



Telephone Features and Voicemail Service

. Phone features

Phones “without screen display”:

FX1+Ext+FX1 = Transfer a call.

FX2+Ext+FX2 = Call Forward (with handset down).

FX3 = Pick Up {Or *3}.

FX4+Ext+FX4 = Conference Call (after making first call).

FX5 = Ring Again.

Phones “with screen display”: – function above are on screen display.

(*examples below*)

Pick up: lift handset, select “pick up” on screen.

Conference: Dial 1st ext (or phn no.), press “conf.” on screen, dial 2nd ext(up to 6), press “connect” on screen to conference, and so you will go on to the last number.

. Voicemail Service

Activation of this voice answering system is automatic after 4 rings.

A RED light flashing, implies that you have a voice message/s.

- ❑ Dial **4299**, followed by YOUR ext & YOUR password {by default it is the 99 + YOUR ext, until u change it (new staff)} -dial 011 950 4299 off campus to retrieve your voicemail messages
- ❑ **2** to **Listen** to your msg & **76** to **Delete** a msg
- ❑ To activate mailbox commands press “**8**” followed by a “*”
 - 0 – Mailbox options
 - 1 – Login
 - 2 – Greetings
 - 3 – Log Off
 - 4 – Password change
 - 5 – Distribution list
 - 6 – Go To Next