**Blind transfer**

1. Whilst on a call, click on the transfer button and enter the number you want to transfer the call to.
2. Click on the Dial button (the green button) to perform the transfer

**Attended transfer**

1. Whilst on a call, click on ‘Line 2’, which will automatically put the call on hold.
2. Now dial the number you want to transfer the call to and announce call to the callee.

To transfer the call, click the transfer button, followed by the Line 1 button (which will be flashing). The call will be transferred