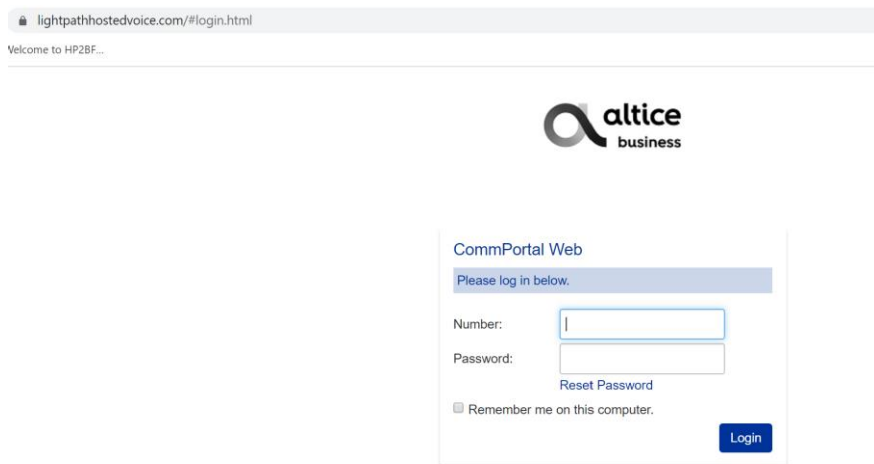
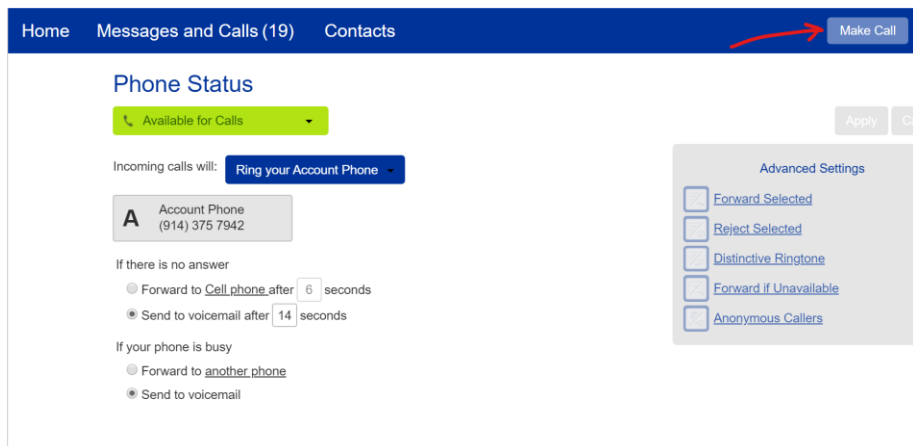


# Commportal Guide

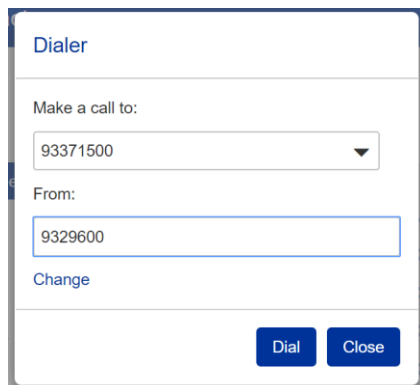
1. Go to <https://www.optimumlightpathvoice.com> and enter in your direct number and password.  
Please Note: If you do not have the login information, please send an email [helpdesk@ypl.org](mailto:helpdesk@ypl.org) and your DID and temporary password will be emailed to you



2. On the commportal page click on the “Make Call” button on the top right hand side.



3. To start a call, you can select the “Make a call to” box and type in the phone number starting with the number 9 as shown below. **This number will usually be the patron number you want to call.** In the “From” box, type in the phone number, starting with the number 9, where you want the call to initiate from and then click on dial. The system will ring your home or cell phone number that is located in the “from” box and as soon as you pickup the call, the system will start to dial the patrons number in the “Make a call to” box. This will mask your cell phone number with the libraries generic 914-337-1500 number



4. Once a call is initiated you will receive a confirmation status box shown below to display the call status.

