

Phone Lines/Numbers

Hunt Sequence

(03) 9798 0428 1 st Auxiliary	(line 1)	
(03) 9798 0410 2 nd Auxiliary	(line2)	
(03) 9799 0074 3 rd Auxiliary	(Line 3) X	New phone line 8748 1533
(03) 9799 0708 Prime	(line4)	

4 line Hunt Group

Apparently, the 'skip' has been removed from the Line 2. 😊

Other Information

2014 Focus Communications installed our current phone system. They are now only responsible for our Mobiles for OSH

0418 317 432

0418 317 475

HOW TO USE THE NEW PHONES:

The phone will start by ringing only at the Reception handset.
After 5 rings it will proceed to continue to ring on all handsets.
After 5 more rings the call will go to Day Voicemail.

There is a headset that can be used to answer and hang up calls.

There is still the capacity for a Day voicemail and a night voicemail.

The phones will automatically turn on at 9am and automatically turn off at 3pm.

The phones will need to be manually placed into Night mode during public holidays and/or school holidays.

To manually force the phones into Day mode do the following:

Press the **DND** button then the number **1** then press and hold the **Hold/Save** button.

To manually force the phones into Night mode do the following:

Press the **DND** button then the number **2** then press and hold the **Hold/Save** button.

To manually force the phones into Auto mode do the following:

Press the **DND** button then the number **4** then press and hold the **Hold/Save** button.

The system will need to be reset into the preprogrammed mode on the first day of term or the year by doing the following:

Press the **DND** button then the number **4** then press and hold the **Hold/Save** button.

To access the Voicemail (day or night) press the flashing VM button.

Press **1** to hear message

Press **1** again to repeat hear the message.

Press **3** to delete the message (then **#** to confirm deletion)

Press **2** to access next message.

To buzz another handset just pick up your handset and dial the ext number.

To transfer a call to another handset press the **Trans/pgm** button, dial the extension number and announce the call.

If the person is unavailable you can transfer the call and hang up and the person can leave a voicemail message.

When transferring a call –

1. When you transfer a call and announce the call the screen will read for e.g. CALL FROM RECEPTION
2. When you transfer a call and hang up before announcing the call the screen will read for e.g. XFER FROM RECEPTION

This way you will know whether you have to answer the call as an internal or external one.

Each handset has an individual voicemail.

To set up your handsets voicemail press the VM button and follow the prompts.

Ext numbers are as follows:

Reception Ext	200	(can be reached from any handset by also pressing the number 9)
OSH	201	
Admin 1	202	
Staff Room	203	
Family Support 1	204	(Jen)
Family Support 2	205	(Edith)
Manager	206	
Bookkeeper Room	207	
Cordless (New)	208	
Cordless (Old)	209	

The 2 cordless' will live on Janines desk to be used by Janine, the classroom and childcare rooms when required.

How to switch the phone:

In the Morning

9am

To manually force the phones into Day mode do the following:

Without picking up the handset on the reception phone - Press the **DND** button then the number **1** then press and hold the **Hold/Save** button.

(it will display a **T**, this shows it is in permanent day mode)

In the Afternoon

3pm

To manually force the phones into Night mode do the following:

Without picking up the handset on the reception phone - Press the **DND** button then the number **2** then press and hold the **Hold/Save** button.

(it will display **Night**, this shows it is in night mode)



Real this is what we use to do before Tania had the phone switch automatically. ~~the~~

on Friday it would stay on night until Monday.

I only had to switch manually for public holidays + School Holidays to the night message

