How to Transfer Calls

Standard Transfer

1) Press "xfer"

*2)*Dial extensionor press person's extension button

*3)*Wait for person to answer

4) Press "xfer"

*5)*Hang up

Blind Transferring

1) Press right arrow key

2) Press "bxfer"

3)Dial extension number.

4) Press "dial"

5) Hang up

Transferring to Voice Mail

1) Press right arrow key

2) Press "bxfer"

3) Dial *4 then extension

4) Press "dial"

5) Hang up

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