

Transfer

Transfer allows you to redirect a connected call from your phone to another number.


You can use *Transfer* or *Direct Transfer*:

- Transfer allows you to redirect a single call to another number that you specify.
- Direct Transfer allows you to connect two calls on two different lines to each other (without remaining on the line yourself).

Before completing a transfer procedure, you can press the **Cancel** softkey to cancel the procedure or you can press the **Swap** softkey to toggle between calls, allowing you to speak privately with each party.

Transfer a Call to Another Number


1. Verify that you are on an active call (not on hold).

2. Press the **Transfer** button .
3. Enter the transfer recipient's phone number (or press a speed dial button).
4. Wait for the recipient to answer. (Or, skip to Step 5 while the call is ringing.)
5. Press the **Transfer** button again.

The transfer is complete.

Use Direct Transfer to Connect Calls Across Lines

This task requires multiple phone lines.

1. Verify that you have two connected calls and that one of the calls is active (not on hold).
2. Press the **Transfer** button .
3. Press the line button for the other (held) call.

The transfer completes (the two calls are connected to each other).

Swap Between Calls Before Completing a Transfer

After you connect to the transfer recipient—but before you transfer a call to this party—you can press the **Swap** softkey to toggle between the two calls. This allows you to consult privately with the party on each call before you complete the transfer.