

If you have a Polycom 331, 450, or 650 (most users):



When on an active call that you wish to transfer, press Transfer (“Trnsfr”). Then:

1. If you do not want to announce the call (that is: if you just want to send the call onto the intended transfer recipient immediately), you must now press “blind” before entering the extension. Once the call line returns a ring, you can hang up your phone and the call will be transferred to the specified extension.
2. If you do want to announce the call (that is: you want to speak with the intended transfer recipient before completing the transfer), dial the desired extension. If the call isn’t answered or you do not want to complete the transfer for any reason, press the “Cancel” button. If after speaking with the recipient you wish to complete the transfer, press the Transfer “Trnsfr” button and the call will be connected.

If you have a Polycom VVX500 (color touchscreen):



When on an active call that you wish to transfer, press Transfer. Then:

1. If you do not want to announce the call (that is: if you just want to send the call onto the intended transfer recipient immediately), simply dial the desired extension. Once the line rings, you can hang up and the call will be transferred.
2. If you do wish to announce the call (that is: you want to speak with the intended transfer recipient before completing the transfer), dial the desired extension and allow it to ring. If the call isn't answered or you do not want to complete the transfer for any reason, press the "Cancel" button. If after speaking with the recipient you wish to complete the transfer, press the Transfer button and the call will be connected.