



## Voicemail

### Cheat Sheet

Press **1** New Messages

Press **9** Save

Press **6** Next

Press **7** Delete

Press **8** Forward

Press **5** Repeat

#### To check voice mail remotely

Dial your company number

When you hear the IVR greeting ENTER your extension

When you hear your voicemail greeting PRESS \*

Enter your password

Text: 240-674-1164 Weston

Text: 301-748-3431 Steve

Text: 301-748-3747 Hope

**301-447-2001**

[www.chooseati.com](http://www.chooseati.com)

## **CALL PARK**

To **PLACE** a call on Park

Press CALL PARK

A recording will say the location of the parked call  
(ex. 71)

To **RETRIEVE** a call on park

From any office phone; dial the location of the call  
(ex. 71) \* Press Send

## **TRANSFER A CALL**

Press TRANSFER

((hear Dial Tone))

Dial the ext. or number

Press TRANSFER again

## **CONFERENCE**

To add another party to your current call

Press CONFERENCE

((hear Dial Tone))

Dial ext. or number

Press CONFERENCE again

For additional resources, please visit our website.  
[www.chooseati.com/resources](http://www.chooseati.com/resources)