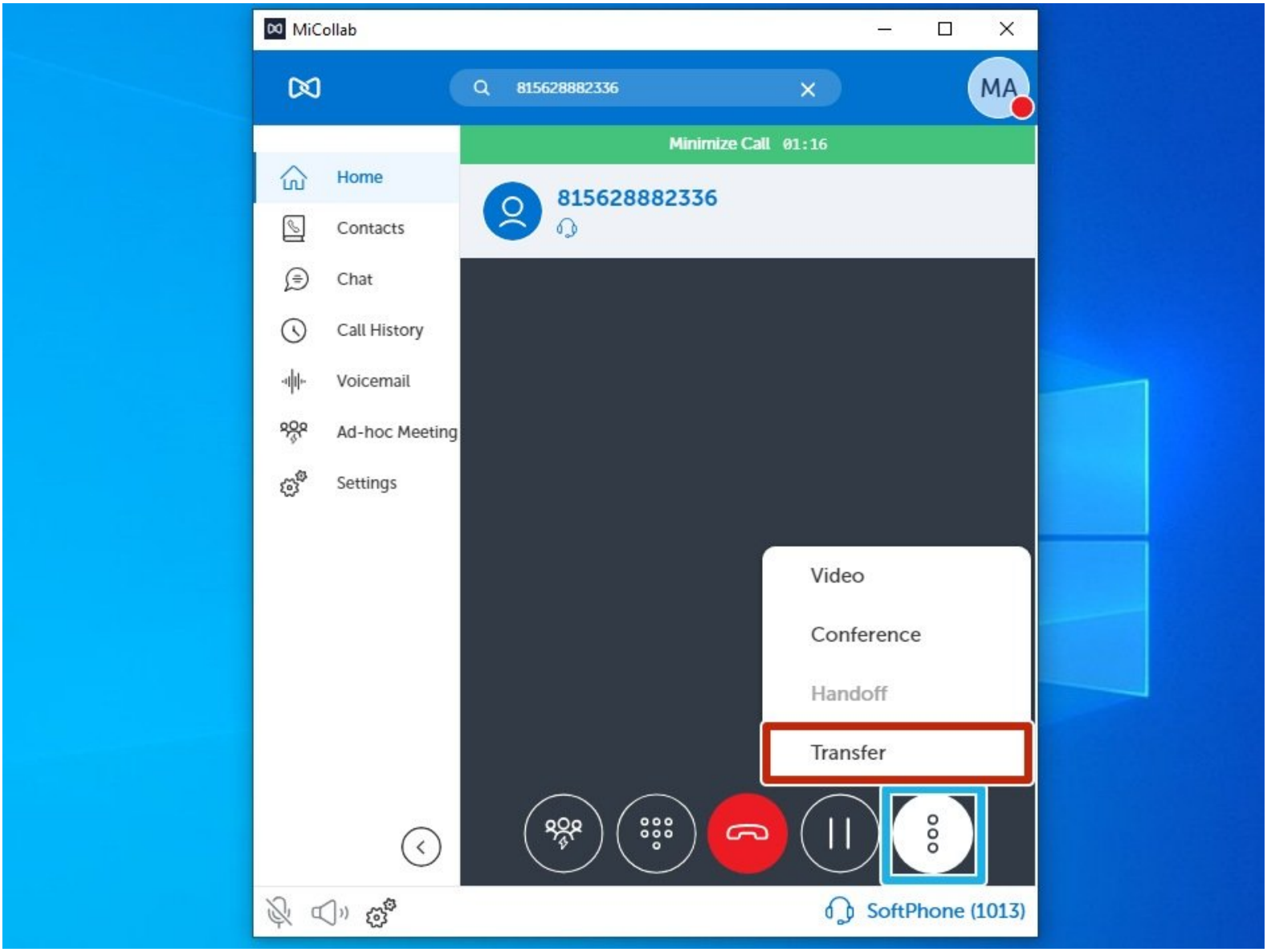
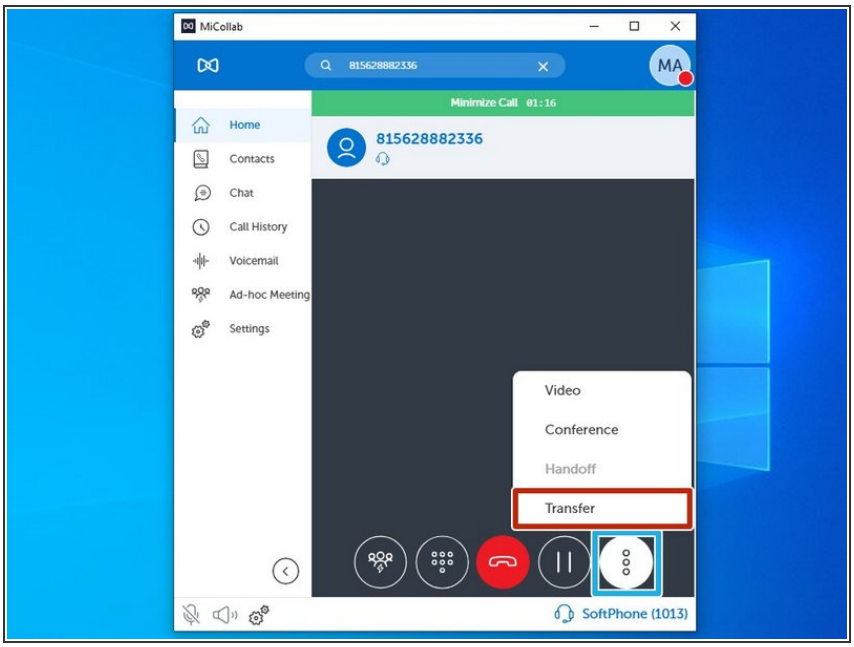
# Transfers and Three-Way Calling

