





Transferring Calls on GRP26xx Series Phones

While a call is engaged, you may wish to perform a Blind or Attended transfer to another phone extension on your system, or to a phone number outside of your system.

Blind Transfer

1. Press the transfer  button.
2. Dial the extension number, or press the BLF key of the extension you wish to transfer to, and press the  button again to complete the transfer of the active call.

Attended Transfer

1. Press the transfer  button.
2. Dial the extension number, or press the BLF key of the extension you wish to transfer to, and speak to the person that will receive the transferred call (ex: "Mr. Jones is at 601 for you Mr. Smith") then press the transfer  button again to complete the transfer of the active call.

note -On attended transfers, you must press the transfer button the second time before you hang up and before the person you informed of the call hangs up their phone. If either party in the call hangs up before you successfully complete the transfer, then the incoming caller will be placed on hold and must be picked up again for a second attempt.

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