

TALKSWITCH REFERENCE CARD	
VOICEMAIL	
Access Mailbox	Dial *# + <mailbox no.>
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
Forward message	Dial 6
Delete message	Dial 7
Save message	Dial 9
Skip to next message	Dial H
GENERAL USE	
Access outside line	Dial 9, 81-88
Do not Disturb	Dial * 62
Enable/Disable	
Call Pick Up	
Any ringing extension	Dial * 9
Specific extension	Dial * 7 + extension
PA Access	Dial * 0
CALL HANDLING	
Place caller on hold	Press Flash
Retrieve caller on hold	Press Flash
Connect to callers on hold, queued or Call Waiting	Press Flash 7
Call Transfer	Press Flash , Dial the extension. To complete the transfer, hang up or dial Flash 4 .
Voicemail Transfer	Press Flash , Dial * and mailbox number. Hang up or dial Flash 4 .
Cancel Transfer	Press Flash 5
Conference Call	Press Flash 6
Park a Caller	Press Flash , then dial * 500 - 509
Retrieve a Parked Caller	At dial tone, press *# 500 - 509
Note: If Direct Line Access is enabled at your extension, you will need to press the FLASH key before placing intercom calls, accessing Voicemail, retrieving parked calls, enabling or disabling Do Not Disturb, and using Call Pick Up.	
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