

Setting Up VoiceEdge Phone:

1. No more dialing 9 to get out.
2. **Your extension** should be listed on the top left screen of your phone.
3. **To access your VM, press the envelope button.** Get login credentials [HERE](#). If you are needing help setting up VM, please call reception to troubleshoot.
4. **Comcast app (optional)**
<https://voiceedge.comcast.com/>.
5. **Transfer Calls:** Press "send" after dialing an extension.
Check out this [link](#) to get the basics on how to use your phone functions.

Additional Information:

YouTube Training: [Polycom 311 Telephone Training](#) . Please watch training in its entirety.

Receptionist only training: [Polycom 411 Telephone Training](#)

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[How to use the Comcast Business Mobile App for iOS](#)

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