

Using Voicemail

VOICEMAIL ACCESS

From other extension: ENTER EXTENSION, PRESS #

From your extension: ENTER PASSWORD, PRESS #

From outside: PRESS # DURING VOICE GREETING, PRESS #

Review Messages

0 More options

1 Reply message

2 Next message

3 Delete message

4 Previous message

5 Voicemail call back

* Go to the Main menu

* Return to previous menu

Review Messages

1 Review new messages

2 Review old messages

3 Review group messages

* Go to the Main menu

* Return to previous menu

Main Menu *

1 Review messages

2 Record greeting

3 Change forwarding rule

4 Select a greeting to play

5 Announce only mode on/off

6 Exit voicemail

9 Make call from Voicemail

Change Password

Enter new password

Re-enter password

* Return to main menu

More Options

1 Message information

- Forward to Internal
- Forward to extension
- From caller ID or extension
- Timestamp

2 Forward message

3 Voicemail call back

* Return to previous menu

Change Forwarding Rule

Listen to forwarding rule

2 Set your forwarding rule

3 Set your forwarding rule

4 Delete forwarding rule

* Return to main menu

9 Exit voicemail

Select Greeting

1 Business greeting

2 After hours greeting

3 Lunch time greeting

4 Meeting greeting

5 Weekend greeting

6 Vacation greeting

0 Listen to current greeting

* Return to main menu

9 Exit voicemail

Extension Quick Change Commands

*021 - set busy forwarding destination number

*022 - set ring no answer forwarding destination number

*023 - set network outage forwarding destination number

444 - auto-attendant

555 - voicemail

588 - one number access

*031 - remove busy forwarding destination number

*032 - remove ring no answer forwarding destination number

*033 - remove network outage forwarding destination number

NOTE: using any *03x commands will remove all call handling!

Record Greeting

1 First/Last name

2 Internal greeting

3 External greeting

4 After hours greeting

5 Lunch time greeting

6 Meeting greeting

7 Weekend greeting

8 Vacation greeting

* Return to main menu

9 Exit voicemail

Record Menu

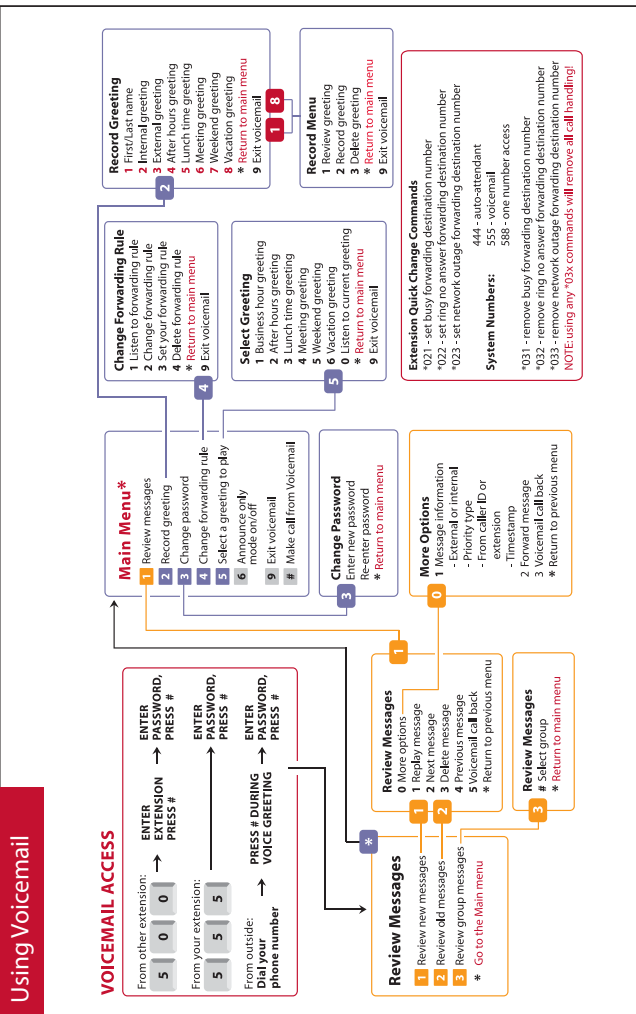
1 Review greeting

2 Delete greeting

3 Delete greeting

* Return to main menu

9 Exit voicemail



Packet8 TarGo Virtual Office

Quick Start Guide

Add Vision To Your Phone Calls

Microsoft Outlook Integration

Now, a digital picture frame!

Virtual Office

Next Generation Video Phone Technology
www.Packet8.net | 1.866.TRY.VoIP

Reference Card

Calling

Calling Internal: Pick up phone or press [Speaker], dial the extension number.

Calling Outside: Dial 9 for external access and dial number.

Calling when on a call: Press [Hold/NewCall] and dial the number. To transfer press [More] [Join Parties]. To conference press [More] [Conf All 3].

Answering

New call: Lift handset or press [Speaker].

Answering when on a call: Press [Retrieve/Alternate] to hold and connect to the ringing call. Press [Retrieve/Alternate] to switch between calls.

Transfer

Transfer direct: Press [Transfer], dial the number, hang up.

SuperVisa a transfer: Press [Hold/NewCall], dial the number and announce reason for call. Press [More] [Join Parties] to connect all parties, hang up.

01/16 11:48 AM 00:25:50
914087271885
Transfer Hold/NewCall
DND Off
Voicemail

To transfer to voicemail: Press [Flash] 5 *, dial the extension.

Hold

Hold/NewCall: This will play music while the party is on hold.

Conference

Conference Outbound call: Press [Conf In], dial the number and all three parties will be connected.

Conference Inbound call: Press [Retrieve/Alternate] to pick up the ringing call, then press [More] [Conf All 3] connect all three parties.

01/16 11:48 AM 00:25:50
914087271885
Conf All 3
Join Parties

01/16 11:48 AM 00:25:50
914087271885
DND On
DND Off
Voicemail

Forward

Forward all calls: Press [Set Fwd], enter the ext. or number.

Cancel forward: Press [Cancel Fwd]

Do Not Disturb

Turn DND on: Press [DND ON].

Turn DND off: Press [DND OFF].

System Numbers

444: Auto-attendant

500: Access Voicemail from another extension

555: Voicemail

588: Conference Bridge

601-605: Park Extension Range

Calling Features

*67/*68: Caller ID Blocking on/off

*69: Call Return

*70: Call Waiting Disable

MS Outlook Integration

Import your contact information from Microsoft Outlook, CSV or any other CSV file format. Go to <http://www.Packet8.net/tar-go> to download the latest User Manual and read the section on Import Contact.

Digital Photo Frame

Upload up to 16 pictures to your Virtual Office TarGo and set them up as your wallpaper and/or screen saver. Go to <http://www.Packet8.net/tar-go> to download the latest User Manual and read the section on Digital Photo Frame.

Contact Information

Packet8 Activation/Phone Number Automated Service: **012-0001
Packet8 Local IP Address Automated Service: **012-0003
Packet8 Voicemail: Dial your Packet8 phone number or dial **012-0555

Support:
www.packet8.net/support
Email: technicalsupport@packet8.net
Customer Service, toll-free: 1.888.998.8733
Customer Service, outside of the U.S.: 1.408.727.1885

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A Little More Conversation...
A Lot More Action

