

**Telephone\_08: Phone Systems** (*Duration: 00:30*)

- If you know the extension number you require, you can key it in after the tone. (*tone*)
- If you are calling from a touch-tone phone, you can choose one of the following options: for sales, press '1', for accounts, press '2', for customer service, press '3', for all other inquiries, press '0', or hold for an operator.