Written By: Brendon Welch



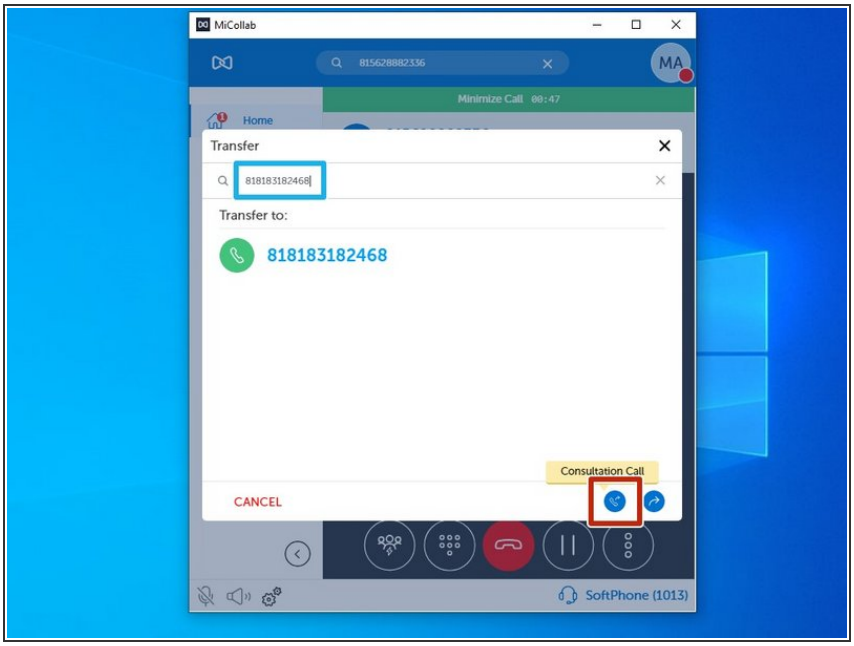
## Step 1 — Transfers and Three-Way Calling




