

## Outgoing Calls

External calls go straight out, just dial the number xxx xxxx

Block caller ID on the current outgoing call (external calls only) \*67 xxx xxxx

Dial a local extension 7xx

## Incoming Calls

Pick up any ringing phone in your call group \*8

Pick up a particular extension that is ringing 87xx

Transfer a call to either an internal or external number  
 NOTE: • dial ## quickly to activate the transfer mode  
 • either hang up when ringing tone is heard or speak to the person you are transferring the call to first  
 TRAN 7xx or  
 TRAN xxx xxxx or  
 ## 7xx or  
 ## xxx xxxx

Park a call ## 800

NOTE: You need to listen for the park slot number before you hang up

Collect a call from parking slot 801-809 80x

## Voicemail

By default voicemail messages are emailed to you so you only need to access the voicemail menu to record your answer phone messages

Change or record voicemail messages for your phone 777

Change or record voicemail messages for your organisation 778

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