Transferring Calls

When in an active call...

1. Press the transfer button or the soft key labeled **Transfer** on the display
2. Dial the extension number of the receiving party. (*Note: dial * then the extension to send the caller directly to voicemail*)
3. Choose between the soft keys **BlindTrnf** (blind transfer) or **AttTrnf** (attended transfer)
4. If **BlindTrnf** was selected, the call was transferred and you may hang up
5. If **AttTrnf** was selected, the caller is placed on hold while you call the extension. Use this in a situation where you want to screen callers. If the person does not answer, press **Cancel** then **Resume** on the soft key label to be connected back with the caller. If the person does answer, press the **Transfer** soft key to complete the transfer, or the **Split** soft key to go back to the caller when the transfer is refused.

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