

Switch among Phone Screens

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

Voicemail

1. Select 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 the Transfer soft key - this will put the inbound caller on hold.
2. Dial a 10-digit number (to dial out) or enter the extension.
3. Select the Green phone soft key to push the call out.
4. After speaking to the intended party, select the Transfer soft key, and the call will hand off.

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