


## Switch among Phone Screens


To switch among screens: Press  to view the Home, Lines, or Calls screens.

## Voicemail

1. Select either the  or the Messages icon from the Home screen.
2. Select Message Center > Connect.
3. Follow the prompts.

## Warm or Blind Transfer

While on a call:

1. Select either the Transfer soft key or the  button.
2. To Blind Transfer, select the Blind soft key, or Warm Transfer.
3. Dial a 10-digit number (to dial out) or enter the extension.
4. Select the Dial soft key to push the call out.

## 3-Way Conference Call

While on a call:

1. Select the Conference soft key to put the original caller on hold and to open a new line.
2. Dial a number or choose a contact.
3. When the dialed number or contact is on the line, use the Conference soft key to join the calls.



We're here to help. For Technical Support, call:  
**1-855-971-1300**

# Telephone User Controls

Feature	Code	Result
All Call Forwarding - Enable	*72+Num+(dial)	Forwards all calls to an extension or telephone number
All Call Forwarding - Disable	*73	Deactivate All Call Forwarding
Busy Call Forwarding - Enable	*347+Num+(dial)	Forwards a call when the dialed extension is busy
Busy Call Forwarding - Disable	*348	Deactivate Busy Call Forwarding
Call Forwarding No Answer - Enable	*349+Num+(dial)	Forwards a call when the dialed extension is not answered
Call Forwarding No Answer - Disable	*350	Deactivate Call Forwarding No Answer
Selective Call Forwarding - Enable	*63	Forwards calls from specific incoming number
Selective Call Forwarding - Disable	*83	Disables selective call forwarding
Call Park	(xfer) *13	Parks a call at any of 5 Orbit addresses
Call Retrieve (from Park)	*14+Orbit	Retrieves a parked call
Calling Name/Number Delivery - Enable	*65	Enables the display of the calling line ID on all calls
Calling Name/Number Delivery - Disable	*85	Prevents the display of the calling line ID on a single call
Last Call Return	*69	Return a call to the phone number of the last call received
Voicemail - Retrieve Messages	*9	Call to voicemail
Call Trace	*57	Traces the origin of the last call received
Call Pick Up	*11	Picks up a call ringing within the same business group
Directed Call Pick Up	*12	Picks up a call ringing at another extension
Speed Calling - Add Two-Digit Code	*75	Enter the speed dial code followed by the number to which the code maps
Speed Calling - Speed Dial Using a Code	10-49+(dial)	Dial the assigned speed dial code
Find Me Follow Me - Enable	*55	Enables Find Me Follow Me
Find Me Follow Me - Disable	*56	Disables Find Me Follow Me
Do Not Disturb - Enable	*78	Sends calls to voicemail without ringing the phone
Do Not Disturb - Disable	*79	Deactivates Do Not Disturb