



STEP BY STEP GUIDE

How to
pick up
another
extension

1
To answer a call ringing on **another extension / handset**

2
Enter ***11** on the keypad of your extension / handset

3
Enter the **extension number** of the ringing handset

e.g. to answer a call ringing on ext 123 dial ***11123** into your keypad

4
Press **enter** or **dial** to answer the call

1
To answer a call ringing on **another extension / handset at your site**

2
Enter ***8** on the keypad of your extension / handset

3
Press **enter** or **dial** to answer the call

For further support contact our team on:
01233 527 100
Or visit our website