

# How to Transfer Calls

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## Standard Transfer

- 1) Press "xfer"
- 2) Dial extension or 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

Online URL: <https://kb.naturalnetworks.com/article.php?id=75>