

## Dialing Methods for Mitel VOIP Phone

---

*You can dial externally (long-distance or locally) or internally on your VOIP phone by...*

---

### 1. (External) -Long-Distance-,

- a. Pressing -9 and then 1- and the long distance number you wish to dial, including the area code.
    - i. (ex: 9-1-AreaCode-###-####)
- 

### 2. (External) -Local-,

- a. Pressing -9- and the local number you wish to dial.
    - i. (ex: 9-###-####)
- 

### 3. (Internal) -Other SWU VOIP-,

- a. Dialing the four-digit extension.
  - i. (ex: ####)