


Transferring calls

1 Transfer calls to another extension

You may transfer an internal or external call from your extension to any other extension or to the switchboard. (Switchboard code is normally 91000).

2 Transfer key

The Transfer key on your telephone may be marked as R or  Recall or ✓

3 Transfer to a free extension (announcing the call)

- Press the Transfer key and listen for the internal dial tone.
- Dial the required extension.
- When the extension answers, announce the call and replace the handset.

4 If called party does not answer

- Press #33
- Internal dial tone is heard briefly.
- You are now connected to the original call.

5 Transfer to a free extension (call not announced)

- Press the Transfer key and listen for the internal dial tone.
- Dial the required extension or switchboard.
- When you hear a ring tone, replace the handset.

The call has now been transferred. If the ringing extension does not answer within a predetermined time the call will automatically be transferred back to your extension.

6 Transfer to a busy extension

- Press the Transfer key and listen for the internal dial tone.
- Dial the required extension number.
- When you hear busy tone, replace the handset.

The call has now been transferred to the busy extension. If the extension remains busy the call will automatically be transferred to your extension.

Dialing an extension on campus or another campus

To:		Mafikeng	Potchefstroom	Vaal Triangle
From:	Mafikeng	Dial 89 and the extension	Dial 85 or 99 and the extension	Dial 10 and the extension
	Potchefstroom	Dial 89 and the extension	Dial 85 or 99 and the extension	Dial 10 and the extension
	Vaal Triangle	Dial 89 and the extension	Dial 85 or 99 and the extension	Dial 10 and the extension

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