

To Make an External Call

Lift handset, Dial 1 for line

To Make an Internal Call

Dial the extension number

To Answer Any Ringing Phone

Dial * 6 or #6 and the extension number

To Transfer a Call to another extension

Press RECALL

Dial extension number

Replace handset or Wait for an answer, then replace handset

If you misdial the extension

Press RECALL to retrieve the caller and start again

To Hold a Call

Press RECALL

Dial * 7

To Retrieve Call on Hold

Dial * 7 followed by the extension number that placed the call on hold

To Access Voicemail

Dial the voicemail group number (by default is 500), enter your mailbox number (your extension number) then enter your pin code.