

Flash Calls

Call Transfer

While engaged in call to be transferred:

1. Press flash-hook on phone. The initial call is held.
2. Enter the complete phone number or extension of party to receive call. You can press # to signal the end of the phone number or extension.
3. All parties are connected.
4. Hang up handset to drop out of the call and connect the other two parties.

Call Transfer with Consultation

While engaged in one call:

1. Press flash-hook on phone. Initial call is held.
2. Enter the complete phone number or extension of third party. You can press # to signal the end of the phone number or extension.
3. Consult with connected party.
4. Press flash-hook again to return to initial call.

NOTE: This service does not work if Three-Way Call is also assigned.

Three-Way Call

While engaged in one call:

1. Press flash-hook on phone. Initial call is held.
2. Enter the complete phone number or extension of third party. You can press # to signal the end of the phone number or extension.
3. When the call is connected, press flash-hook again. All parties are connected in a three-way call.
4. To drop the add-on party, press the flash-hook again.

NOTE: If either of the two other parties hangs up, your call with the remaining party is intact. If you hang up, the other two parties remain connected.

Speed Dial 100

To program:

1. Lift telephone handset. Press the assigned code (ex. *75).
2. At the dial tone, enter the two-digit code that represents the number you want to program, followed by the complete number.
3. Press the # key. The speed number is programmed.

To use:

1. Lift telephone handset.
2. At the dial tone, enter the prefix set for the Speed Dial 100 service (ex. # key), followed by the two-digit code that represents the number you want to dial.
3. The speed number is dialled.

Speed Dial 8

To program:

1. Lift telephone handset. Press the assigned code (ex. *74).
2. At the dial tone, enter the one-digit code that represents the number you want to program, followed by the complete number.
3. Press the # key. The speed number is programmed.

To use:

1. Lift telephone handset.
2. At the dial tone, enter the one-digit code that represents the number you want to dial.
3. The speed number is dialled.

Call Hold

While engaged in one call:

1. Press flash-hook on phone.
2. Hang up the phone.
3. The phone will periodically flash ring to let you know the call is on hold.



VFX

Feature Quick-Reference Guide

Call Forwarding Always

To Activate:

1. Lift telephone handset. Press the assigned code (ex. *72).
2. Enter phone number to which calls will be forwarded
3. Replace the handset. The Call Forwarding Always service is on.

To Deactivate:

1. Lift telephone handset. Press the assigned code (ex. *73).
2. Replace the handset. The Call Forwarding Always service is off.

Call Forwarding Busy

To Activate:

1. Lift telephone handset. Press the assigned code (ex. *90).
2. Enter phone number to forward calls when you are on the phone
3. Replace the handset. The Call Forwarding Busy service is on.

To Deactivate:

1. Lift telephone handset. Press the assigned code (ex. *91).
2. Replace the handset. The Call Forwarding Busy service is off.

Call Forwarding No Answer

To Activate:

1. Lift telephone handset. Press the assigned code (ex. *92).
2. Enter phone number to forward calls when you do not answer the phone.
3. Replace the handset. The Call Forwarding No Answer service is on.

To Deactivate:

1. Lift telephone handset. Press the assigned code (ex. *93).
2. Replace the handset. The Call Forwarding No Answer service is off.

Last Number Redial

1. Lift telephone handset. Press the assigned code (ex. *66).
2. The last outgoing phone number is redialled.

Call Return

1. Lift telephone handset. Press the assigned code (ex. *69).
2. The last incoming phone number is redialled.

Calling Line ID

To Deliver (show):

1. Lift telephone handset. Press the assigned code (ex. *65).
2. Dial the intended phone number.
3. The call is placed, and your calling line is displayed.

To block:

1. Lift telephone handset. Press the assigned code (ex. *67).
2. Dial the intended phone number.
3. The call is placed, and your calling line ID is not displayed.

Do Not Disturb

To Activate:

1. Lift telephone handset. Press the assigned code (ex. *78).
2. The Do Not Disturb Service has been turned on. Your phone will not ring.

To Deactivate:

1. Lift telephone handset. Press the assigned code (ex. *79).
2. The Do Not Disturb Service has been turned off.

Direct Voice Mail Transfer

1. Place your active call on hold. Press the assigned codes (ex. *55). The caller is directed to voice mail.

Clear Voice Messaging Waiting Indicator

1. Lift telephone handset. Press the assigned code (ex. *99).
2. The audible or visual (on some devices) message waiting indicator on your phone has been cleared.

Cancel Call Waiting

1. Lift telephone handset. Press the assigned code (ex. *70).
2. The Call Waiting service is turned off so that you can make an uninterrupted phone call. The Call Waiting service will be back on after the next outgoing phone call.

Feature Access Codes