

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 All other calls (not otherwise specified in Call Handling settings) will be allowed.	*57	Call Trace Marks a call for a trace in your Call History. Used for troubleshooting.
*64	All Other Callers: Block All other calls (not otherwise specified in Call Handling settings) will be blocked.	*43	Call Waiting: Enable Enables call waiting for ALL calls to the user. Call Waiting: Disable
*87	Anonymous Callers: Allow Calls without caller ID will be allowed.	*44	Disables call waiting for ALL calls to the user. Call Waiting: Disable Next Call
*77	Anonymous Callers: Block 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 Anonymous calls will be blocked with a message.	*59+	Custom Callers: Allow Calls from the number specified will be allowed.
*97	Anonymous Callers: Disable Block with Message Disables "Block with Message" for anonymous calls.	*60+	Custom Callers: Block Calls from the number specified will be blocked.
*72+	Call Forward: All (On/Off) All calls will be forwarded to the number specified.	*58+	Custom Callers: Block with Message Calls from the number specified will be blocked with a
*90+	Call Forward: Busy (On/Off) When enabled, calls will be forwarded to the number specified 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) When enabled, calls will be forwarded to the number specified when unanswered.	*78	Do Not Disturb: Enable Turns on Do Not Disturb. All calls to will be sent to voicemail.
*94+	Call Forward: Out of Service (On/Off) When enabled, calls will be forwarded to the number specified	*79	Do Not Disturb: Disable Turns off Do Not Disturb.
	when the device is out of service or not registered.	*69	Last Call Return Dial the last caller ID number that rang the line.
*67+	Caller ID: Block Next Call If the user's caller ID is enabled, this star code will block caller ID on the current call only.	*98	Voicemail Management Access the voicemail box assigned to the user.
*65+	Caller ID: Enable Next Call If the user's caller ID is blocked, this star code will enable caller ID for the current call only.		SOCIAL & PUBLIC SERVICES
		211	Essential Community Services
*68	Caller ID: Manage (On/Off) Enable or disable caller ID for the user.	511	Traveler Information
		611	Customer Service
		711	Telecommunications Relay Service
STAR CODE + 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