

## Feature Shortcodes

While many of the shortcodes below such as DND and Call Forward are now standard programmable **soft-keys** of any **handset**, some like “blind and attended transfer” or some of the DND privacy options are **handy additions**.

*Note: Wherever you see 'xxx' below, this refers to a number you enter.*

### Popular Shortcodes

|     |                                                                     |
|-----|---------------------------------------------------------------------|
| *55 | Access Voicemail Portal.                                            |
| *88 | Group Pickup.                                                       |
| ##  | Perform a 'blind' transfer to another number (if not disabled).     |
| #0  | Perform an 'attended' transfer to another number (if not disabled). |

### Voicemail

|        |                                                                                                                                                                    |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| *55    | Access Voicemail Portal.                                                                                                                                           |
| *99    | Voicemail Portal Menus.                                                                                                                                            |
| *44xxx | Forward the call to another extension's voicemail. If the extension is 101 for example, you'll type *44101 and the call will go to the voicemail of extension 101. |
| *54x   | Set voicemail diversion timer from 0-9 seconds.                                                                                                                    |
| *54xx  | Set voicemail diversion timer from 10-99 seconds.                                                                                                                  |
| *58    | Record a voicemail message when unavailable.                                                                                                                       |
| *59    | Record a voicemail message when busy.                                                                                                                              |

### Forwarding & Follow Me

|         |                                      |
|---------|--------------------------------------|
| *72xxx  | Call Forward Always Activation.      |
| *73     | Call Forward Always Deactivation.    |
| *92xxx  | Call Forward No Answer Activation.   |
| *93     | All Forward No Answer Deactivation.  |
| *90xxx  | Call Forward on Busy Activation.     |
| *91     | Call Forward on Busy Deactivation.   |
| *561xxx | Enable and Set 'Follow Me' Number 1. |
| *571    | Deactivate 'Follow Me' Number 1.     |
| *562xxx | Enable and Set 'Follow Me' Number 2. |
| *572    | Deactivate 'Follow Me' Number 2.     |
| *563xxx | Enable and Set 'Follow Me' Number 3. |
| *573    | Deactivate 'Follow Me' Number 3.     |

### Do Not Disturb and Privacy

|        |                                                |
|--------|------------------------------------------------|
| *78    | Do Not Disturb Activation.                     |
| *79    | Do Not Disturb Deactivation.                   |
| *30    | Caller ID Blocking Activation.                 |
| *31    | Caller ID Blocking Deactivation.               |
| *77    | Anonymous Call Rejection Activation.           |
| *87    | Anonymous Call Rejection Deactivation.         |
| *60xxx | Selective Call Rejection (Blacklist) Addition. |
| *80xxx | Selective Call Rejection (Blacklist) Removal.  |
| *65xxx | Make a call with Caller ID visible.            |
| *67xxx | Make a call with Caller ID blocked.            |
| *32    | Anonymous caller screening Activation.         |
| *33    | All callers screening Activation.              |
| *34    | Call screening Deactivation.                   |

### Auto Attendant

|     |                                                      |
|-----|------------------------------------------------------|
| *22 | Record your auto attendant message/menu for callers. |
| *23 | Playback your auto attendant message/menu.           |
| *24 | Activate the auto-attendant service on your line.    |
| *25 | Deactivate the auto-attendant service on your line.  |

### Do Not Disturb and Privacy

|     |                                                                  |
|-----|------------------------------------------------------------------|
| *40 | Activate conferencing for my number (turn into conference room). |
| *41 | Deactivate conferencing for my number.                           |
| *42 | Access your own conference room.                                 |

### Group Pickup

|      |                                                       |
|------|-------------------------------------------------------|
| *88  | Group Pickup.                                         |
| *89  | Directed Group Pickup.                                |
| *89x | Directed Group Pickup (with specified pickup number). |

### Other options

|           |                                                               |
|-----------|---------------------------------------------------------------|
| *61       | Call Waiting Activation.                                      |
| *81       | Call Waiting Deactivation.                                    |
| *69       | Call Return (Call back your last caller).                     |
| *66       | Last Number Redial.                                           |
| *51       | Who last called me?                                           |
| *37xxx    | Set Authorization Pin Code.                                   |
| *37       | Remove Authorization Pin Code (no digits after *37).          |
| *74x      | Program Speed Dial 8 (x can be 2-9).                          |
| *52       | Toggle to activate/deactivate your CloudPBX voicemail system. |
| *54n      | Set Call Diversion Timer where 'n' is the number of seconds.  |
| *56[1-3]X | Simultaneous Ring Number Activation.                          |
| *57[1-3]X | Simultaneous Ring Number Deactivation.                        |

### Feature codes during a call

|    |                                                                     |
|----|---------------------------------------------------------------------|
| ## | Perform a 'blind' transfer to another number (if not disabled).     |
| #0 | Perform an 'attended' transfer to another number (if not disabled). |
| *1 | Start/Stop a manual recording of a call (if not disabled).          |
| *0 | Disconnect from a call.                                             |