

## Voice mail

Message Waiting Indicator LED and individual line envelope icon indicate a message is waiting. A stutter tone will replace the normal dial tone.

## Listen to Voice Messages

1. Press the envelope button to access voice mail
2. Enter your PIN
3. Follow voice prompts to listen to messages

## Consulted Call Transfer

1. While on a call press the **xfer** soft key
2. Call the number to which you want to transfer the call and press the **dial** soft key
3. When the other party answers announce the call and/or press the **xfer** soft key button a second time to transfer the call

## 3-Way Conference Calls

*Initiating a 3-way conference call*

1. Call the first party
2. Press the **conf** soft key to put the first party on hold
3. Call the second party
4. When the second party answers, press the **conf** soft key to connect all parties together

## Navigation Wheel

The navigation wheel is used to select items on the phone display. Press the arrows to scroll left, right, up or down.



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