

TELEPHONE FEATURES

TRANSFER/3-WAY CONFERENCE

Transfer/3-Way Conference allows you to transfer calls to another extension. When you activate the transfer feature, the call is held and the party being transferred hears nothing. The call is connected to the new extension only after the person transferring hangs up. An incomplete and unannounced transfer returns automatically to the originating extension with a 3-ring system call.

Use the Transfer button to establish a 3-way conference. When connecting two outside parties, you must remain in the conference.