Avaya 4600 Series Transfer Feature

To transfer a call:

1. Press **TRANSFER** [dial tone]·

Present call is put on hold, and you are given a new call appearance;

2. Dial the number of the new party and wait for an answer

Note: You can privately discuss the call with the new party at this time; if no answer or busy, press the call appearance button of held call to return to it.

3. Press **TRANSFER** again. The 3rd party is now connected to the 1st party. The 2nd party is disconnected.

To transfer a call you've put on hold to another call to which you are connected

1. Press **TRANSFER** [dial tone].

Present call is put on hold, and you are given a new call appearance.

2. Press the call appearance button of the call on hold (first call).

3. Press **TRANSFER** again. The 3rd party is now connected to the 1st party. The 2nd party is disconnected.