

# Quick Reference Guide



VoX Communications 12249 Science Drive • Suite 135 • Orlando FL 32826 • (866) 869-9475 • [www.voxcorp.net](http://www.voxcorp.net)

VoX is easy to use, provides great features, and saves you money. This reference guide will help you get started once you've installed your VoX telephone adapter. For frequently asked questions, visit [www.ca.voxcorp.net](http://www.ca.voxcorp.net) and click on Support.

## Basic Phone Functions

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

## VoX Online Account Management

VoX's online control panel is located at <https://control.ca.voxcorp.net>. 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 VoX telephone adapter.

## Listening to Voicemail

If you have a voicemail message, you'll hear a stutter tone when you pick up your VoX phone. To access the message, dial your 10 digit number and when prompted, enter the password provided in your welcome letter. To remotely access voicemail, dial your VoX 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 via VoX's online control panel.

## VoX Mobility

Your VoX 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.



Help is just a phone call away.  
**(800) VOX-1699**

Feature	Instructions
<b>Call Return</b>	Use *69 to return your last incoming call.
<b>Caller ID Block</b>	Hide your identity when you make a phone call. Enable Caller ID Block by pressing *67 before making your call.
<b>Call Block</b>	Reject calls from specified numbers. Use the VoX online control panel to enter the telephone numbers you wish to block.
<b>Do Not Disturb</b>	Send callers right to voicemail – even before the first ring. Use the VoX online control panel to activate and deactivate this feature.
<b>Speed Dial</b>	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 VoX's online control panel.
<b>Call Forwarding</b>	Use the VoX online control panel to forward your VoX phone to another number.
<b>Three-way Calling</b>	Dial the first party's number. Once you are connected, press the flash button on your telephone. When you hear a dial tone, dial the second party's number. Once they are connected, press the flash button again. All parties will be connected on the call.
<b>Call Waiting</b>	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.
<b>Call Waiting Deactivate</b>	If you are on a call and wish to send all other incoming calls to voicemail, deactivate call waiting by pressing *70.