

## Hosting Conference Calls

1. Call the first party
2. Press the **More** and **Confrnc** soft keys to put the first party on hold
3. Call the second party and press the **Send** softkey
4. When the second party answers, press the **More** and **Confrnc** soft keys to connect all parties together

## Put a Conference Call on Hold

1. Press the **Hold** soft key
2. Press the **Hold** soft key again to resume the call

## Ending a Conference Call

3. To end a conference call, press the **End Call** soft key. The other parties will remain connected

## Consulted Call Transfer

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

## Muting the Call

1. During the call press the **Mute** key. The console LEDs will glow red. When **Mute** is enabled, you can hear all other parties but they cannot hear you
2. Press the **Mute** key again to turn off the muting function



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