





Consultative Transfer with VVX 3xx-4xx (default transfer mode 1)

- Press the *Transfer* button to begin the transfer process. The caller is automatically put on hold. 
- Type in the (3/4 digit extension or full number) you wish to reach and press *Send*.
- After the person answers, you may announce the caller thereby giving the person the opportunity to accept or deny the transfer.
- To complete the transfer of the original caller, simply hang up the handset.
- To cancel the transfer and take the caller off hold, press *Cancel*.
- Blind transfers can also be performed by holding down the Transfer button until the option for Blind is presented. Select Blind to override a Consultative transfer with a Blind transfer.

Blind Transfer with VVX3xx-4xx (default transfer mode 2)

- Press the *Transfer* button to begin the transfer process. The caller is automatically put on hold. 
- Type in the (3/4 digit extension or full number) you wish to reach and press *Send*.
- The transfer is completed as soon as the *Send* button is pressed. Note: Caller ID of the original caller will be delivered to the transferred phone.
- Note: When the default phone mode is set to Blind, Consultative transfers are not available. Set the default transfer mode to Consultative to use both Consultative and Blind.

Send to Voicemail Transfer with VVX3xx-4xx

- Press *SendVM* to begin the transfer process.
- Type in the (3/4 digit voicemail extension) you wish to transfer and press *Enter*.