ⓘ *To **Transfer** a call:*

- Click the **Consult** / **Transfer** button
- Click **Transfer**

## Step 2



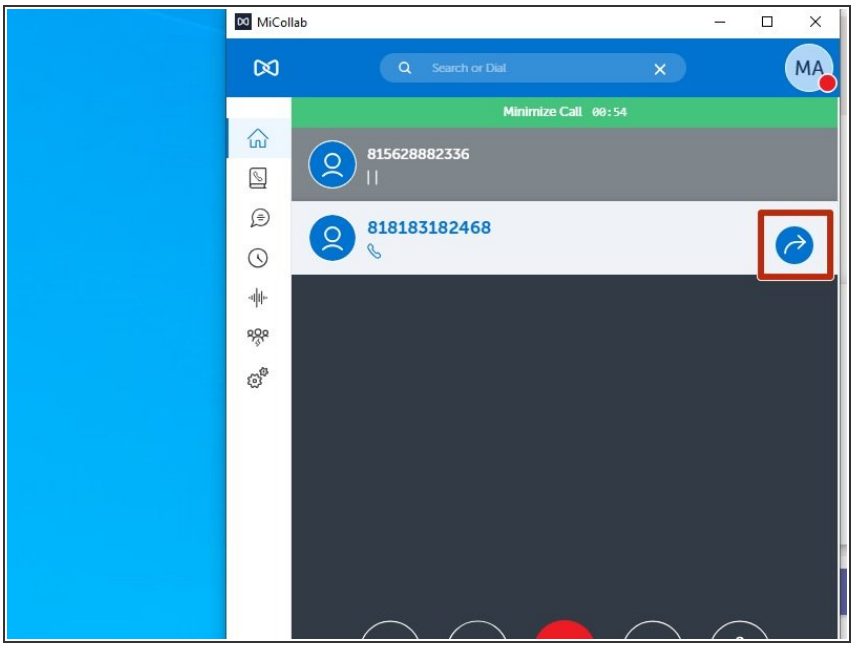

⚠ In order to dial out, you must enter **81** before the ten digit phone number.

ⓘ **Example:** *817148451407*

ⓘ Notice that **81** is added to **(714)845-1407**. No other symbols or spaces are needed.

