



Quick Reference Guide

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☎ Phone: (866) 999-8300

FUNCTION	CODE/STEPS
 Transfer to Voicemail	i "XXX" represents any 3-digit extension number in your system Transfer + 7 XXX
 Call Forward	Forward *72 + XXX Cancel Forward *73
 Do Not Disturb	ON: *78 or use phone menu OFF: *79 or use phone menu
 Voicemail	5001 or use phone menu
 Park Call	* * * Then listen to where call is parked. Then any user can dial that code to retrieve the parked call.
 Retrieve Parked Call	Dial the assigned park orbit (701, 702 , etc) OR press the lit "Park" button
 Blind & Announced Transfer	BLIND: Transfer + Blind + XXX or phone number + Send ANNOUNCED: Transfer + XXX or phone number + Send + Announce + Transfer
 Intercom	*50 XXX (2-way Handsfree page) Or use phone Softkey.