

# IPECS

## Placing a Call

- Dial an extension number
- Or: Dial the external number required

## Call Transfer

- While connected to an outside line, press the **recall button**
- Dial the desired extension number, (**700-899**)
- Hang up to complete call transfer
- Or: Announce the call, then hang up to complete call transfer

## Call Pick-up

- Dial **\*1** to answer an unattended phone ringing in your area

## Using Speed Dial Numbers

- Press **\*9**
- Dial the speed bin number you wish to call (**01-19 or 200-999**)

## Do Not Disturb (DND)

- Dial **\*53** (Toggle On/Off)

## Redial

- Dial **52** - automatically starts last number redial

## Call Park

While connected to an outside call

- Press **Recall**
- Dial the Call Park Location (**601-609**)
- Hang up

## Retrieve a Parked Call

- Dial the Call Park Location (**601-609**)

## Paging

- Dial **#00** For "All Call" Paging
- Dial **#7** For "Internal" Paging
- Dial **#5** For External Paging

## Voice Mail

**Dial 999, enter your extension number followed by your password.**

### Default Password:

### Greetings:

**Record Greeting** Press **8**

### Messages:

**Retrieve Message** Press **1**

**Delete Message** Press **3#**

**Save/Skip Message** Press **2**

**Replay Message** Press **1**

### Call Forward

- Dial **49**
- Dial the desired call forward type
  - 1 - Immediate**
  - 2 - Busy**
  - 3 - No Answer**
  - 4 - Busy/no answer**
  - 6 - Immediate to Speed Dial**
  - 9 - No answer to Speed Dial**
- Dial the destination you wish to forward your calls to (**700-899** or dial **999** to send to Voice Mail)

### To cancel a Call Forward

- Dial **59**

### Retrieving Voice Mail Messages Externally (DDI's)

- Dial **DDI Number**
- During Message press \*key
- Enter Authorisation Code (2 to 5 digits) followed by #
- Follow prompts





**iPECS**

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**iPECS**  
**User Guide**