

For more information call us direct: 888-212-0054

# Quick Start Guide

## Voicemail Access

Your voicemail box can be accessed in the Voice Portal, remotely, or by dialing a star code from a phone connected to the account.

DIRECT ACCESS

- 1. From a line assigned to your voicemail box, dial the Voicemail Management code (\*98).
- 2. Enter your voicemail PIN and press #.

#### **REMOTE ACCESS**

- 1. From a line not assigned to the voicemail box, dial your 10-digit phone number.
- 2. When the greeting plays, press #.
- 3. Enter your voicemail PIN and press #.

#### VOICEMAIL PIN

The default PIN is 1234. The first time you access your voicemail box, you will be prompted to set a new PIN which must be 4-digits or longer.

#### LISTEN TO MESSAGES

Access the voicemail box and **press I** to listen to your messages. Use the following to navigate the menu:

- PRESS 1: Skip and mark as unread
- PRESS 2: Save and mark as read
- PRESS 3: Erase message
- PRESS 9: Repeat message
- PRESS 0: Exit menu

#### PERSONALIZE VOICEMAIL BOX

Access the voicemail box and press 8 for personal options. Use the following to navigate the menu:
PRESS 1: Change the PIN
PRESS 2: Personalize your greeting
PRESS 3: Record your personal name
PRESS 5: Set up call forwarding
PRESS 6: Set up a call screening forwarding number
PRESS 9: Repeat personal options
PRESS 0: Exit menu

### Star Codes

Dial these star codes to enable or disable calling features.

| CODE   | DESCRIPTION   | CODE | DESCRIPTION   |
|--|---|------|---|
| *74  | All Other Callers: Allow<br>All other calls (not otherwise specified in Call Handling<br>settings) will be allowed.                   | *57  | Call Trace<br>Marks a call for a trace in your Call History. Used for<br>troubleshooting.               |
| *64  | All Other Callers: Block<br>All other calls (not otherwise specified in Call Handling<br>settings) will be blocked.                   | *43  | Call Waiting: Enable<br>Enables call waiting for ALL calls to the user.<br>Call Waiting: Disable        |
| *87  | Anonymous Callers: Allow<br>Calls without caller ID will be allowed.  | *44  | Disables call waiting for ALL calls to the user.<br>Call Waiting: Disable Next Call                     |
| *77  | Anonymous Callers: Block<br>Calls without caller ID will be blocked.  | *70+ | If call waiting is enabled on the line, this star code will disable caller ID on the current call only. |
| *95  | Anonymous Callers: Enable Block with Message<br>Anonymous calls will be blocked with a message.                                       | *59+ | Custom Callers: Allow<br>Calls from the number specified will be allowed.                               |
| *97  | Anonymous Callers: Disable Block with Message<br>Disables "Block with Message" for anonymous calls.                                   | *60+ | Custom Callers: Block<br>Calls from the number specified will be blocked.                               |
| *72+   | Call Forward: All (On/Off)<br>All calls will be forwarded to the number specified.  | *58+ | Custom Callers: Block with Message<br>Calls from the number specified will be blocked with a            |
| *90+   | Call Forward: Busy (On/Off)<br>When enabled, calls will be forwarded to the number specified<br>when the line is busy.                | *63+ | message.         Custom Callers: Forward         Calls from the number specified will be forwarded.     |
| *92+   | Call Forward: No Answer (On/Off)<br>When enabled, calls will be forwarded to the number specified<br>when unanswered.                 | *78  | Do Not Disturb: Enable<br>Turns on Do Not Disturb. All calls to will be sent to voicemail.              |
| *94+   | Call Forward: Out of Service (On/Off)<br>When enabled, calls will be forwarded to the number specified                                | *79  | Do Not Disturb: Disable<br>Turns off Do Not Disturb.  |
|  | when the device is out of service or not registered.  | *69  | Last Call Return<br>Dial the last caller ID number that rang the line.                                  |
| *67+   | Caller ID: Block Next Call<br>If the user's caller ID is enabled, this star code will block caller<br>ID on the current call only.    | *98  | Voicemail Management<br>Access the voicemail box assigned to the user.                                  |
| *65+   | Caller ID: Enable Next Call<br>If the user's caller ID is blocked, this star code will enable<br>caller ID for the current call only. |      | SOCIAL & PUBLIC SERVICES  |
|  |   | 211  | Essential Community Services  |
| *68  | Caller ID: Manage (On/Off)<br>Enable or disable caller ID for the user.   | 511  | Traveler Information  |
|  |   | 611  | Customer Service  |
|  |   | 711  | Telecommunications Relay Service  |
| STAR CODE +<br>Star codes with + indicate you must dial the star code      |   | 811  | Utility Location Services (US)  |
| plus a voicemail PIN and/or phone number to enable or disable the feature. |   | 911  | Emergency Services  |
|  |   | 933  | Emergency Services Verification   |
|  |   | 988  | National Suicide Prevention Lifeline  |