



Access Codes (also known as 'dial codes') are entered through the phone keypad to control the configuration of certain features. To use an Access Code, enter the appropriate code on your handset.\*

#### Call Forwarding Always Activation

- Lift telephone handset. Press the assigned code (ex. \*72).
- Enter phone number to which calls will be forwarded.
- Replace telephone handset. The service is on.

#### Call Forwarding Always Deactivation

- Lift telephone handset. Press the assigned code (ex. \*73).
- Replace telephone handset. The service is off.

#### Call Forwarding Always To Voicemail Activation

- Lift telephone handset. Press the assigned code (ex. \*21).
- Replace telephone handset. The service is on.

#### Call Forwarding Always To Voicemail Deactivation

- Lift telephone handset. Press the assigned code (ex. #21).
- Replace telephone handset. The service is off.

#### Call Forwarding Busy Activation

- Lift telephone handset. Press the assigned code (ex. \*90).
- Enter phone number to forward calls when you are on the phone.
- Replace telephone handset. The service is on.

#### Call Forwarding Busy Deactivation

- Lift telephone handset. Press the assigned code (ex. \*91).
- Replace telephone handset. The service is off.

#### Call Forwarding Busy To Voicemail Activation

- Lift telephone handset. Press the assigned code (ex. \*40).
- Replace telephone handset. The service is on.

#### Call Forwarding Busy To Voicemail Deactivation

- Lift telephone handset. Press the assigned code (ex. #40).
- Replace telephone handset. The service is off.

#### Call Forwarding No Answer Activation

- Lift telephone handset. Press the assigned code (ex. \*92).
- Enter phone number to forward calls when you do not answer the phone.
- Replace telephone handset. The service is on.

#### Call Forwarding No Answer Deactivation

- Lift telephone handset. Press the assigned code (ex. \*93).
- Replace telephone handset. The service is off.

#### Call Forwarding No Answer To Voicemail Activation

- Lift telephone handset. Press the assigned code (ex. \*41).
- Replace telephone handset. The service is on.

#### Call Forwarding No Answer To Voicemail Deactivation

- Lift telephone handset. Press the assigned code (ex. #41).
- Replace telephone handset. The service is off.

#### Calling Line ID Delivery Blocking per Call

- Lift telephone handset. Press the assigned code (ex. \*67).
- Dial the phone number.
- The call is placed, and your calling line ID is not displayed.

#### Calling Line ID Delivery Blocking Persistent Activation

- Lift telephone handset. Press the assigned code (ex. \*31).
- Replace telephone handset. The service is on for all calls.

#### Calling Line ID Delivery Blocking Persistent Deactivation

- Lift telephone handset. Press the assigned code (ex. #31).
- Replace telephone handset. The service is off for all calls.

#### Calling Line ID Delivery per Call

- Lift telephone handset. Press the assigned code (ex. \*65).
- Dial the phone number.
- The call is placed, and your calling line ID is displayed for this call.

#### Call Park

- Lift telephone handset. Press the assigned code (ex. \*68).
- Enter extension of phone on which call is to be parked.
- Replace telephone handset. The call is parked at the indicated extension.

#### Call Park Retrieve

- Lift telephone handset. Press the assigned code (ex. \*88).
- You are connected with the call you parked.

#### Call Pickup

- Lift telephone handset. Press the assigned code (ex. \*98).
- The longest-ringing phone in your call pick-up group is connected.

#### Call Return

- Lift telephone handset. Press the assigned code (ex. \*69).
- The last incoming phone number is redialed.

#### Call Waiting Persistent Activation

- Lift telephone handset. Press the assigned code (ex. \*69).
- The last incoming phone number is redialed.

#### Call Waiting Persistent Deactivation

- Lift telephone handset. Press the assigned code (ex. #43).
- The Call Waiting service is turned off for all calls.

## Cancel Call Waiting

- Lift telephone handset. Press the assigned code (ex. \*70).
- The Call Waiting service is turned off so that you can make an uninterrupted phone call. The Call Waiting service will be back on after the next outgoing phone call.

## Clear Voice Message Waiting Indicator

- Lift telephone handset. Press the assigned code (ex. \*99).
- The audible or visual (on some devices) message waiting indicator on your phone has been cleared.

## Directed Call Pickup

- Lift telephone handset. Press the assigned code (ex. \*97).
- Enter the extension where the call is ringing. You answer the ringing call at the specified extension.

## Directed Call Pickup with Barge-In

- Lift telephone handset. Press the assigned code (ex. \*33).
- Enter the extension where the call is either ringing or ongoing. You answer or join the call of the specified extension.

## Direct Voicemail Transfer

- Direct your current call to another extension's voicemail.
- Press the assigned code (ex. \*55) followed by the extension number, the call is then directed to that extension's voicemail.

## Diversion Inhibitor

- Lift telephone handset. Press the assigned code (ex. \*80).
- This service is on for this call, which cannot be redirected by the terminating side.

## Do Not Disturb Activation

- Lift telephone handset. Press the assigned code (ex. \*78).
- Replace telephone handset. The service is on. Your phone will not ring while this service is on for all calls.

## Do Not Disturb Deactivation

- Lift telephone handset. Press the assigned code (ex. \*79).
- Replace telephone handset. The service is off for all calls.

## Last Number Redial

- Lift telephone handset. Press the assigned code (ex. \*66).
- The last outgoing phone number is redialed.

## Music On Hold per Call Deactivation

- Lift telephone handset. Press the assigned code (ex. \*60).
- The service is turned off for this call.

## No Answer Timer

- Lift telephone handset. Press the assigned code (ex. \*610).
- Press the keys to identify the number of rings before No-Answer handling is applied to a service.

## Per Call Account Code

- Lift telephone handset. Press the assigned code (ex. \*71).
- Dial the account code.
- Dial the phone number.
- The call is placed using the specified account code.

## Push to Talk

- Lift telephone handset. Press the assigned code (ex. \*50).
- The service is on for this call. You can now be instantly connected to selected users, depending on how you have configured your Push To Talk service.

## Speed Dial 100

To program:

- Lift telephone handset. Press the assigned code (ex. \*75).
- At the dial tone, enter the two-digit code that will represent the number you want to program, followed by the complete number.
- Press the # key. The speed number is programmed.

To use:

- Lift telephone handset
- At the dial tone, enter the prefix set for the Speed Dial 100 service (ex. the # key), followed by the two-digit code representing the number you want to dial. The speed number is dialed.

## Speed Dial 8

To program:

- Lift telephone handset. Press the assigned code (ex. \*74).
- At the dial tone, enter the one-digit code that will represent the number you want to program, followed by the complete number.
- Press the # key. The speed number is programmed.

To use:

- Lift telephone handset.
- At the dial tone, enter the one-digit code representing the number you want to dial. The speed number is dialed.

## Sustained Authorisation Code Activation (calls unlocking)

- Lift telephone handset. Press the assigned code (ex. \*47).
- Enter your authorization code followed by the # key. Your calls are unlocked.

## Sustained Authorisation Code Activation (calls locking)

- Lift telephone handset. Press the assigned code (ex. \*37).
- Enter your authorization code followed by the # key. Your calls are locked.

\*Some codes may or may not work on customer premise equipment depending on configuration. Features are dependant on user license type.