

Feature	Set	Cancel
Abbreviated Dial	75* + menu	75* + menu
Anonymous Call Rejection	*77	*87
Call Block	*60 + menu	*80 + menu
Call Forward – All Calls	72* + no. + #	73*
Call Forward – Busy	76* + no. + #	77*
Call Forward – No Answer	78* + no. + #	79*
Call Forward – Out of Svc	70* + menu	71*
Call Forward – Selective	*63 + menu	*83 + menu
Call Return	*69	N/A
Call Trace	*57	N/A
Call Waiting	FLASH	*70 + no.
Caller ID Block	*67	N/A
Conferencing (3-way Call)	FLASH + no.	N/A
Do Not Disturb	*04	*04
Hold	FLASH	FLASH
Perm. Caller ID Block Release	N/A	*82 + no.
Priority Call	*61 + menu	*61 + menu
Privacy Guard	*88 + menu	*88 + menu
Redial	*07	N/A
Speed Dial	74* + menu	74* + menu
Voice Mail	*09	N/A

DIRECT *Vois*



Abbreviated Dialing

Abbreviated Dialing lets you create up to 100 personal 2-digit speed dial codes.

To program an Abbreviated Dial Code

- Lift the handset and dial 75*
- Follow the voice prompts

To modify an Abbreviated Dial Code

- Lift the handset and dial 75*
- Follow the instructions to program a new Abbreviated Dial Code using the same Abbreviated Dial Code

To use an Abbreviated Dial Code

- Lift the handset and dial *3
- Enter the desired 2-digit speed dial code

Anonymous Call Rejection

Anonymous Call Rejection prevents inbound calls from callers who block the display of their Caller ID.

To enable Anonymous Call Rejection

- Lift the handset and dial *77
- Listen for the confirmation tone and hang up

To disable Anonymous Call Rejection

- Lift the handset and dial *87
- Listen for the confirmation tone and hang up

Call Forward (All Calls)

Call Forward (All Calls) lets you forward incoming calls to another number.

To enable/modify Call Forwarding

- Lift the handset and dial 72*
- Enter the phone number for the forwarding destination followed by #
- Press # to confirm followed by 2 to exit
- Hang up

To disable Call Forwarding

- Lift the handset and dial 73*
- After hearing the verification, hang up

Call Forward (Busy)

Call Forward (Busy) forwards calls to another number when you are already on a call.

To enable/modify Call Forward (Busy)

- Lift the handset and dial 76*
- Enter the phone number for the forwarding destination followed by #
- Press # to confirm followed by 2 to exit
- Hang up

To cancel Call Forward (Busy)

- Lift the handset and dial 77*
- Hang up

Call Forward (No Answer)

Call Forward (No Answer) lets you forward calls to another number when you don't answer.

To enable/modify Call Forward (No Answer)

- Lift the handset and dial 78*
- Enter the extension or number for the forwarding destination followed by #
- Press # to confirm followed by 2 to exit
- Hang up

To cancel Call Forward (No Answer)

- Lift the handset and dial 79*
- Hang up

Call Forward (Out of Service)

Call Forward (Out of Service) automatically forwards calls to another location when your business phone goes out of service. The forwarding destination for Call Forward (Out of Service) is configured through the web portal or by your service provider.

To enable Call Forward (Out of Service)

- Lift the handset and dial 70*
- Press # to confirm followed by 2 to exit
- Hang up

To disable Call Forward (Out of Service)

- Lift the handset and dial 71*
- Hang up

Call Forward (Selective)

Call Forward (Selective) forwards calls from certain numbers to another number.

To configure the Selective Call List

- Lift the handset and dial *63
- Follow the voice prompts to enable or disable the feature, or add, delete, or list numbers to be forwarded.

Note: Disabling Call Forward (Selective) will not delete the Selective Call List.

Call Return

Dials the number of the last incoming call received at your phone.

To return a call

- Lift the handset and dial *69
- Verify the number and press 1 to return the call
- Wait for the called party to answer

Note: If your phone has Toll Restrictions, you will not be able to return restricted calls.

Call Trace

Traces an offending call immediately after it comes in.

