

## How to Transfer a Call

1. After receiving a call or one you initiated, while in the call you will see a button on the screen that says TRANSFER.
2. Press the Transfer button and dial the extension you want to transfer the caller to.
3. Press the Transfer button again and hang up.
  - If you want to talk to the person you are transferring the call to, do step 2 and wait for the person to answer. After you are finished talking to them, do step 3.
  - Trying to transfer and the person you are calling is busy or you want to just leave a message and not talk to the person.
  - Send the call directly to voice mail or call directly to voice mail.
  - Just dial \* and the extension number of the person.