



Phone System Guide

**Incoming calls:**

Calls to the Surf Club (09) 411-8045 will show as “Via Surf Club”

Calls to the Lifeguard Service (09) 411-8055 will show as “Via Lifeguard Svc”

Making a call:

Dial 1 for an outside line followed by the number

including 111 emergency calls (You would dial 1 111)

National, mobile and international calls require a PIN.

Hold:

You can hold a call by pressing the [Hold] button, the other party will get music while on hold, to return to the call press the [Resume] button.

Transfer:

You can transfer a call by pressing [Trnsfer] button and entering the desired extension,

you cannot transfer to outside numbers or paging extensions.

When you transfer a call you will be connected to the other extension and you can advise them who it is and then press [Trnsfer] again to complete the transfer or [End Call] then [Resume] to go back to the original caller.

Or to transfer immediately without introducing the call, press [Transfer] enter the extn and press [Trnsfer] again.

Call Park:

You can park a call by pressing the [Park] button, it will advise of the park number, to pick up the call dial the park number from any phone (You can page out that there is a call parked on the extn and the other person can pick it up). If the call is not picked up after 60 seconds it will come back to the phone that parked it.

Phones locations and extensions:

Name	Number	Name	Number
Office	201	Gym	209
Surf Lounge (upstairs)	202	Small (TV) Lounge	210
Main Lounge (downstairs)	203	Cordless	211
Boardroom	204	Tower	220
Classroom	205	Lifeguard Ops	221
Upstairs Bar	206	Medical	222
Downstairs Bar	207	Gear Shed	223
Main Kitchen (downstairs)	208	<i>Ring all phones</i>	230

Paging:

Number	Area
501	All areas / all phones
502	Lifeguard areas – including Tower, Lifeguard Ops, Medical, Gym, Gear shed, Office, Upstairs surf lounge, Upstairs bar and small (TV Lounge) <i>Not main lounge, classroom, boardroom, main kitchen or downstairs bar.</i>