



Transfer a call on a Snom phone

Option1 - Attended transfer - Allows you to announce the caller prior to releasing the call.

This option allows you announce the call.



Place the caller on hold using the button under the **Hold** icon on the screen.

Dial the number you wish to transfer the call to and announce the call when the other person answers. If the other person wishes to accept the call press the button under the **XFER** icon and then the tick key.

Option 2 - Blind transfer - - The call is transferred directly without the need to announce the caller:



With the caller on the line or the phone ringing, press the button under the **XFER** icon.

Dial the number of the other person you wish to transfer the call to and press the tick key.



Call forwarding on a Snom

This is useful if you are leaving the office and wish to forward calls to a mobile, other office or call answering service

To manually divert the calls as and when you need:

Simply press the **CFwd** button on one of the Snom desk phones (third button under the screen), type the **number you wish to divert to** then press the **tick** button.

To turn off call forwarding simply press the **noFwd** button (third button under the screen).