

### **Quick Reference...**

Portsmouth Ford and Ucc. If you answer a call that is for another department the call should be transferred not parked and paged.

To Transfer a call...

While in call click on the More button – click Transfer

Enter

The Extension # of the person you wish to transfer too.

Or for Service Sales or parts calls enter the following Ext#'s

#### **Portsmouth Ford**

Service 3020

Sales 2150

Parts 3027

#### **Used Car Center**

Service 3022

Sales 3070

Parts 3031

To transfer a call to another site

Auto Body 5533

West Rd 3000

Portsmouth Ford 1221 (or an ext at Portsmouth ford above)