

User Guide

Transferring a Call



Internal Transfer

1. Press the Trans/PGM soft-key or button
2. Call the party you wish to transfer to.
3. * To screen the call, wait for the other party to answer and announce the call.
4. Hang-up to complete the transfer.

* Step 3 is optional. You can simply hang-up after step two and the caller will be transferred.



Change your Password

1. Press the Trans/PGM soft-key or the button.
2. Call the transfer party by dialing [9] + [phone number]
3. * To screen the call, wait for the other party to answer and announce the call.
4. Hang-up to complete the transfer.

* Step 3 is optional. You can simply hang-up after step two and the caller will be transferred.

