

YOUR LOGO GOES HERE

Feature Code Quick Reference:

Codes you can dial that are processed by the communications server

| PARKING | | |
|-----------------|--|---------|
| Code | Description | Example |
| *3 + slot | Park and Retrieve: Make an attended transfer to *3 and the system will playback the next available parking spot number. Then press transfer again to complete the transfer, the caller is now "parked" (on hold). Go to any other phone and dial *3 101 and you will be able to pick up the same caller | *3 101 |
| *4 + slot | Valet Park: Make an attended transfer to *4 plus a specific park number and the caller is parked. You cannot retrieve calls with this code. | *4 101 |
| *5 + slot | Retrieve: Dial *5 plus a specific park number and the caller is retrieved. You cannot park with this code. | *5 101 |
| CALL FORWARDING | | |
| *56 | Update Call-Forward: Dial, then a prompt will ask for the number | |
| *72 | Enable Call-Forward: Dial, then a prompt will ask for the number | |
| *73 | Disable Call-Forward: Dial, then a prompt will ask for the number | |
| *74 | Toggle Call-Forward: Dial, the system remembers who you previously forwarded to and forwards to that same number without re-entering it | |
| VOICEMAIL | | |
| ** + ext | Direct to Voicemail: Press transfer, then ** + extension number of recipient. Call will not ring their phone but will go to voicemail if they | |

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| | have voicemail | |
| *97 | Check Voicemail: Can be dialed with/without an extension number. If without, you will be prompted for an extension AND a password. If dialed with an extension number, just a password prompt, and you can login to other mailboxes | |
| *98 | Check Voicemail (auto login): Looks up if the current user assigned to that phone has a mailbox. If so, skips the mailbox number prompt and just asks for a password. If auto-login is enabled, no password either, goes straight into the mailbox | |
| HOT DESKING | | |
| *11 | Enable Hot Desking: "Log in" to this phone and send all the calls to my phone number to this phone | |
| *12 | Disable Hot Desking: "Log out" of this phone | |
| *13 | Toggle Hot Desking | |
| MISCELLANEOUS | | |
| *0 + ext | Intercom: Dial *0 + the extension number, if the phone supports intercom it will answer hands-free and you can speak | |
| 6683 | Move: Dial from any phone not in use - the system will scan for a call for that user which is on a different phone and "move" it to the phone where you dial this code | |
| *67 + number | Privacy: Dial *67 + the number you are calling to block your Caller ID | |