



## Phone Features

Various features are able to be accessed, modified and enabled through telephone shortcuts. This section includes each feature that has a telephone shortcut and the instructions on how to access that individual feature from your phone.

### ANONYMOUS CALL REJECTION

1. Dial \*77 to enable
2. Dial \*87 to disable

Listen for a confirmation message

### CALL WAITING

1. Dial \*56 to enable
2. Dial \*57 to disable

Listen for a confirmation message

### DO NOT DISTURB

1. Dial \*78 to enable
2. Dial \*79 to disable

### LAST NUMBER REDIAL

1. Dial \*66

### VOICEMAIL

To Access Voicemail

1. From ON-Network Extension: Dial \*98  
From OFF-Network Extension: Dial 10- Digit Phone Number and press \* when greeting starts
2. Enter passcode and press # (default passcode 8642)

First-Time Setup

1. Following Message after passcode "passcode has expired prompt" enter a permanent passcode and press #
2. Re-Enter Permanent Passcode and press #
3. Follow the rest of the prompts to record name and greetings

**\*\*Voicemail to email is available upon request\*\***