Quick Reference Guide
Learn how to use Lingo calling features.

lingo ®
go talk

Phone Directions

Use the directions in this column to program calling features on your Lingo phone using a touchtone phone.

Web Directions

Use the directions in this column to control your features online. First log into your Lingo account, then click on the "Manage Features" link and follow the directions below to view/change your feature settings. Please note, the complete list of web features have not been included on this guide. Additional settings can be found in Manage Features.

Voicemail:
Access voicemail messages left by incoming callers.

Access from your Lingo phone:
1. Dial 1111.
2. Enter your personal passcode followed by the [#] button when prompted (the default passcode is 0000; you can edit the passcode by navigating the voicemail menu).
3. Follow the voice prompts in the main menu.

Access from a remote location:
1. Dial your Lingo phone number.
2. When you hear your voice mail greeting, dial [*].
3. Enter your personal passcode followed by the [#] button when prompted.
4. Follow the voice prompts in the main menu.

Send voicemail to email:
1. Click on "Voicemail".
2. Click on "E-Mail Notification".
3. Select "On" to turn on. Select "Off" to turn off.
4. Enter the email address to which you would like your messages sent.
5. Click "Apply" or "OK" to save your settings.

Redial:
Redial the last phone number called from your phone.

Dial [*66] from your Lingo phone.

This is a phone only feature.

Call Return:
Call the last person who called you, whether or not the call was answered.

Dial [*69] from your Lingo phone.

This is a phone only feature.

Do Not Disturb:
Send your incoming calls directly to your voicemail without ringing your phone.

Turn on Do Not Disturb:
Dial [*78] (you will not receive incoming phone calls when activated).

Turn off Do Not Disturb:
Dial [*79].

1. Click on "Incoming Calls" from the Options menu.
2. Click "Do Not Disturb".
3. Select "On" to turn on. Select "Off" to turn off.
4. Click "Apply" or "OK" to save your settings.

Three-Way Calling:
Connect with two other people on one phone call.

1. Dial the first phone number then press the [flash] button once.
2. Dial the second phone number.
3. Once the second number answers, press the [flash] button again and the three-way call is started.
4. Hang up your phone to end the call. Please note the other two parties will be disconnected when you hang up.

This is a phone only feature.

Call Forwarding:
Forward all of your incoming calls to a different phone number, such as your office or cell phone. Different call forwarding options are detailed below. Forwarded phone calls will not be sent to your Lingo voicemail.

Forward all incoming calls:
Turn On
1. Dial [*72].
2. Dial the phone number to which you would like your calls forwarded, followed by the [#] button.

Turn Off
Dial [*73] from your Lingo phone.

Forward all incoming calls:
1. Click on "Incoming Calls" from the Options menu.
2. Click "Call Forwarding Always".
3. Select "On" to turn on. Select "Off" to turn off.
4. Enter the complete phone number to which you would like your calls forwarded (do not include spaces or dashes).
5. Click "Apply" or "OK" to save your settings.

Forward incoming calls only when your phone is busy:
Turn On
1. Dial [*90].
2. Dial the phone number to which you would like your calls forwarded, followed by the [#] button.

Turn Off
Dial [*91] from your Lingo phone.

Forward incoming calls only when your phone is busy:
1. Click on "Incoming Calls" from the Options menu.
2. Click "Call Forwarding Busy".
3. Select "On" to turn on. Select "Off" to turn off.
4. Enter the complete phone number to which you would like your calls forwarded (do not include spaces or dashes).
5. Click "Apply" or "OK" to save your settings.

Forward incoming calls when there is no answer on your Lingo phone:
[the default setting is 3 rings before forwarding takes place, this number can be changed using the web directions]:
Turn On
1. Dial [*92].
2. Dial the phone number to which you would like your calls forwarded, followed by the [#] button.

Turn Off
Dial [*93] from your Lingo phone.

Forward incoming calls when there is no answer on your Lingo phone:
1. Click on "Incoming Calls" from the Options menu.
2. Click "Call Forwarding No Answer".
3. Select "On" to turn on. Select "Off" to turn off.
4. Enter the complete phone number to which you would like your calls forwarded (do not include spaces or dashes).
5. Select the number of times you want the phone to ring before forwarding.
6. Click "Apply" or "OK" to save your settings.

Caller ID Block:
Prevent people you call from seeing your phone number.

Permanent Activation/Deactivation:
You can choose to permanently turn the Caller ID Blocking feature on or off.   If it is "On" your number will NOT be shown when calling other numbers. By default it is "Off" and your number will show up when calling other numbers. This feature can only be managed using the web instructions (the default setting is "Off").

Permanent Activation/Deactivation:
1. Click on "Outgoing Calls" from the Options menu.
2. Click "Caller ID Block".
3. Select "On" to turn on. Select "Off" to turn off.
4. Click "Apply" or "OK" to save your settings.

Per Call Turn on/off:
Your Caller ID Block settings can be disabled on a per call basis. Permanent changes can be made using the web directions.

If your Caller ID Block setting is set to "Off" and you want to block your number:
Dial [*67] followed by the number you want to call.

If your Caller ID Block setting is set to "On" and you want your number to show up:
Dial [*65] followed by the number you want to call.

Per Call Turn on/off:
This is a phone only feature.

Speed Dial 8:
Program up to eight speed dial numbers that can be called with the push of a button.

Add or edit your speed dial phone numbers:
1. Dial [*74] and wait for a dial tone.
2. Dial the speed code digit (2-9) followed immediately by the phone number you want to store.
3. Press [#] to save and exit.
4. If you wish to store additional numbers, hang up and repeat steps 1-3.

Add or edit your speed dial phone numbers:
1. Click on "Outgoing Calls" from the Options menu.
2. Click "Speed Dial 8".
3. Enter the complete phone number (do not include spaces or dashes).
4. Enter a name or description for the phone number.
5. Click "Apply" or "OK" to save your settings.

To dial a number stored in Speed Dial 8:
Dial the speed code digit followed by the [#] button.

This is a phone only feature.