

# User Guide

## Getting The Most From Your Phone

### Call Forwarding All (\*72 / \*73)

#### Activating CFA

- Dial \* 7 2
- After 2 beeps dial the number you want to forward your calls to.
- For local numbers, dial the phone number with the area code (111-111-1111). For out-of-state phone numbers, dial 1, then phone number with the area code (1-111-111-1111).
- When successfully completed, operator will say "Service Activated."

#### Deactivating CFA

- Dial \* 7 3

### Do Not Disturb (\*53 / \*54)

#### Activating DND

- Dial \* 5 3

#### Deactivating DND

- Dial \* 5 4

### Anonymous Call Rejection (\*77 / \*87)

#### Activating ACR

- Dial \* 7 7

#### Deactivating ACR

- Dial \* 8 7

#### Usage Notes

Anonymous Call Rejection specifically blocks calls from phones that have made the caller's number private. It does not apply to calls coming from phones where the Caller ID service is offered.

### Call Waiting (Audio Notification)

#### Switch between calls by:

- Press the telephone hook briefly or the Flash button.
- Press the telephone hook or Flash button again to return to the original call. You can alternate between calls as often as you like by repeating step 2.

#### Discontinue the first call by:

- Hang up the current call. The phone will ring.

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### Accessing Voicemail for the First Time

You must use the temporary PIN to dial in for the first time.

- Dial \* 8 6 if you are accessing voicemail from your digital phone. Dial your phone number if you are accessing voicemail from a remote phone.
- The PIN must be at least 4 and no more than 10 digits long.
- When prompted, enter a unique PIN followed by the # key. If you have multiple extensions, each PIN must be unique.
- When prompted, re-enter the new PIN followed by the # key.
- When prompted, select your language for listening to mailbox instructions.

#### Accessing Voicemail from Your Digital Phone

- Dial \* 8 6
- Enter your mailbox PIN followed by the # key. If your "password required" setting is off, enter the # key when prompted. If you are dialing into your extension, you will need the PIN for that extension.

#### Accessing Voicemail from a Remote Phone

- Dial your phone number and wait for the voicemail greeting.
- Press the appropriate extension number when prompted if you have set up multiple extensions. If you are prompted for a mailbox number followed by the # key, enter your 10-digit phone number.
- Press the # key when the mailbox greeting is played to bypass the greeting.
- Enter your mailbox PIN followed by the # key when prompted.



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