To trace a call

- Hang up from the offending call
- Lift the handset and dial *57
- Wait for the announcement indicating that Call Trace was successful

Note: Tracing a call sends the call information to the service provider for follow-up.

Call Block

Call Block lets you program your phone to reject calls from a list of telephone numbers.

To configure your Call Block List

- Lift the handset and dial *60
- Follow the voice prompts to enable or disable the feature, or add the last caller to the blocked list, and add, delete, or list numbers to be blocked.

Caller ID Block

Blocks display of your Caller ID for this call only.

To prevent sending your Caller ID for a single call

- Lift the handset and dial *67
- Dial the desired phone number

Call Waiting

Lets you put one call on hold while you answer a second call. You may then alternate between the two calls.

To toggle between calls

- Flash the receiver button. You will be connected to the incoming call and the first call is put on hold. Repeat to toggle between calls.

To disconnect a call

- Hang up the phone while on that line. The phone will ring so you can answer the remaining call.

Cancel Call Waiting

Cancel Call Waiting disables Call Waiting for a single call.

To temporarily cancel call waiting:

- Lift the handset and dial *70
- Dial the desired number

Conferencing

Conferencing enables you to talk to multiple parties simultaneously.

To add a party to the current call

- Inform the current party that you'll be starting a conference
- Flash the receiver button
- The call is placed on hold and you will hear dial tone
- Dial the phone number of the party you wish to include
- Inform them of the conference
- Flash the receiver button to bring in the 3rd party

You are now in conference with both parties. Repeat the process to add additional parties.

If you initiate a conference call and then hang up, the other parties may be able to continue the call after you disconnect. Contact your service provider to determine their configuration.

Do Not Disturb

Do Not Disturb prevents inbound calls except from callers on your Priority Call List.

To enable or disable Do Not Disturb

- Lift the handset and dial *04
- Hang up

Hold

To place the current call on hold

- Press the Flash button or flash the receiver button
- Hang up or place another call.

To retrieve a held call

- Lift the handset or flash the receiver button

Note: While on-hook, a new incoming call has priority over the call on hold and rings through first. If you answer the phone, you get the new call first.

Permanent Caller ID Block Release

If your phone is configured to block sending Caller ID information, Permanent Caller ID Block Release sends your Caller ID information for a single phone call.

To send your Caller ID for a call

- Lift the handset and dial *82
- At the second dial tone, dial the extension or telephone number you wish to reach

Priority Call

Priority Call lets you define a list of callers identified as priority callers using a unique ring tone when they call you.

- Lift the handset and press *61
- Follow the voice prompts

Privacy Guard

Privacy Guard screens inbound anonymous calls.

To enable/disable Privacy Guard

- Lift the handset and dial *88
- Press 1 to enable/disable Privacy Guard
- Hang up

To change the Privacy Guard Access Code

- Lift the handset and dial *88
- Press 2 to set or change the Access Code
- Enter the new access code followed by #
- Hang up

To verify the Privacy Guard Access Code

- Lift the handset and dial *88
- Press 3 to verify the Access Code
- After hearing the Access Code, hang up

Re-dial

To re-dial the call you placed:

- Lift the handset and dial *07

Speed Dial

You can assign up to seven numbers to a 1-digit speed dial number.

Programming a Speed Dial Number

- Lift the handset and dial 74#
- At the prompt, press 1 to program a Speed Dial digit
- Press the desired Speed Dial digit (i.e., 1-7)
- Enter the phone number you want to assign to this Speed Number and press #
- After the prompt, press # and hang up

Dialing a Speed Dial Number

- Lift the handset or flash the receiver button
- Press the Speed Dial digit (i.e., 1-7) followed #
- Wait for the called party to answer

Verifying a Speed Dial Number

You can verify what phone number is assigned to a Speed Number at any time.

- Lift the handset and dial 74#
- After the prompt, press 2 to verify a Speed Number
- Press the Speed Dial digit you wish to verify

Voice Mail

If you have any voice mail messages, when you lift the handset you hear stutter dial tone.

To access your voice mail:

- Lift the handset and dial *09
- Follow the prompts to use the voice mail system