Common Phone Tasks

August 28, 2014

* **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