

Add an Additional Phone

1. [Search for an Employee](#).
2. From the *Employee-Appointment Menu* screen, select **Addtl Phones**.
3. From the *Additional Phones Selection List* screen, select **Add New Phone**.
 - If no Additional Phone Information exists, the user is brought directly to the *Additional Phone Information* screen.
4. From the *Additional Phone Information* screen, select **Phone Type** from the drop down box and complete the applicable fields. Select **Insert**.

Note: The **Business/Office Phone** does not appear on the *Additional Phones Selection List*. It is entered on the *Address/Phone Information* screen.