

Making Calls

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

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

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**.



Shortcuts Guide

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

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

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

Forward incoming calls to a remote number (such as a cell phone) or to your **Ooma mobile app**.