

## TouchTone Quick Start Guide: Call Transfer

The Call Transfer feature allows you to transfer calls to another telephone number (landline or cell phone), extension, or voicemail. You can choose from three options: Attended, Blind and Transfer to Voicemail

### Attended Transfer

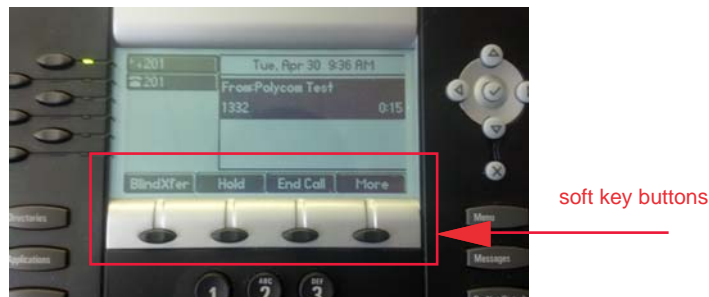
1. During a conversation, **press the Transfer (xfer) soft key**. The call is placed on hold and you will hear a dial tone.
2. **Dial the number to which you want to transfer the call**. Wait for the party to answer so you can announce the transfer.
3. **If the called party is available, press the Transfer (xfer) soft key again** to complete the transfer.
4. If the called party is unavailable, you can hang up and press the blinking line key of the original call to cancel the transfer and return to the holding party.



### Blind Transfer

1. During a conversation, **press the Blind Transfer (bxfer) soft key**.
2. The LCD will then display Enter Blind Transfer Target. **Dial the number to which you want to transfer the call to**.

Most Polycom model phones



### Transferring a Call Directly to Voicemail

1. During a conversation, press the **Transfer (xfer) soft key** and **dial \*55**. When prompted, **enter the 4-digit extension** and **press #**.