



Out-Dialing

Step 1 Call In:

1. Dial Your UNiCALL Number
2. While Greeting plays, press * Star

Step 2 Log In:

Enter your **PASSWORD** _____ followed by * Star

Step 3: Press (2) To make a Call

Step 4: Enter telephone number you wish to call followed by * Star

IT IS NOT NECESSARY TO ENTER 1, BUT YOU MUST ENTER AREA CODE

System will repeat the ten digit phone number back to you and prompt you to:

Press **(1)** if the number is correct.

Press **(2)** to re-enter the number.

Press **(#)** to cancel & return to the main menu.

Step 4: Press (8) to return to the main menu after the call is disconnected.

During Out-dial calls

Press **2** to send called party to a Conference Bridge

Press **4** to Place called party on **Hold**

Press **4** to retrieve called party from **Hold**

Press **7** to **Record** call