

BRIA: How to transfer calls to another extension or phone number

1. Answer the call.

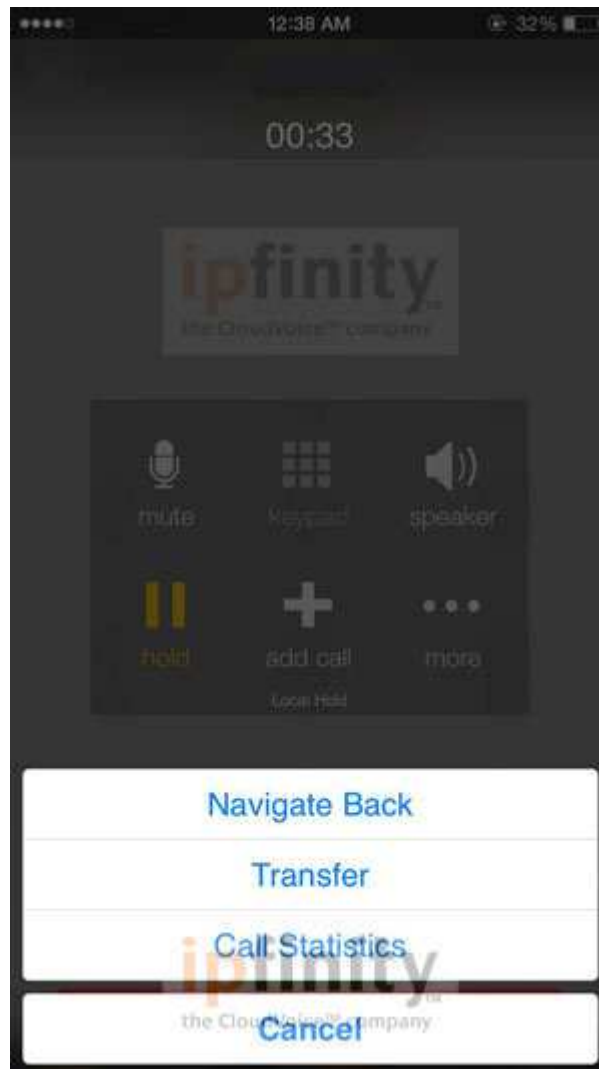
**Please note that you will not be able to transfer without answering the call. If you want to automatically transfer the call to another extension or phone number, go to Settings>Preferences >Forward Calls and enter the extension or phone number you wish to forward calls to.



2. Place the call on HOLD.



3. Click on MORE and it will show more options as shown in the image below.
Select TRANSFER.



4. Type the extension or phone number you wish to forward the call to and then press Xfer.



5. The screen will display **ACCEPTED** if the call was successfully transferred.

