

Calling Feature Access Codes

Feature	System	Access Code	Description
Speed Call Long List	C	*70	<p>Pre-program up to 70 of your most frequently called numbers.</p> <p>Storing number:</p> <ul style="list-style-type: none"> › Press *70 › Assign a two-digit code (00-69) for the number to be stored. › Dial the number to be stored (up to 24 digits) and press # › Confirmation tone is heard. <p>To use:</p> <ul style="list-style-type: none"> › Press * and the two-digit code assigned to the stored number.
Speed Call Short List	C	*71	<p>Pre-program up to ten of your most frequently called numbers.</p> <p>Storing number:</p> <ul style="list-style-type: none"> › Press *71 › Assign a one-digit code (0 -9) for the number to be stored. › Dial the number to be stored and press # › Confirmation tone is heard. <p>To use:</p> <ul style="list-style-type: none"> › Press * and the one-digit code assigned to the stored number. › Press #

Call Park	C	*72/*73	<p>Park a call against your telephone number, and retrieve it from another phone in your Centrex group.</p> <p>To activate:</p> <ul style="list-style-type: none"> › Press LINK. › Dial *72 › Replace handset. The call is now parked. <p>To retrieve:</p> <ul style="list-style-type: none"> › Press *73 › Dial the extension number the call is parked against (i.e. the number that parked the call). › You now have the parked call on your line
Directed Call Pick Up	C	*74	<p>Within your Centrex group you can “pick up” a specified call ringing against a telephone number.</p> <p>To activate:</p> <ul style="list-style-type: none"> › Press LINK. › Dial *74 › Dial the extension number the call is ringing against. › You are now connected to the ringing line.
Call Waiting	C	Link or Flash key	<p>A special tone will alert you to a waiting call. To answer the incoming call, quickly press and release the receiver button (the hang up button) on your telephone.</p> <p>Note: If your phone has a LINK or FLASH key you can use this instead:</p> <ul style="list-style-type: none"> › Upon hearing the call waiting tone, press LINK. › You are now connected to the 2nd caller. › To alternate between callers: › Press LINK.

Cancel Call Waiting	C	*76	<p>This feature allows you to turn off the call waiting indication tone, on a per-call bases, so as not to be interrupted when you are on a call.</p> <p>To activate:</p> <ul style="list-style-type: none"> › Press *76 › After receiving the dial tone, dial the destination number.
Call Pick Up	C	*77	<p>Pick up any ringing phone in your Centrex group without going to the ringing station. Calls will be picked up in sequence. Telephone must be assigned to a Call Pick Up group.</p> <p>To activate:</p> <ul style="list-style-type: none"> › You hear a phone in your office ringing. › Press *77 › You are now connected to the incoming call.
Three Way Conference/ Call Transfer	C, UC	*78, Link	<p>Establish a conference call between two callers and yourself.</p> <p>To activate:</p> <ul style="list-style-type: none"> › When on the phone with another party, press *78 or LINK. › Call your 3rd party. › Press *78 or LINK. › All parties are now connected. <p>Note: If the number you have called is busy, press *78 or LINK twice. You are now connected to the original caller.</p>
Selective Call Rejection	C, UC	*80	<p>Allows you to block up to 12 phone numbers. Identified blocked callers will be routed to an announcement informing them that the called party does not wish to receive the call.</p>
Call Trace	C, UC	*81	<p>Allows you to trace an unidentified call.</p> <p>To activate:</p> <ul style="list-style-type: none"> › After the call is terminated, press *81

Ring again	C, UC	*84	<p>Eliminates the need to make repeated attempts to a number that is busy.</p> <p>To activate:</p> <p>You have called a number and encountered a busy signal.</p> <ul style="list-style-type: none"> › Press LINK. › Press *84 › Replace handset in cradle. › When the phone that was previously busy becomes idle, your phone will ring in a distinctive ring sequence (one long ring, two short rings). › Lift handset. › The phone that was previously busy will automatically be called. <p>To cancel Ring Again:</p> <p>Press *84</p>
Hold	C	*85	<p>Places a call on hold.</p> <p>To activate:</p> <ul style="list-style-type: none"> › Press *85 or HOLD › Replace handset in the cradle › To return to the call › Lift handset or press *85
Calling Name/ Number Block	C, UC	*87	<p>To block your caller name and number when making an outgoing call.</p> <p>To activate:</p> <ul style="list-style-type: none"> › Dial *87 › Dial required number
Call Forward	C. UC	*88, *89	<p>Allows you to forward your incoming calls to another phone either within or outside the office</p> <p>To activate:</p> <ul style="list-style-type: none"> › Press *88 › Dial the number of the telephone you wish to forward to. <p>To deactivate:</p> <ul style="list-style-type: none"> › Press *89

Voice Mail	C, UC	*99 (NS, NB, PEI, NL) *98 - other	<p>To access your Voice Mail messages:</p> <ul style="list-style-type: none"> › If in Atlantic Canada, Press *99. In all other provinces, Press *98. › Enter your PIN
Automatic Recall	C, UC	*96	<p>Retrieve the last number that called your line.</p> <p>To activate:</p> <ul style="list-style-type: none"> › Press *96
Last Number Redial	C	##	<p>This feature automatically dials the last number that was called from your phone.</p> <ul style="list-style-type: none"> › Press # #