

QUICK REFERENCE GUIDE

Feature	Command or Access Method
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
Call Hold	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
Call Conference	#5, 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	At the dial tone, *57
Enable Call Waiting (Next Call)	At the dial tone, *71
Disable Call waiting (Next Call)	At the dial tone, *70
Enable Call Forwarding	Log in at www.accessline.com/login
Manage Unanswered Calls	Log in at www.accessline.com/login
Access Voicemail	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
Change your PIN	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 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
877-796-9525