

### 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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