



STEP BY STEP GUIDE

How to
divert all
incoming
calls to
another
number

1

To divert
**ALL
INCOMING
CALLS**
to another
number

2

Enter ***31** on
the keypad of
any extension
/ handset

3

Enter the
number you
wish to divert
all calls to

e.g. to forward all calls to
01233 527 100, dial
***3101233527100** into any
extension

4

Press **enter** or
dial to
activate divert

You will hear a "thank you"
as confirmation your divert has
been successfully applied

1

To **disable**
divert

2

Enter ***32** on
the keypad of
any extension
/ handset

3

Press **enter** or
dial to
de-activate
divert

You will hear a "thank you"
as confirmation your divert has
been successfully removed

For further
support contact
our team on:
01233 527 100
Or visit our
website