

Home Office Phone Service

- For the Business Home Worker

QUICK REFERENCE GUIDE

Answer Call Waiting Press the Flash button or quickly depress and release the phone hook Switch Between Two Calls Press the Flash button or quickly depress and release the phone hook Press the Flash button or quickly depress and release the phone hook Blind Call Transfer #5, dial the phone number, wait for it to ring, hang up Attended Call Transfer #5, dial the phone number, wait for it to ring, #5 again to conference all parties together. Hang up at anytime to initiate the transfer #6, dial the phone number, wait for it to ring, #5 again to conference all parties together. Repeat up to 5 more times Last Call Return At the dial tone, *69 Enable Call Waiting At the dial tone, *56 Disable Call Waiting (Next Call) At the dial tone, *71 Disable Call waiting (Next Call) At the dial tone, *70 Enable Call waiting (Next Call) Log in at www.accessline.com/login Manage Unanswered Calls Log in at www.accessline.com/login or dial your phone number and enter your PIN during the first two rings Retrieve Received/Stored Faxes Log in at www.accessline.com/login or dial your phone number and enter your PIN during the first two rings Setup a Scheduled or Log in at www.accessline.com/login Log in at www.accessline.com/login or dial your phone number and enter your PIN during the first two rings	Feature	Command or Access Method
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Log in at www.accoccline.com/login	Change your PIN	
Always-On Contelence Call	Setup a Scheduled or Always-On Conference Call	Log in at www.accessline.com/login

GETTING HELP

If you have any questions regarding your AccessLine Home Office Phone Service, please contact:

AccessLine Customer Care 877-757-2607