



Accessing your Voicemail:

1. Dial "00"
2. Enter your password when prompted. Default = Service street address number, plus the needed amount of zeros to complete the required six digits for the password.
Example: The password for address "1234 MAIN ST." will be "123400".

Call Hold:

1. During an active call, press the **Flash** button to place the call on hold.
2. Press **Flash** button again to release the hold and resume the conversation.


Three Way Calling:

1. Call the first person for the conference call.
2. Then get a dial tone by pressing **Flash** (or "Hold", or similar button as directed by your phone guide).
3. Dial the second person's phone number then press **#** (or wait 4 seconds).
4. If the second person answers the call, press **Flash** to bring both people into the conference.
5. If the second person does not answer the call, press **Flash** to talk to the first person again.
6. If you press **Flash** during a 3-way conference, the second call will be dropped.
7. If you hang up, the conference call will be terminated for all three people.

Star Key (*) Options:

- | | |
|------------|--|
| *69 | Place a call to the number from which you were last called |
| *72+number | Forwarding all calls to the number entered after *72 |
| *73 | Cancel forwarding of all calls |
| *92+number | Forward all busy or unanswered calls to the number entered after *92 |
| *93 | Cancel forwarding of all busy or unanswered calls |
| *94+number | Forward calls when registration failed to the number entered after *94 |
| *95 | Cancel forwarding fail over service |
| *67 | Block Caller ID for all outbound calls |
| *67+number | Block outbound Caller ID for a single call to the number entered after *67 |
| *82 | Unblocked Caller ID for all outbound calls |
| *82+number | Unblock outbound Caller ID for a single call to the number entered after *82 |
| *77 | Do not accept calls from anonymous callers (no Caller ID) |
| *87 | Accept calls from anonymous callers (no Caller ID) |
| *78 | Turn on Do Not Disturb (all calls go directly to Voicemail) |
| *79 | Cancel Do Not Disturb |
| *56 | Enable Call Waiting |
| *57 | Disable Call Waiting |
| *76+number | Enable Call Waiting only for this call to a specific number |




There are four lights on your VoIP box:  Power  Globe  Line 1  Line 2

When everything is working properly, the **Power**, **Globe**, and **Line 1** lights will be solid blue.

Note: Your **Line 2** light will only activate if you have set up two VoIP lines (two numbers).

No lights at all — The box has no power. Make sure your VoIP box power adapter is plugged into the wall and into the back of the VoIP box securely. If the connections are perfect but no lights appear, the power adapter or VoIP box may need either replacement or servicing.

Note: Make sure that the outlet being used is in working condition. Also, check that the outlet power is not enabled via a wall-switch.

-  **All (3 or 4) lights blinking** — This indicates that the VoIP box software is being updated. **DO NOT UNPLUG** the box during this process as it can be permanently damaged.

Blinking Power light — Your VoIP box is booting up. If the light remains flashing for a long period of time (over 15 minutes), the box should be powercycled: **unplug the box, wait 30 seconds, then plug it in again**. It will blink again, momentarily, then show solid blue when it has connected.

No Globe light — No Globe light indicates that there is no Internet connection to the box. Please check any other devices (PC, laptop, smartphone, etc...) to see if your Internet is working. If not, your Internet may be down (see your Conifer Internet troubleshooting guide). If your other devices *do* have connection to the Internet, the Ethernet cable between your VoIP box and your router should be checked. The plugs should 'click' when plugged into the Ethernet ports on your VoIP box and router.

Blinking Globe light — The Globe light will blink consistently when there is data being sent or received.

Line 1 and Line 2 Light Combinations:


- No light/s — The line is unregistered or disconnected (**if Line 1 is dark, but has previously been functioning, contact Conifer**).
- Solid blue light/s — The line is registered and available.
- Light blinks about once per second — The line is either in use, or off-hook.
- Light blinks slowly — New voicemail is available.

No Dial Tone — Your phone should be plugged into the **Phone 1** port of the VoIP box. **Phone 2** should only be used if you have set up a second VoIP number. Make sure your phone cable plug is clicked into the port securely. There is a tab on the side of the plug. Make sure you hear it 'click' into place when you plug it into the port. This tab often breaks off and can cause intermittent to complete loss of connectivity, especially with frequent removal and insertion of the plug. The problem can also be with your phone-set. Try connecting another phone to the VoIP box, then check for dial tone.

Phone Does Not Ring and/or Calls go to Voicemail — In this case the call is being received, but with no 'ring' sound, you will not be alerted to incoming calls. This will send the caller to your voicemail.

Things to check:

- Make sure your ring volume is set to a sufficient level and that your phone is not muted.
- Check your *Star settings on **Side 1** of this guide to make sure you have not enabled call forwarding.

-  Avoid using the VoIP box reset button for any reason. Pressing this will erase the current configuration. The unit can only be re-configured on-site by a Conifer technician.

Still no luck? No problem, give us a call: 866-378-8393