

How To Transfer a Phone Call



Transfer

The Transfer feature is a useful tool when needing to connect a caller to another phone line. When you are ready to transfer the caller to another line:

Press **“Transfer”**



Dial your third parties extension. Example 1-2430.

After the third party is connected to the call you will press **“Transfer”** again.

After both parties are connected, you may now hang up and the call will not be disrupted.