



# BizPhone Features Access Codes Calls Quick Guide

## Anonymous Call Rejection Activation

- Lift telephone handset. Press the assigned code (ex. \*77).
- Replace telephone handset. The service is on.

## Anonymous Call Rejection Deactivation

- Lift telephone handset. Press the assigned code (ex. \*87).
- Replace telephone handset. The service is off.

## Automatic Callback Deactivation

- Lift telephone handset. Press the assigned code (ex. #8).
- Replace telephone handset. All pending ACB requests are cancelled.

## Automatic Call Back Menu Access

- Lift telephone handset. Press the assigned code (ex. #9).
- Press \* to cancel all outstanding ACB requests or select an individual Automatic Call Back (ACB) requests by pressing its associated key.
- Replace telephone handset. Individual ACB Requests or all ACB requests are cancelled or verified.

## Call Forwarding Always Activation

- Lift telephone handset. Press the assigned code (ex. \*72).
- Enter phone number to which calls are 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 Voice Mail Activation

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

## Call Forwarding Always To Voice Mail 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 Voice Mail Activation

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

## Call Forwarding Busy To Voice Mail 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 Voice Mail Activation**

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

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- Replace telephone handset. The service is off.

#### **Call Forwarding Busy To Voice Mail Activation**

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

#### **Call Forwarding Busy To Voice Mail 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 Voice Mail Activation**

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

#### **Call Forwarding No Answer To Voice Mail Deactivation**

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

#### **Call Forwarding Not Reachable Activation**

- Lift telephone handset. Press the assigned code (ex. \*94).
- Replace telephone handset. The service is on.

#### **Call Forwarding Not Reachable Deactivation**

- Lift telephone handset. Press the assigned code (ex. \*95).
- Replace telephone handset. The service is off.



### **Call Forwarding Selective Activation**

- Lift telephone handset. Press the assigned code (ex. #76).
- Replace telephone handset. The service is on.

### **Call Forwarding Selective Deactivation**

- Lift telephone handset. Press the assigned code (ex. #77).
- 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 Retrieve**

- Lift telephone handset. Press the assigned code (ex. \*11).
- The ringing phone in the group is answered. If more than one phone is ringing, Call Pickup allows you to answer the phone that has been ringing the longest.

### **Call Return**

- Lift telephone handset. Press the assigned code (ex. \*69). The announcement plays, "The last incoming number was <User B's ext>. To activate Call Return, dial "1"; otherwise, hang up."
- Press "1". The last incoming phone number is redialed.

### **Call Waiting Persistent Activation**

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

### **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 is back on after the next outgoing phone call.

### **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 Voice Mail Transfer**

- Place your active call on hold.
- Press the assigned code (ex. \*55). The caller is directed to your voice mail.

### **Do Not Disturb Activation**

- Lift telephone handset. Press the assigned code (ex. \*78).
- Replace telephone handset. The service is on. Your phone does 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.

### **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.
- Replace telephone handset. The service is turned on.

### **Speed Dial 8**

#### **To program:**

- Lift telephone handset. Press the assigned code (ex. \*74).
- At the dial tone, enter the one-digit code that represents 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.

### **Voice Mail Retrieval**

- Lift telephone handset. Press the assigned code (ex. \*86).
- You are connected to your voice mail retrieval menu.

### **Voice Portal Access**

- Lift telephone handset. Press the assigned code (ex. \*62).
- Replace telephone handset. You can now access the group Voice Portal Lift telephone handset. Press the assigned code (ex. \*72).
- Enter phone number to which calls are forwarded.
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