

Google Voice Notes

1. Sign up and get your own virtual google phone number
 - a. Select a number by either area code or zip code
 - i. If using the local 408 area code make sure you get a prefix that is in your home phone dialing area so there is no extra charge when calling to it from your home phone
 - ii. Can enter a word or phrase you'd like to include in the number to remember it easier
 - iii. Select a password to retrieve voicemail messages and change profile from any phone
 - iv. Enter a forwarding number to call when someone calls your google number. You can add up to 5 additional numbers to call. For instance I have my home phone, my cell phone and my wife cell phone ring.
2. Features
 - a. Voice-mail
 - i. Transcribed to text in language of your choice
 - ii. Can add notes to your voice mail
 - iii. Can pick up online or at your phone or download to your computer
 - (1) Press 2 and listen in as a caller leave you message and join call by pressing *
 - (2) Press 4 at any time to record a call received via Google Voice
 - iv. All voice-mail is online in a log and can be shared by e-mail
 - v. Forward voicemail to other phones as a text message
 - b. Call forwarding when google number called
 - i. You make up the rules for up to six different phones to ring based on who is calling and the time of day
 - c. Switch phone in middle of call by pressing *, say home phone to cell phone
 - d. Greetings. You can set up multiple greetings for individual users or groups
 - e. Block caller numbers who will hear number not in service message upon calling you.
 - f. Placing calls
 - i. Click a call button on Google Voice screen. Click the Call button above the Inbox label, in the top left of any Google Voice page, and enter the name of the contact or the phone number of the person you want to call. Then, select the phone you want to use to make the call, and click Connect.
 - ii. Call google voice number from a forwarded call number and follow prompt
 - iii. From your G-Mail screen: Click on the call button on the left below Chat
 - g. Conference Calls on the fly
 - i. Ask people to call you at a preset time and you can conference them in as they call. When you're on a call and a new call comes in (call waiting required), you'll have an additional option to conference the caller with your existing call. You can conference up to four callers together.
 - h. Caller-id
 - i. When someone calls your Google number, you can choose to have the caller's number or your Google number displayed on your phone's caller ID.
 - (1) Simply go to the Settings page and select the Calls tab, and click the radio button next to either Display caller's number or Display my Google number.
 - i. Phone menu options
 - i. Phone system menu options
 - (1) Listen to new voice mail after entering password
 - (2) Place a call
 - (3) Access Gogg-411
 - (4) Change your settings
 - ii. Screening menu options
 - (1) Accept the call. To start recording the call, press 4
 - (2) Send to voice mail and listen in. To join the call press *