



Transfer a call

To Transfer a Call:

Blind Transfer: With the call active, select the Transfer button, dial the ext. and select Transfer button again.

i.e. <Transfer>101<Transfer>

Attended Transfer: With the call active, select the Transfer button, dial the ext., speak to party and select Transfer button again.

i.e. <Transfer>101, speak, <Transfer>

To retrieve the call after speaking to the intended transferee, select CANCEL to speak to the caller.

To Transfer a Call directly to VoiceMail:

With the call active, select the Transfer button, dial the ext., then * and select Transfer button again.

i.e. <Transfer>101*<Transfer>

To Transfer a Call to outside number:

With the call active, select the Transfer button, dial the outside number., and select Transfer button again.

i.e. <Transfer>555-555-5555<Transfer>