

# Phone Features

Various features are able to be accessed, modified and enabled through telephone shortcuts. Each of those features will be covered in the following sections.

## Feature Access Codes

While the following sections will go into greater detail about how to use each feature from a phone, the table below serves as compilation of all of the various feature access codes.

If you have any questions regarding a particular feature or corresponding code, refer to the feature's section after this table.

FEATURE	ON	OFF
<b>Anonymous Call Rejection</b>	<b>*77</b>	<b>*87</b>
<b>Call Forwarding - Always</b>	<b>*72</b>	<b>*73</b>
<b>Call Forwarding - Busy</b>	<b>*90</b>	<b>*91</b>
<b>Call Forwarding - No Answer</b>	<b>*92</b>	<b>*93</b>
<b>Call Forwarding - Not Reachable</b>	<b>*94</b>	<b>*95</b>
<b>Call Return</b>	<b>*69</b>	
<b>Call Waiting (per call *70)</b>	<b>*56</b>	<b>*57</b>
<b>Call Waiting - Disable for One Call</b>	<b>*70</b>	
<b>Caller ID Block - Outbound</b>	<b>*68</b>	<b>*81</b>
<b>Caller ID - Block Outbound (per call)</b>	<b>*67</b>	
<b>Clear Voice Message Indicator</b>	<b>*99</b>	
<b>Do Not Disturb</b>	<b>*78</b>	<b>*79</b>
<b>Flash Call Hold</b>	<b>*22</b>	
<b>Last Number Redial</b>	<b>*66</b>	
<b>Speed Dial 8</b>	<b>*74</b>	
<b>Speed Dial 100</b>	<b>*75</b>	
<b>Voicemail</b>	<b>*98 or *62</b>	

## Anonymous Call Rejection

Reject incoming calls that have blocked their directory or identification information. Anonymous callers will hear an intercept message when they call.

1. Dial \*77 to enable.  
Dial \*87 to disable.
2. Listen for a confirmation message.

## Call Forwarding

Forward incoming calls to another number.

1. Dial \*72 to enable call forwarding always.  
Dial \*73 to disable call forwarding always.  
  
Dial \*90 to enable call forwarding - busy.  
Dial \*91 to disable call forwarding - busy.  
  
Dial \*92 to enable call forwarding - no answer.  
Dial \*93 to disable call forwarding - no answer.  
  
Dial \*94 to enable call forward not reachable.  
Dial \*95 to disable call forward not reachable.
2. Enter the 10-digit phone number for the call forwarding destination and press #.
3. Listen for a confirmation message.

## Call Return

Quickly dial the number of the last incoming call.

1. Dial \*69.
2. Your phone will dial the number that was your last incoming call.

## Call Waiting

Switch to new incoming calls while already on another call.

### To Enable or Disable the Feature:

1. Dial \*56 to enable.  
Dial \*57 to disable.
2. Listen for a confirmation message.

### To Answer:

1. Sound will alert when there is another call.
2. Press flash to put the existing caller on hold and accept the other call.

### To Disable for a Single Call:

1. Dial \*70
2. Enter the desired 10-digit phone number you're wanting to call.

## Caller ID

Identify callers before answering the call. Block Caller ID information from being delivered with Outbound Caller ID Block.

1. Dial \*68 to permanently enable outbound caller ID block.  
Dial \*81 to permanently disable outbound caller ID block.
2. Dial \*67 and the 10-digit phone number to enable outbound caller ID block for one call.  
Dial \*82 and the 10-digit phone number to disable outbound caller ID block for one call.
3. Listen for a confirmation message.

## Clear Voice Message Indicator

Clear the indicator on your phone that shows voice messages.

1. Dial \*99.
2. Listen to the confirmation message.

## Do Not Disturb

Halt calls, pages or intercom messages. Callers will receive a busy message and be sent to voicemail or receive a busy signal.

1. Dial \*78 to enable.  
Dial \*79 to disable.
2. Listen for a confirmation message.

## Flash Call Hold

Place a call on hold.

### To place a call on hold:

1. Dial the other number.
2. During the call, press flash.
3. Dial \*22 to place the call on hold.

### To take a call off hold:

1. Dial \*22 or press flash.

## Last Number Redial

Quickly dial the number of the last outgoing call.

1. Dial \*66.

## Speed Dial

Add frequently dialed numbers for quick and simple access.

### To Create a Speed Dial Code:

1. For a one digit code, Dial \*74 and wait for the tone.  
For a two digit code, Dial \*75 and wait for the tone.
2. Dial appropriate speed dial code followed by the user's 10-digit phone number. (Example: 03+800-555-1212)
3. Listen for a confirmation message.

### To Use Speed Dial:

1. Listen for a dial tone.
2. Dial # followed by appropriate 2-digit speed dial code.

## Three-Way Calling

Create a call that includes three parties with each on a separate device.

1. Call the first phone number or extension.
2. Once they answer and you are on an active call, place the call on hold by pressing Flash / Conference.
3. Enter the third party's complete phone number or extension and press #.
4. Once the third-party answers and you are on an active call, connect all three parties and begin a three-way call by pressing Flash / Conference.

Note: If either the second or third party leaves the call, the first party and the remaining party will remain connected.

## Voicemail

Send calls to a personal Voicemail while on another call, not at the office or just too busy. Messages can be conveniently retrieved by phone, online account or email.

### To Access Voicemail:

1. From on-network extension: dial \*98.  
From off-network extension: dial your 10-digit phone number and press \* when greeting starts.
2. Enter passcode and press #.

### Main Voicemail Menu Options:

- [1] To access voicemail.
- [3] Record name.
- [8] To change passcode.
- [9] To exit the voice portal.
- [#] To repeat this menu.

### First Time Setup or Reset Voicemail Passcode

1. Dial \*98.
2. Enter default passcode 8642 and press # (first time setup).
3. Following passcode has expired prompt, enter a permanent passcode and press #.
4. Re-enter permanent passcode and press #.
5. Follow the rest of the prompts to record name and greetings.