How to transfer a phone call off-site

1. While on the phone with the outside caller, dial *2
2. Wait until you hear dial tone
3. Dial 9 + 1 + (area code) + (phone number)
4. Wait for the phone to ring once or twice and hang-up.

Optional: Wait for the person to answer their phone and you can tell them who is on the phone before completing the transfer

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