press your Century Link long distance code  
Press the number you want to dial 1411 for local or long distance 1 + area code xxx + 555-1212

### **Hold**

Depress switch hook or Flash button  
Press \*5 and place receiver on desk  
Hang up or depress the switch hook until the call rings back

### **Hold and Consult**

Depress switch hook or Flash button  
Press the 4 digit extension  
When the consulting party hangs up you are automatically connected back to the first party

### **Operator**

Lift handset  
Press 0 for UNM Gallup on-campus Operator

### **Transfer**

Depress switch hook or Flash button  
Dial the 4 digit extension  
Announce the call and hang up

### **Voicemail Check From Your Extension**

Lift handset  
If there is a voicemail message you will hear a stutter dial-tone  
Press 7670  
Enter your passcode

### **Voicemail Check From a Different Extension**

Lift handset  
Dial 7670 #  
During the greeting enter "9" followed by your mailbox number (your 4 digit extension)  
Enter your passcode

## **Voicemail Check from An Off-Campus Number**

Lift handset

Dial 863-7670

During the greeting enter "9" followed by your mailbox number (your 4 digit extension)

Enter your passcode

## **Change Ring Tone and Volume**

### **Ring Tone 1**

Low volume: Press the Program button, #, 1

Medium volume: Press the Program button, #, 2

High volume: Press the Program button, #, 3

### **Ring Tone 2**

Low volume: Press the Program button, #, 4

Medium volume: Press the Program button, #, 5

High volume: Press the Program button, #6

### **Ring Tone 3**

Low volume: Press the Program button, #, 7

Medium volume: Press the Program button, #, 8

High volume: Press the Program, #, 9