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**TalkSwitch VoIP**

### VOICEMAIL

Access mailbox<sup>††</sup> — Locally Dial \*#  
— Remotely \*# + <mailbox no.>

Change greeting options Dial 2

Change personal options Dial 3  
(password, date stamp, remote notification options)

### MESSAGE PLAYBACK CONTROLS

Rewind 10 seconds Dial 1

Go to beginning Dial 1 1

Skip ahead 10 seconds Dial 3

Skip to end of message Dial 3 3

Check time and date stamp Dial 5

Forward message Dial 6

Delete message Dial 7

Save message Dial 9

Skip to next message Dial #

### ACCESSING FEATURES

Access outside line<sup>†</sup> Dial 9, 81-88

Do Not Disturb<sup>††</sup>  
Enable/Disable Dial \* 62

Pick up<sup>††</sup>

Any ringing extension Dial \* 9  
Specific extension Dial \* 7 + extension



CUT ▲ and FOLD ▶

## USING STANDARD ANALOG TELEPHONES WITH TALKSWITCH

**talkswitch**<sup>®</sup>  
ANSWERS WITH INTELLIGENCE

## ACCESSING FEATURES

Place/retrieve caller on hold	Press <b>Flash</b>
Cycle through callers on hold or queued	Press <b>Flash 7</b>
Answer call waiting	Press <b>Flash 7</b>
Call transfer	Press <b>Flash</b> + extension. To complete the transfer, hang up.
Voicemail transfer	Press <b>Flash</b> , dial <b>8</b> + extension. Hang up.
Cancel transfer	Press <b>Flash 5</b>
Conference call	Place first party on hold: Press <b>Flash</b> . Call the second party (for external calls first access an outside line). Press <b>Flash 6</b> to connect to all parties.

**Park a caller** Press **Flash 510**. The system will respond with a parking orbit.

**Retrieve a parked caller\*\*** At dial tone, press **8** and the specified orbit (**500-509**)

**Paging\*\*** Two-way intercom paging to TalkSwitch phones\* from any phone:  
Dial **8 84** + extension

One-way group paging to TalkSwitch phones\* from any phone:  
Dial **8 85** + ring group or Dial **8 85** + extension

PA overhead paging:  
Dial **8 0**

(\*except TS-100 phones)  
**Attach account code to last call\*\*** At dial tone, dial **8 88** + <Account code> **#**  
CDR logging must be active.

\*\*Note: If Direct Line Access is enabled for your extension, you will automatically access an outside line.  
To place an intercom call or use the indicated (\*) features, you will first need to press the **Flash** key.

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