To dial another person within the building:

Dial the extension number. E.g. To ring Sunny Chang dial ext: 58402

To ring out:

Dial - 0 and then the telephone number.

Transferring calls:

1. Press recall/ transfer
2. Dial extension number

Unannounced Calls

1. Hang up to put caller through

Announced Calls

1. Wait for person to answer
2. Announce caller
3. Hang up to put caller through

Diverting calls:

To divert all calls after approximately 6 rings:

1. Press *18
2. Dial extension number for diversion and Hang up

To remove diversion:

1. Press *19 and Hang up

To divert all calls immediately:

1. Press *16
2. Dial extension number and Hang up

To remove diversion:

1. Press *17 and Hang up