



## Transferring a call from a single-line digital telephone

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### **Transferring a call from a single-line digital telephone**

Digital telephones require at least 2 incoming lines to perform call transfers. These two lines do not have to have the same extension.

Here are the directions to transfer a call from a digital telephone has only one incoming line for a specific extension. For example, your phone may have 3 incoming lines for the main/departmental number, but only a single line for a personal extension.

1. During the call Press the **TRNSFR** button
2. Select another, available [incoming] line
  - For example (main line)
3. Dial the extension where call is to be transferred **OR** press the pre-programmed button where call is to be transferred.
  - You may privately talk to the person to whom the call is to be transferred.
4. Press **TRNSFR** to complete the transfer.
5. Hang up