

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.

OTHER QUICK SPEED DIAL FUNCTIONS

Reception/Operator: **0** Page All: **600**

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: **Transfer / 701, 702, 703 or 704 / Transfer**
(if no CALL PARK Button Present,
IE: Cordless phones)

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

IVR-Regular Hours (play back): **670**

Do Not Disturb (enable): ***77**

IVR-After Hours (play back): **671**

Do Not Disturb (disable): ***78**