

How to Use ABB Call Transfer/Conference



Call Transfer/Conference

Transfer a call to another phone number or add a third party.

To use call transfer:

1. Depress the switchhook for about 1/2 second. This places the person with whom you are talking, on hold.
2. Wait for dial tone.
3. Call the telephone number of the third person to whom you want to transfer the call.
4. When the third person answers, you can talk privately before connecting the other call. Hang up the phone to transfer the call.
5. For a three-way conversation, depress the switchhook for about 1/2 second to add the person you have on hold.

*If the switchhook isn't held long enough, a three-way call may be activated. If this occurs, you will be charged \$.50.