

Artisoft TeleVantage[®] CTM Suite
Voice-Mail Account Menu

To log on, dial **8000** or press # from the Auto Attendant.

1 Play new and old voice messages
2 Play saved voice messages

1 Replay	2 Next	3 Del/Undel
41 Reply	42 Forward	43 Call back
5 Previous	6 Save	7 REW ◀
8 Undelete all	9 FF ▶	* Exit

Skip message intro or skip rest of message

3 Send message

1 Send	2 Review	3 Rerecord
4 Annotate	5 Urgent	6 Private
* Cancel		

4 Manage greetings

1 Replay	2 Next	3 Make active
4 Rerecord	5 Revert	6 New
7 Delete	* Exit	

6 Set account preferences

1 Do Not Disturb	2 Voice title	3 Password
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7 End call or go to the Auto Attendant

Dial-by-name directory Dial **7000**, press **9**

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Feature Codes

—2500/CLASS telephones only—
Signal a **Flash** before entering each code.

Handling calls

Put call on hold	*63
Retrieve call on hold	*60
Transfer call	71# + number
Forward all calls	72# + number
Cancel forwarding	*69
Do Not Disturb on/off	*62
Park call	76# (note ext #)
Retrieve parked call	76# + ext #
Pick up ringing extension	*65 + ext #

Making calls

Redial last number called	78#
Request callback	*66
Use system speed dial	77# + code 0-9
Use personal speed dial	74# + code 0-9
Set personal speed dial	75#

Creating a conference call

1. Dial the first party.
2. Flash 79#.
3. Repeat for each additional party.