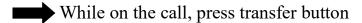Quick Tips Guide to Transfer a Call and Access Voice Mail

support@covoda.com or (877) 268-6325

How to Transfer a Call:

➡️ While on the call, press transfer button

➡️ Dial number of the person or extension you wish to transfer call to

➡️ Press transfer

How to Transfer a Call to Voice Mail:

➡️ While on the call, press transfer button

➡️ Dial 00

➡️ Dial number of the person or extension you wish to transfer call to

➡️ Press transfer

How to Access Voice Mail:

➡️ Press the envelope key

➡️ Enter your password when prompted

➡️ Follow the menu prompts to access your messages and voice mail features