

Feature Access Codes

Call Transfer (Blind)

While engaged in a call:

1. Press Transfer (or flash-hook on phone if using ATA). The initial call is now being held.
2. Enter the complete phone number or extension number of the destination party. Press # to signal the end of the phone number or extension you are dialing.
3. Press Transfer (or flash-hook) again, to connect parties.

Call Transfer (Supervised)

While engaged in a call:

1. Press Transfer (or flash-hook on phone if using ATA). The initial call is held.
2. Enter the complete phone number or extension number of the destination party. Press # to signal the end of the phone number or extension you are dialing.
3. Consult with the destination party.
4. Press Transfer (or flash-hook) again to connect parties or press blinking line key to return to original party.

*** Direct Voice Mail Transfer**

While engaged in a call:

1. Press Transfer and * followed by the mailbox (extension) you wish to transfer the call to then press #.

Three-Way Call

While engaged in one call:

1. Press Conference (or flash-hook using ATA). The initial call is held.
2. Enter the complete phone number or extension number of the third party. Press # to signal the end of the phone number or extension number you are dialing.
3. When third party is connected press Conference or flash-hook again. All parties are connected.

*** Note:** If either of the two other parties hangs up, your call with the remaining party remains intact. If you hang up, the other two parties will be disconnected.

Call Forwarding
***72 - Call Forwarding Always Activation**

1. Lift handset and press feature code *72 #.
2. Enter the extension number you wish to forward, followed by the # key.
3. Enter the complete phone number or extension number the calls will be forwarded to followed by the # key.
4. Replace handset. The Call Forwarding service is ON.

***73 - Call Forwarding Always Deactivation**

1. Lift handset and press feature code *73 #.
2. Replace handset. The Call Forwarding service is turned OFF.

***90 - Call Forwarding Busy Activation**

1. Lift handset and press feature code *90 #.
2. Enter the extension number you wish to forward, followed by the # key.
3. Enter the complete phone number or extension number that calls will forward to when you are on the phone followed by the # key.
4. Replace the handset. The Call Forwarding Busy service is turned ON.

***91 - Call Forwarding Busy Deactivation**

1. Lift handset and press feature code *91 #.
2. Replace handset. The Call Forwarding Busy service is turned OFF.

***52 - Call Forwarding No Answer Activation**

1. Lift handset and press feature code *52 #.
2. Enter the extension number you wish to forward, followed by the # key.
3. Enter the complete phone number or extension number that calls will forward to when you do not answer.
4. Replace handset. The Call Forwarding No Answer service is turned ON.

***53 - Call Forwarding No Answer Deactivation**

1. Lift handset and press feature code *53 #.
2. Replace handset. The Call Forwarding No Answer service is turned OFF.

Call Park & Pickup
70 - Call Park (no* needed)

1. While engaged in a call press Transfer and Dial 70#.
2. Take note of the 2 digit number the system reads back to you. Replace the handset, the call is now parked.

71-79 - Call Park Retrieve (no* needed)

1. From any phone; lift handset and dial the 2 digit number where the call is parked. You now have the parked call.

***8 - Call Pickup - Group**

1. Lift handset and press feature code *8 #.
2. You will be picking up the longest ringing phone in the pick up group.

**** - Call Pickup - Directed**

1. Lift handset and press feature code ** #.
2. Enter the extension where the call is ringing.

***69 - Call Return**

1. Lift handset and press feature code *69 #.

***70 - Call Waiting Activate**

1. Lift handset and press *70 #.

***71 - Call Waiting Deactivate**

1. Lift handset and press *71 #.

***78 - Do Not Disturb Activation**

1. Lift handset and press *78 #.

***79 - Do Not Disturb Deactivation**

1. Lift handset and press *79 #.

***80 - Hands Free Intercom**

1. Dial *80 and the extension you wish to intercom then press #

Paging

1. Dial desired paging zone.
2. _____ (default zones)
3. Make announcement

Feature Access Codes

*30	Blacklist a number	*411	Phonebook dial-by-name directory
*31	Remove a number from the blacklist	*45	Queue Toggle
*32	Blacklist the last caller	*0	Speeddial prefix
*72	Call Forward All Activate	*75	Set user speed dial
*73	Call Forward All Deactivate	55	My Voicemail
*740	Call Forward Toggle		
*90	Call Forward Busy Activate		
*91	Call Forward Busy Deactivate		
*52	Call Forward No Answer/Unavailable Activate		
*53	Call Forward No Answer/Unavailable Deactivate		
*70	Call Waiting - Activate		
*71	Call Waiting - Deactivate		
*34	Perform dictation		
*35	Email completed dictation		
*76	DND Toggle		
*78	DND Activate		
*79	DND Deactivate		
*21	Findme Follow Toggle		
*54	User Intercom Allow		
*55	User Intercom Disallow		
*80	Intercom prefix		