- Enter the **Phone Number** in the field.
- Click **Consultation Call**

## Step 3

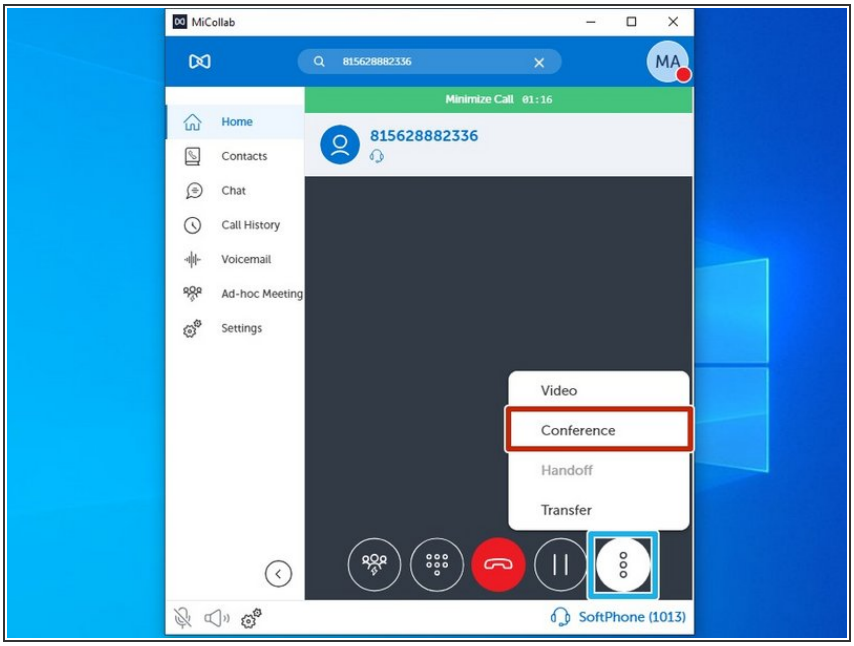



***You will hear your line beep twice then begin to ring while the second line connects.***

- Click **Transfer**

**Call Transfer Complete** will briefly appear once the call is transferred.

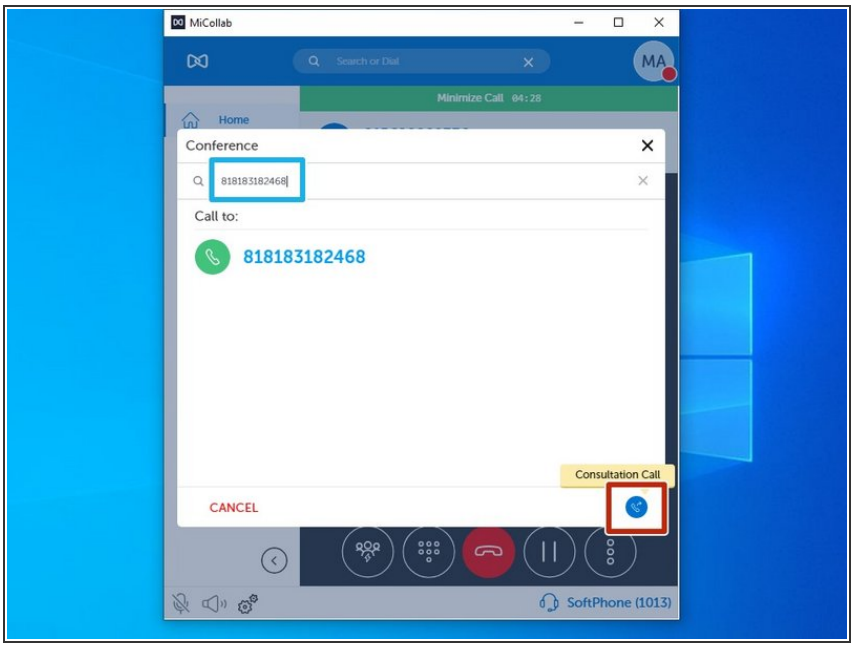
## Step 4




*To create a **Three-Way** call:*

- Click the **Consult** / **Transfer** button
- Click **Conference**

## Step 5



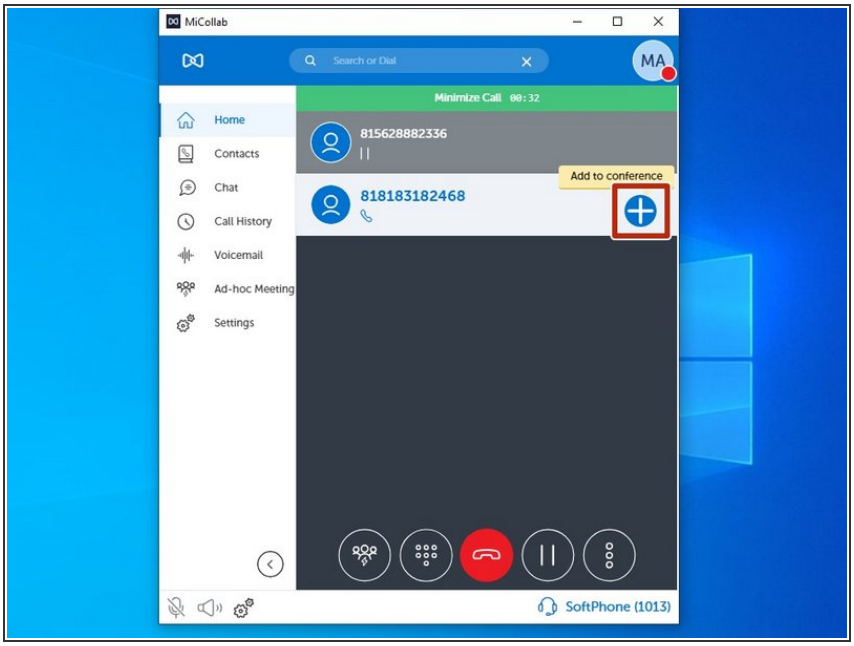

⚠ In order to dial out, you must enter **81** before the ten digit phone number.

ⓘ **Example:** *817148451407*

ⓘ Notice that **81** is added to **(714)845-1407**. No other symbols or spaces are needed.

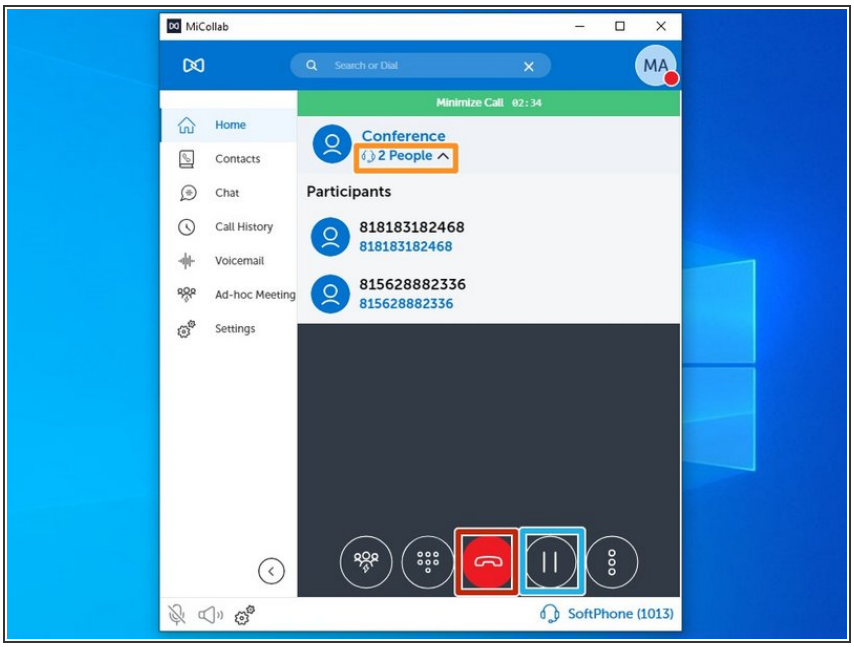
- Enter the **Phone Number** in the field.
- Click **Consultation Call**

## Step 6




- Click **Add to conference**

## Step 7




- Click **People** to view the call participants
- Click **Hold** to put both calls on hold
- **Hang Up** to end the conference