

## How to transfer a call on a Fanvil/Linkvil Wi-Fi/Cordless phone

## **Attended Transfer**

- 1. While on a call, press the "Xfer" soft key
- 2. **Dial** the extension or phone number: Enter the number or extension of the person or department you want to transfer the call to.
- 3. Wait for the person to answer: Once they pick up, you can speak to them to let them know you're transferring the call (optional).
- 4. Press the "**Xfer**" soft key again: This completes the transfer and connects the caller to the new party.

## **Blind Transfer**

- 1. When you are on the call, press the 'More' soft key, and then 'Xfer'.
- 2. For a blind transfer, please type in the number you wish to forward this phone call to and then press 'More' and 'Xfer' for the second time.
- 3. Hang up the phone after successful transfer completion message.