

## VOICEMAIL

Access mailbox<sup>††</sup>

— Locally

Press **VOICEMAIL** softkey

— 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>

Lift the handset,

press **DO NOT DISTURB** softkey and the

**ENABLE** or **DISABLE** softkey.

Pick up<sup>††</sup> — Any ringing extension

Press **PICKUP** softkey. Select “Pick up any call” to pick up the extension that is ringing.

Pick up<sup>††</sup> — Specific extension

Press **PICKUP** softkey. Select “Pick up specific extension” then dial extension.

USING YOUR  
TS-600 TELEPHONE  
WITH TALKSWITCH

  
ANSWERS WITH INTELLIGENCE

## ACCESSING FEATURES

Place caller on hold Press **Hold** softkey.

Retrieve caller on hold Press **Unhold** softkey.

Cycle through callers on hold or queued Press **Trade Calls** softkey.

Answer call waiting Press **Trade Calls** softkey.

Call transfer Press **Transfer** softkey + extension + **OK** softkey. To complete the transfer, hang up.

Voicemail transfer Press **Send to VMail** softkey + extension. Press **OK** softkey. Hang up.

Cancel transfer Press **Cancel Transf** softkey.

Conference call Press **Conference** softkey to put the first party on hold. Call the second party (for external calls first access an outside line). Press **OK** softkey.  
Press **Join Calls** softkey to connect to all parties.

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

Retrieve a parked caller<sup>††</sup> At dial tone, press **Un-Park** softkey followed by the specified orbit (500–509) and the **OK** softkey.

Paging<sup>††</sup> Two-way intercom paging to TalkSwitch phones\* from TS-600:  
Press **Paging** softkey. Select **Intercom** softkey + extension. Press **OK** softkey.

One-way group paging to TalkSwitch phones\* from TS-600:  
Press **Paging** softkey. Select **Group Paging** softkey + ring group. Press **OK** softkey.

PA overhead paging:  
(\*except TS-100 phones) Press **Paging** softkey. Select **Overhead Paging** softkey.

Attach account code to last call<sup>††</sup> At dial tone, dial **\*88 + <Account code> #**  
CDR logging must be active.

<sup>†</sup>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 (<sup>††</sup>) features, you will first need to press the *Flash* key. CLTP005.007402