

CISCO Unified IP Phone 6921 – Call Transfer

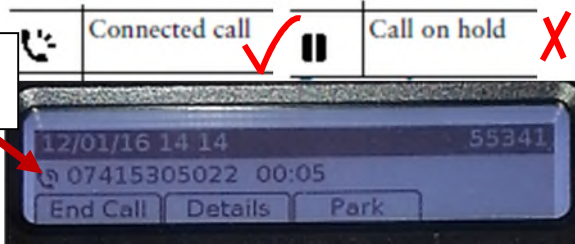
Transfer allows you to redirect a connected call from your phone to another number.

You can use *Transfer* or *Swap*:

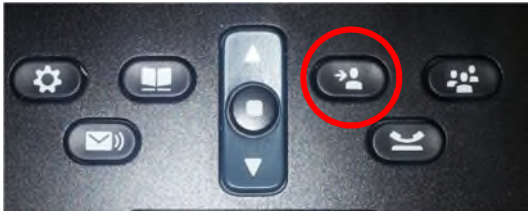
Transfer a call to another number

1. Verify that you are on a connected call and not on hold.

Connected
call



2. Press the **Transfer** button.



3. Enter the transfer recipient's phone number (or press a speed dial button).



Type in the phone
number here

4. Wait for the recipient to answer. (Or, skip to Step 5 while the call is ringing.)

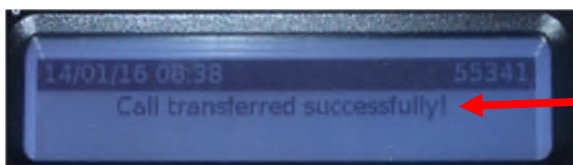


The person's name
or number appears
here

5. Press the **Transfer** button again.



6. The transfer is complete.



Confirmation that
the call has been
transferred
appears on the
screen

Swap Between Calls before completing a transfer

1. After you connect to the transfer recipient—but before you transfer a call to this party—you can press the **Swap** soft key to toggle between the two calls.



The soft key 'Swap' allows you to consult privately with the party on each call before you complete the transfer