**Speed Dial/Speed 100**

The Speed Dial feature on the 31i phone does not support having a name associated with the speed dial entry.

**Add a Speed Dial Entry**

To add a new speed dial entry on the 31i phone:
- Get dial tone on your phone.
- Press *75.
- Enter a two-digit speed dial code (i.e. 00-99).
- Enter the phone number you wish to save, followed by #.
  - For on-campus numbers, enter the four digit extension (i.e. 2011#).
  - For off-campus numbers, enter 9+1+phone number (i.e. 917145551212#).
- You will hear a confirmation that your speed dial entry was successfully created.

Please be aware that there are no confirmation tones or prompts when using this feature. The phone display will also not show the information you are entering.

**Dial a Speed Dial Number**

To dial an existing speed dial number on the 31i phone:
- Press the Speed 100 feature key.
- Use the up/down navigation keys to scroll through the existing speed dial entries.
- When you locate the entry you wish to dial, pick up the handset or press the Speaker key. Your phone will dial the number associated with the Speed Dial entry.

**Edit a Speed Dial Entry**

To edit a speed dial entry on the 31i phone:
- Press the Speed 100 feature key.
- Use the up/down navigation keys to scroll through the existing speed dial entries.
- When you locate the entry you wish to edit, press the Enter soft key.
- Press the down navigation key to display the phone number associated with the selected speed dial entry.
- Press the Enter soft key to edit the phone number.
- Press the Cancel soft key until the phone number is erased.
- Type in the new phone number using your keypad.
  - For on-campus numbers, enter the four digit extension (i.e. 2011).
  - For off-campus numbers, enter 9+1+phone number (i.e. 917145551212).
- Press the Enter soft key. Note: there will not be a confirmation message, but your changes have been saved.
- Press the Goodbye key to exit.

**Call Pickup**

The Call Pickup feature is only functional for users who have been added to a call pickup group. You are only able to use this feature to pick up calls for other members of your call pickup group.

When a phone in your call pickup group rings:
- Get dial tone on your phone.
- Press the Call Pickup feature key or *98.
- You are connected to the call.

You cannot specify which extension/phone to pick up; if more than one phone in your call pickup group is ringing, the system will pick up the call that started ringing first.

For assistance with your phone, contact the IT Call Center at x7777 or helpdesk@fullerton.edu.

Updated and additional VoIP user guides and tutorials are available at: http://voip.fullerton.edu.
## Feature Codes

Feature codes allow you to perform additional functions on your phone.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Activate</th>
<th>Deactivate</th>
<th>What Does It Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call Forwarding Always</td>
<td>*72</td>
<td>*73</td>
<td>Forwards all of your calls to another extension.</td>
</tr>
<tr>
<td>Calling Line ID Delivery Blocking per Call</td>
<td>*67</td>
<td></td>
<td>Blocks your number from being seen on just the next outbound call.</td>
</tr>
<tr>
<td>Calling Line ID Delivery Blocking Persistent</td>
<td>*31</td>
<td>#31</td>
<td>Blocks your number from being seen on all future outbound calls.</td>
</tr>
<tr>
<td>Call Park</td>
<td>*68</td>
<td></td>
<td>Parks a call on hold so you can retrieve it from another campus phone.</td>
</tr>
<tr>
<td>Call Park Retrieve</td>
<td>*88</td>
<td></td>
<td>Retrieves a parked call.</td>
</tr>
<tr>
<td>Call Pickup</td>
<td>*98</td>
<td></td>
<td>Answers a phone in your call pickup group.</td>
</tr>
<tr>
<td>Clear Voice Message Waiting Indicator</td>
<td>*99</td>
<td></td>
<td>Turns off the voice message waiting light and the display. This turns back on the next time you get a new message.</td>
</tr>
<tr>
<td>Speed Dial 100</td>
<td>*75</td>
<td></td>
<td>Program up to 99 numbers for speed dialing.</td>
</tr>
<tr>
<td>Direct Voicemail Transfer</td>
<td>Press Xfer and then dial *55 or 6525</td>
<td></td>
<td>Transfers a caller directly to a voicemail box.</td>
</tr>
<tr>
<td>Do Not Disturb</td>
<td>*78</td>
<td>*79</td>
<td>Forwards all of your calls to voicemail; callers hear your busy voicemail greeting.</td>
</tr>
<tr>
<td>Last Number Redial</td>
<td>*66</td>
<td></td>
<td>Redials the last on-campus or off-campus number that you dialed.</td>
</tr>
<tr>
<td>Voicemail Retrieval</td>
<td>*86</td>
<td></td>
<td>Accesses your voicemail messages directly.</td>
</tr>
<tr>
<td>Voice Portal Access</td>
<td>*62</td>
<td></td>
<td>Accesses your voicemail box main menu.</td>
</tr>
</tbody>
</table>