VOICE MAIL FEATURES

Access Voice mail from user's desk or cordless phone:	***97**
Access Voice mail other phones:	***98+EXT#** **Then password**

MODE SWITCHING (IF SET-UP)

Regular DAY MODE:	***61**
After Hours / Night MODE:	***62**
Holiday Closure MODE:	***63**

IMPORTANT NOTE: Your system may already be set-up with "Auto-Time Switch Modes". Do not use these dial codes with-out checking with your system administrator first. **More MODE SWITCH CODES** could also be present for different types of switching or Timed Functions, which can affect system wide inbound calls.

CALL TRANSFER FEATURES

Transferring - Normally:	**Transfer / EXT# / Transfer**
Transfer - Direct to Voice mail:	**Transfer / **+EXT# / Transfer**

CALL PARK FUNCTIONS

CALL PARK is usually done using the one touch LED buttons programmed on most phones. However, cordless phones and lower end phones may not have pre-programmed buttons. Users can still TRANSFER to CALL PARK ORBITS and retrieve callers from those ORBITS manually.

Transfer - to CALL PARK: (if no CALL PARK Button Present, IE: Cordless phones)	**Transfer / 701, 702, 703 or 704 / Transfer**
Retrieve from CALL PARK: (if no Call Park Button Present, IE: Cordless phones)	**Simply dial the "Park orbit code" IE: 701, 702, 703 or 704 from any phone to retrieve.**

OTHER QUICK SPEED DIAL FUNCTIONS

Reception/Operator: 0	**Page All: 600**	**IVR-Regular Hours (play back): 670**	**IVR-After Hours (play back): 671**
		Do Not Disturb (enable): *77	**Do Not Disturb (disable): *78**