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Useful Codes

Traditional phones only had number keypads and are limited to using numbers for most features and commands. While your phone also has a lot of "smart buttons" that do one or more things, these vary from phone to phone, so there has to be a way to work with that feature with just a number. In many cases, the only practical way. *Ext* means it works from an extension. *All* means it works from any phone or call.

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Dial	Ext /	AII		
0 and 00	(ck)		Operator. Will ring the designated operator phone. If none is designated will ring the company mailbox. Set a phone as Operator from the Advanced Tab on that phone in the Customer Portal.	
000	(ck)		Information about that phone: extension number and IP address will be read to you. Very useful for testing a phone.	
001	(ck)		Enable or Disable the Override Receptionist. Useful for ad-hoc hours. Example: Leaving the office: dial 001, your override receptionist plays when people call. Dial 001 again when you get back to disable it.	
002	(ck)		2 way audio test. Record and playback. Great for checking audio quality, microphones	
500	(ck) ((ck)	Ring All Phones.	
50x	(ck) ((ck)	Ring a grouping of phones you designate. 501,502,503	
555	(ck)		Page using any speaker or PA plugged into the 3.5mm speaker jack.	
600	(ck)		Park a call into a parking slot, where it can be picked up from other phones.	
60x	(ck)		Pick up a call that has been parked in 601,602,603	
65x	(ck) ((ck)	Meeting/conference Rooms 651,652,653. Password Required	
702	(ck)		Main Number Receptionist Test	
707	(ck)		Voicemail System for the dialing extension. Alternate number because some phones needs special programming to dial 800 numbers.	
708	(ck) Listen to your hold music. You can choose from our tacky hold music se upload your own from the customer portal.		Listen to your hold music. You can choose from our tacky hold music selection, or upload your own from the customer portal.	
709	(ck)		Fax Yourself. If incoming fax is set to email, your fax machine will send you a seemail.	
719	(ck)		Test Virtual Fax. Mostly used for testing fax machines. It will email the received fax	
777	(ck) ((ck)	Directory, by name	
800	(ck)		Voicemail System for the dialing extension	
911	(ck)		Emergency 911 Call Center Nearest You	
933	(ck)		Test e911 phone number and address. Please call this instead of 911 to test	
988	(ck)		Nationwide Suicide Prevention Hotline	
999	(ck)		Answer a ringing phone from any phone. Hear a phone ringing far far away you wato answer, dial 999 to answer that call.	
8xxx	(ck) ((ck)	Dial a specific voicemail box ($xxx = extension #$), will require the password	
9xxx	(ck)		Answer a specific ringing phone. For example if 105 and 108 are both ringing with different calls, 9105 will answer the call on 105 from any phone.	

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Dial	Ext	All	
9221	(ck)	(ck)	Record open receptionist message - This must be turned on and off from the Tricks menu. It is recommended to leave off unless being used. It's useful for when you are out of the office, and want to change the recording.
9222	(ck)	(ck)	Record closed receptionist message - Same caveats as above.

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