



VoxTerra - Quick Reference Guide

VoxTerra is easy to use, provides great features, and saves you money. This reference guide will help you get started once you've installed your VoxTerra telephone adapter. For frequently asked questions, visit www.voxterra.com and click on Support.

Basic Phone Functions

Use your phone, speakerphone, or headset just like you always have to make, answer or end a call. Dial the full 10 digit area code for US local and US/Canada long distance calls. Dial 011 plus the country code and phone number for International calls.

VoxTerra Online Account Management

VoxTerra's online control panel is located at <https://control.voxterra.com>. Use it to edit your profile, configure features, listen to voicemail, and update your address on record for 911 dialing. Login information is included on the welcome letter that was sent with your VoxTerra telephone adapter.

Listening to Voicemail

If you have a voicemail message, you'll hear a stutter tone when you pick up your VoxTerra phone. To access the message, dial your 10 digit number and enter the password provided in your welcome letter when prompted. To remotely access voicemail, dial your VoxTerra number from any phone. When the greeting begins, press the *key and enter your password when prompted. You can also listen to voicemail over your PC or laptop via VoxTerra's online control panel.

VoxTerra Mobility

Your VoxTerra phone can be used anywhere you have a broadband Internet connection, universal power supply and compatible telephone cabling (RJ11). **Remember if you move your telephone adapter, even temporarily, you must change your address on record for 911 emergency services.**

Feature	Instructions
Call Return	Use *69 to return your last incoming call.
Caller ID Block	Hide your identity when you make a phone call. Enable Caller ID Block by pressing *67 before making your call.
Call Block	Reject calls from specified numbers. Use the VoxTerra online control panel to enter the telephone numbers you wish to block.
Do Not Disturb	Send callers right to voicemail - even before the first ring. Use the VoxTerra online control panel to activate and deactivate this feature.
Speed Dial	Store up to 100 of the numbers you call most often, and then retrieve those numbers with a 2-digit combination. This feature is controlled through VoxTerra's Online control panel.
Call Forwarding	Use the VoxTerra online control panel to forward your VoxTerra phone to another number.
Three-Way Calling	Dial the first party's number. Once you are connected, press the flash button on your telephone and then *25. When you hear a dial tone, dial the second party's number. Once they are connected, press the flash button again and *92. All parties will be connected on the call.
Call Waiting	Allows you to place a caller on hold to accept a second incoming call. A soft beep will alert you of the incoming call, which you can answer using the flash button on your phone. Unanswered calls will go to voicemail.
Call Waiting Deactivate	If you are on a call and wish to send all other incoming calls to voicemail, deactivate call waiting by pressing *70.

VoxTerra Customer Support 800.924.5320

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