

**DIRECTIONS FOR
USE OF LEGISLATIVE TELEPHONES**

(Legislative Switchboard: 986-4300)

All legislative offices have extensions off the legislative telephone system. Any type of call can be made, as follows.

1. To call any legislative office, the Legislative Council, the Legislative Finance Committee, the Legislative Education Study Committee or the Legislative Building Services, simply dial the last four digits of the seven-digit number.

2. To call outside of the legislative telephone system, dial as follows:

A. For any state agency number beginning with 827, dial 9, wait for dial tone, then dial 7 plus the last four digits of the 827 number. For state agency numbers beginning 476, dial 9, wait for the dial tone, then 6 plus the last four digits of the number.

B. For any other call in Santa Fe or Albuquerque, dial 9, wait for dial tone, then the seven-digit number.

C. For all New Mexico calls other than Santa Fe or Albuquerque, dial 9 plus 1 plus the area code 505 or 575 plus the seven-digit number. (Example: 9, 1, 505-611-1234.)

D. For calls out of state, dial 9, wait for dial tone, then dial 1 then the area code and seven-digit number you are calling.

E. Please do not use directory assistance (information) unless absolutely necessary. These calls are very costly. Please try to use telephone directories. The legislative switchboard has directories for many different cities.

3. Calls from outside the building may be received directly in individual offices if the individual provides the individual's seven-digit number to callers. PLEASE TAKE AS MANY OF YOUR CALLS AS POSSIBLE THIS WAY.

4. To make long-distance calls through the legislative switchboard from a hotel or motel in Santa Fe, call the switchboard (986-4300) and tell the operator the destination of the call and the desired number. The operator will dial the number. The operators can accept calls from legislators only.

5. The legislative operators will be happy to provide assistance with any calls or to arrange for someone to come to individual offices to provide any telephone assistance needed. To reach the legislative operators, dial 4300.

Switchboard hours are:

Mondays through Fridays	7:00 a.m. to 11:00 p.m.
Saturdays	8:00 a.m. to 8:00 p.m.
Sundays	9:00 a.m. to 7:00 p.m.

(Additionally as necessary for legislative meetings)

DEFINITELY DIALING FEATURES

Hold button, allows you to place a call on/off hold.

To activate: 1) Press Hold button. Press again to deactivate. 2) If you've hung up, pick up the handset.

Volume adjustment, allows you to adjust ringer and speaker volume.

To adjust: Move the slider bar on the side of the phone.

Mute button, turns off the microphone associated with the handset or the built-in speaker volume.

To activate: 1) Press Mute button (red mute light goes on). 2) Press button again to deactivate.

Speaker button, allows you to place calls or access other features without using the handset..

To activate: Press the Speaker button. Press again to deactivate.

Conference feature, allows you to add up to two more parties to a call.

To add another party to your call: 1) Press the Conf. button. 2) Dial the telephone number or extension number. 3) Once the next party is on the line press the Conf. button again to join all callers.

Note: If no answer or busy, press Conf. button twice to return to the original party. Legislative secretaries or the legislative switchboard operators can place a conference call for you for up to six parties.

Redial button, to redial the last number you dialed from the dial pad.

Press the Redial button.

Transfer button, to transfer a call to another extension.

1) Press the Transfer button. 2) Dial the extension you want to transfer the call to. You may speak to the person answering that extension and then press Transfer, or press Transfer after it starts to ring.

Call forward, allows you to forward all of your calls to another phone extension.

To activate: 1) Dial *2. 2) Dial the extension number of the phone where your calls will be answered. To cancel, dial #2.

Note: Incoming calls to your phone will ring once before the call is forwarded.

Send all calls, allows you to redirect all incoming calls to your coverage path immediately.

To activate, dial *9. To cancel, dial #9.

Call pickup, allows you to pick up a ringing phone in your immediate area.

To activate, dial *7.

Note: You must first be assigned to a pick up group by the telephone system technician.

Call park, allows you to pick up a call parked by an operator. You may pick up a parked call from any phone on our system.

To retrieve a parked call: 1) Get dial tone. 2) Dial #4. 3) Dial number where call is parked. The operator will give you one of these numbers - 61, 62, 63, 64, 65, 66.

Autodial buttons, allow you to speed dial numbers which have been programmed and stored on your phone set.

1) While telephone is on the hook, press the Program button. 2) Press the programmable dialing button. 3) Dial the number you wish to store; if it is an outside number, dial 9, press the Pause button, then dial the rest of the number. 4) Press the Program button.

Please contact your legislative secretary for help or additional information about these telephone features.