

# Useful Codes

Traditional phones only have 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 operate features with just a number. \*Ext\* means it works from an extension. \*All\* means it works from any phone or call.

Dial	Ext	All	
<b>0 and 00</b>	(ck)	(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.
<b>000</b>	(ck)		Information about that phone: extension number and IP address will be read to you. Very useful for testing a phone.
<b>001</b>	(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.
<b>002</b>	(ck)		2 way audio test. Record and playback. Great for checking audio quality, microphones
<b>500</b>	(ck)	(ck)	Ring All Phones.
<b>50x</b>	(ck)	(ck)	Ring a grouping of phones you designate. 501,502,503..
<b>555</b>	(ck)		Page using any speaker or PA plugged into the 3.5mm speaker jack.
<b>600</b>	(ck)		Park a call into a parking slot, where it can be picked up from other phones.
<b>60x</b>	(ck)		Pick up a call that has been parked in 601,602,603...
<b>65x</b>	(ck)	(ck)	Meeting/conference Rooms 651,652,653. Password Required
<b>702</b>	(ck)		Main Number Receptionist Test
<b>707</b>	(ck)		Voicemail System for the dialing extension. Alternate number because some phones needs special programming to dial 800 numbers.
<b>708</b>	(ck)		Listen to your hold music. You can choose from our tacky hold music selection, or upload your own from the customer portal.
<b>709</b>	(ck)		Fax Yourself. If incoming fax is set to email, your fax machine will send you a scan via email.
<b>719</b>	(ck)		Test Virtual Fax. Mostly used for testing fax machines. It will email the received fax
<b>777</b>	(ck)	(ck)	Directory, by name
<b>800</b>	(ck)		Voicemail System for the dialing extension
<b>911</b>	(ck)		<b>Emergency 911 Call Center Nearest You</b>
<b>933</b>	(ck)		Test e911 phone number and address. Please call this instead of 911 to test
<b>988</b>	(ck)		Nationwide Suicide Prevention Hotline
<b>999</b>	(ck)		Answer a ringing phone from any phone. Hear a phone ringing far far away you want to answer, dial 999 to answer that call.
<b>8xxx</b>	(ck)	(ck)	Dial a specific voicemail box (xxx = extension #), will require the password
<b>9xxx</b>	(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.
<b>9221</b>	(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

Dial	Ext	All	
9222	(ck)	(ck)	Record closed receptionist message - Same caveats as above.

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