








Making Calls

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| Domestic phone number | Dial the 10 or 11-digit phone number. |
| International phone number | Dial 011 , then the country code and phone number. |
| Emergency call | Dial 911 . |
| Instant Second Line  Premier | When you have an active call, press the Flash key on your phone and you'll get a new Ooma dialtone to make another call. |
| Three-Way Conferencing  Premier | Dial *3 to conference two active calls together. |



Receiving Calls

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| Answering a call | Pick up your phone when it rings. |
| Answering call waiting | Press the Flash key on your phone when you hear the call waiting tone. Press the Flash key again to return to the original call. |


Protecting Your Privacy

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| Block your caller-ID | Dial *67 , then dial the number. |
| Unblock your caller-ID | Dial *82 , then dial the number. |
| Enhanced Caller-ID  Premier | See the name and phone number of the caller on your home phones when you receive a call. |
| Block telemarketers  Premier | Instantly block close to 1 million phone numbers associated with telemarketers and spammers. Get started at my.ooma.com/blacklists |
| Do Not Disturb  Premier | Need some peace and quiet? Press and hold the  button or dial *78 on your phone and all your calls will roll straight to voicemail. To deactivate Do Not Disturb, press and hold  again or dial *79 . |




Voicemail Basics

- Set up voicemail** Pick up your phone and press the  key on the Ooma Telo. Follow the voice instructions.
- New message indication** When you have new voicemail messages, the  key will blink.
- Changing voicemail settings** Pick up your phone and dial your own phone number. Select **Option 2** from the main menu.


Listening to Messages

- Listening on the Telo** Press the  key on the Ooma Telo.
- Listening on your home phone** Pick up your home phone and dial your own phone number.
- Listening on a remote phone** Dial your own phone number. When the call rolls to voicemail, press the * key and enter your voicemail PIN.
- Listening from a web browser** Go to **my.ooma.com** in your browser and log in.
- Listening on a smartphone** Download the **Ooma mobile app** and log in.

Advanced Voicemail

- Voicemail Monitoring**  Premier Listen in through the speaker in your Telo as callers leave their voicemail. If you decide to take the call, just pick up your home phone.
- Send to Voicemail**  Premier Press the  button when the phone rings to send a call straight to voicemail.

Mobility

- Mobile app** Download the **Ooma mobile app** for iOS or Android devices and make free domestic calls on the go.
- Multi-Ring**  Premier Forward incoming calls to a remote number (such as a cell phone) or to your **Ooma mobile app**.