

The Voice Mail / Account Menu

To log in, press # from a dial tone or the main menu

- 1 Listen to voice messages (Inbox folder)
- 2 Listen to voice messages (Saved folder)
 - 1 Replay 2 Next msg 3 Delete
 - 41 Reply 42 Forward 43 Call back
 - 44 Cback/del 5 Prev msg 6 Save
 - 7 Rew ◀ 8 Undelete 9 FF ▶

- 3 Send message
 - 1 Send 2 Review 3 Re-record
 - 4 Append 5 Urgent 6 Private
 - * Cancel

- 4 Manage greetings
 - 1 Replay 2 Next 3 Make active
 - 4 Rerecord 5 Revert 6 New
 - 7 Delete

- 5 Call forwarding
 - 1 To this #. 2 To internal 3 To external
 - 4 No fwding 5 Fwding to? 6 Toggle rules

- 6 Account preferences
 - 1 Pers. Status 2 Title 3 Password 4 Call notif.

- 7 Hang up (at remote phone)

- 9 Manage calls on hold (see other side)

Dial tone to start another call

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TeleVantage® Telephone Commands

Call handling

Put on hold **Flash** (** from remote phone)
Return to caller **Flash** again, *or* **4**
Transfer **Flash 1 + num. + hang up**
or talk before hanging up
Send to voice mail **Flash 2 + ext.**
Disconnect **Flash 3**
Park **Flash 6** (note orbit no.)
Record/Stop **Flash *16**
Voice mail menu **Flash 9** (see other side)
Start another call **Flash #**

Creating a conference call

Dial the first party.
Flash # - dial the next party.
Repeat for other parties, then...
Flash 5 to conference all calls together.

Special options using *

Pick up ringing phone ***91** (in workgroup ***99**)
Pick up parked call ***92** + orbit number

9 Outside line. * **Cancel.** **411** Dial by name.

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