Common Phone Tasks

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* **Access Voice Mail from home**
	+ Call your direct line and wait for your greeting
	+ Once you start to hear your greeting press **\*** then **#** (right after each other)
	+ You will get a prompt for your extension, enter extension number
	+ You will get a prompt for your Voicemail password, enter the password followed by the **#**
	+ Your Voicemail will now function as if you were in the office.
* **Transfer your Local to another phone**
	+ Press the Voice mail button
	+ Once you hear the auto attendant press the **#**key
	+ You will get a prompt for your extension, enter extension number
	+ You will get a prompt for your Voicemail password, enter the password followed by the **#**
	+ When the “Main Menu” is reached, Enter **731**
	+ Your local will now be attached to this phone
	+ Repeat these steps with **732** to return your local to your regular phone
* **Check Voice mail from another extension**
	+ Press Voice Mail button
	+ When you hear attendant press the “#” key
	+ You will be asked for your extension, enter it
	+ You will be asked for your Password, enter it
	+ Follow the prompts
* **Conference call**
	+ With first person on the line, select the second line and call or receive second call
	+ Once the second connection is established, you will see “JOIN” at the bottom of the screen
	+ Select the button under “Join” and both parties will be on the line
	+ Continue the same process to add another caller
* **Change user name for voicemail**
	+ Press Voice Mail button
	+ You will be asked for your Password, enter your voice mail password
	+ Press 7
	+ Press 6
	+ You will be asked to record your name

[Using your Phone (IP230)](http://www.youtube.com/watch?v=1sYf75etye4) http://www.youtube.com/watch?v=1sYf75etye4

[Using Communicator](http://www.youtube.com/watch?v=Vvg8CitVk0I) http://www.youtube.com/watch?v=Vvg8CitVk0I