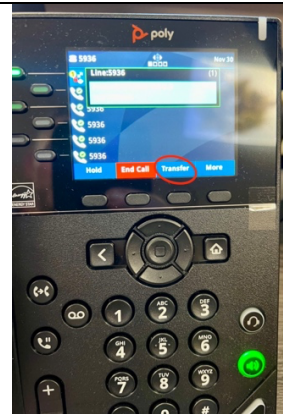
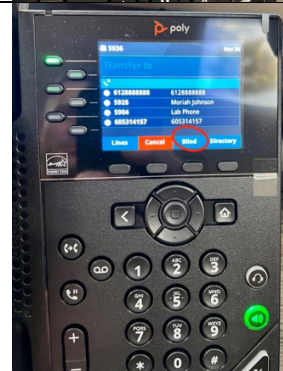


Transferring Calls

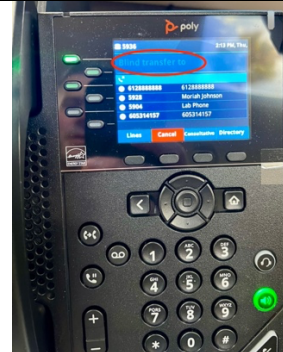
1. While on the phone with a caller, press the *Transfer* button



2. When the transfer menu appears, press *Blind*



3. Enter the extension to which you want to transfer the call



4. Press send
5. Hang-up


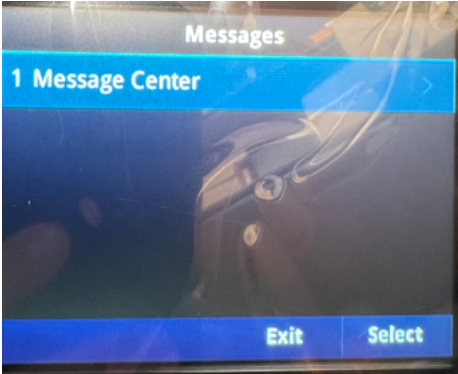
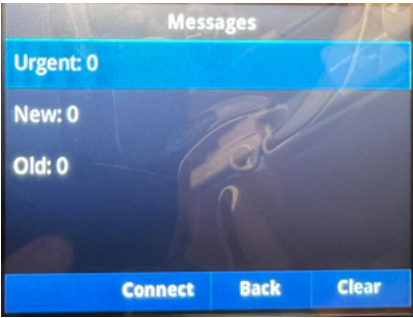
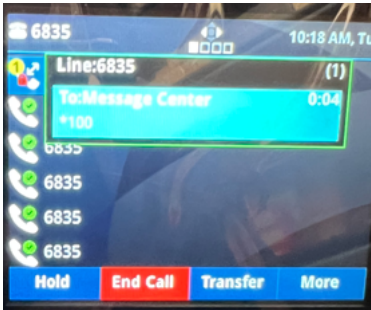


Sending Voicemails

The new phone system sends voicemails as attachments to your email. This makes sending voicemails to other staff members easy and fun!

- Simply forward the attachment directly to a staff members email
- Send emails to a team:
 - Medical Nurses: NACC Nurses NACCNurses@nacc-healthcare.org
 - MAT/Dosing Team: MATFrontDesk MATFrontDesk@nacc-healthcare.org
 - IOP: E'laina Redowl redowl@nacc-healthcare.org

Setting Up Your Voicemail

<p>1. Press the voicemail key on your phone</p>	
<p>2. The Message Center will appear , press select</p>	
<p>3. Select Urgent: 0, and then connect</p>	
<p>4. It will call the message center and you will be prompted for your voicemail pin which is 1234</p>	
<p>5. After the pin is entered, you will hear a series of options</p>	
<p>6. Press option 4, then 1 to record your voicemail greeting</p>	

