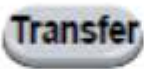

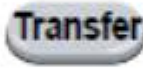



## Transferring calls

### Blind Transfer

1. While on an established call, press  key
2. Dial extension or external phone number you wish to transfer call to
3. Hang up handset (or press  key if using hands-free)

### Supervised Transfer

1. While on an established call, press  key
2. Dial extension or external phone number you wish to transfer call to
3. Ask called-party if they wish to have call transferred to them
  - a. If called-party agrees, hang up handset (or press  key if using hands-free)
  - b. If called-party does not agree, press  key to toggle back to original caller
  - c. If called-party would like to speak to both yourself and the person on hold, press  key

## Conferencing

### Initiating a conference call

1. With call in progress, ask party to hold and press 
2. Dial desired number
3. After call is answered, press  key, all three parties will be joined

**NOTE** - Each phone can conference call up to three people. If one person hangs up, the other two participants will remain on the call.