

NEC SV8100

How to transfer a call to another extension



There are 2 ways to transfer a call to another extension. You can put them straight through, or announce the call first (giving the recipient the option of not accepting the call)

To transfer without announcing call

- Press transfer button (Caller is put on hold and cannot hear you)
- Dial extension of and hang up

To announce call

- Press transfer button (Caller is put on hold and cannot hear you)
- Dial extension you are calling
- Call will ring until workmate answers (or goes to their voicemail).
- Announce caller to recipient and hang up
- If the recipient does want to accept the call, ask them to hang up first and the call will come back you

Plexus Communications hopes that this information is of value to you. Please contact us for any additional advice regarding your Telephone Systems and Telecommunications requirements. We specialize in the supply and installation of Telephone Systems from Major Brands such as Samsung, NEC Alcatel and Aristel as well as a range of quality Commander Systems. We provide and a range Voicemail Solutions from Samsung Telephone Systems, NEC Telephone Systems, Alcatel Telephone System and Aristel Telephone Systems, Conference Phones , Headsets from Plantronics and GN Netcom as well a range of discount telephone calls to local , National. International and calls to mobiles destinations.

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