

# Phones

Most phone functions require you to be on campus to manage. Please use [VMware Horizon View](#) if you are off campus and need to change something.

## References

- [Phone Basics](#)
- [Quick Start Reference Guide](#)
- [Voicemail menu](#)
- [Siena College Phone Number Prefixes](#)

## How to's

- Adding **Favorites** to your Phone
- Placing **Multiple Calls on Hold**
- Setting your **Voicemail greetings**
- **Parking** a Call
- **Fax** using the User Control Panel
- Creating **Dashboards** in the New UCP
- Getting out of **Do Not Disturb**
- Setting up **Find Me/Follow Me** (Rings two phones at the same time - *UCP needed*)
- **Call Forwarding** - (Done on the phone, *No UCP needed*)