

**TRANSFER OFFSITE Transfer an incoming line to another outside line**

 **While talking to the incoming call**

* Press **Hold** key
* **Select an outside line**
* Dial **Phone number**
* **Announce you will be transferring call**
* Press **Transfer** key
* **Hang Up**

Transfer to an outside number Press Transfer Dial 9 and phone number and wait for at least 1 ring Announce call or simply hang up to complete transfer

**CALL FORWARD ALL**

**CALLS TO ANOTHER**

**EXTENSION OR OFF-SITE To set via menu on the screen:**

* Press **PRG** Soft Key
* Press **C/Fwd** Key
* Press **All** Key
* Press **Set** Key
* Dial The **Extension Number**

**OR**

* Dial “**0**” for an **off-site number**, then **dial the number**

(eg: 0, 0418710111)

* Press **Speaker** key to hang up

**To set on a handset without a display screen:**

* Press **Speaker**
* Dial **Call Forward Code** - **741** for **immediate**

- **744** for **busy/no answer**

* Dial **1** to set
* Dial **extension number**
* Press **Speaker**

**To deactivate:**

* Press **PRG**
* Press **C/fwd**
* Press **All**
* Press **Cancel**
* Press **Speaker**

**Hang up**