Transfer

Last Modified on 07/31/2018 1:05 pm EDT

When you transfer a call to another iPECS extension, you can announce the call by speaking with the receiving part before completing the transfer, or transfer the call immediately with no announcement. You can also transfer a call directly to another extension's voicemail.

Transfer a call with announcement

1. While on a call, press the Transfer button or the TRANS softkey.

2. Enter the destination extension.

3. When the extension answers, announce the call.

    - **If the party accepts the call**, hang up.
    - **If the party refuses the call**, press the Transfer button to retrieve the call.

Transfer a call without announcement

1. While on a call, press the Transfer button or the TRANS softkey.

2. Enter the destination extension.

3. Hang up before the extension answers.