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

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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