

Transferring a call from a single-line digital telephone

Michael Wagner - 2025-06-23 - Comments (0) - Phone Sets and Features

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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