



## Transfer A Call

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### Warm Transfer

Place a current call on hold and speak with the destination party before transferring the call.

1. While on an active call, press the **Options** softkey.
2. Select **Transfer**.
3. Dial the transfer destination (internal extension or external number).
4. Speak to the destination party.

**Tip:** To cancel a warm transfer and go back to the original call, press the **End** softkey.

5. Press the **Transfer** softkey.

### Blind Transfer

Transfer a call to another party without speaking to them first.

1. While on an active call, press the **Options** softkey.
2. Select **Transfer**.
3. Dial the transfer destination (internal extension or external number).
4. Press the **Transfer** softkey before the call dials out.

**Tip:** To transfer a call directly to voicemail, dial **0 + extension**.