

TELEPHONE FEATURES

TRANSFER/3-WAY CONFERENCE WITH ITE-4, 12+, 12S, 24, AND 30S

To transfer (unannounced):

- 1** Press **TRNSF**.
- 2** You should hear the dial tone.
- 3** Dial the number to which you are transferring the call.
- 4** You should hear the call ringing.
- 5** Hang up.

To transfer (announced):

- 1** Press **TRNSF**.
- 2** You should hear the dial tone.
- 3** Dial the number to which you are transferring the call.
- 4** Tell the person who answers that you are transferring a call.
- 5** Hang up.

To start a 3-way conference:

- 1** Press **TRNSF**.
- 2** You should hear the dial tone.
- 3** Dial the number that you are adding to the conference.
- 4** Tell the person who answers that you are adding the call to a conference.
- 5** Press **TRNSF**.

To correct an incorrectly dialed extension:

- 1** Press **TRNSF**.
- 2** The call should be returned to your extension.

To correct a missed step after pressing **TRNSF**:

- 1** Hang up.
- 2** The call should be returned to your extension with a 3-ring system call.