

How to Transfer a Long Distance call in to a COS 7 Conference Room Phone

- 1) At your desk or office desk (not phone in the conference room), place or receive the call.
- 2) Transfer the call into the conference room extension:
 - If using a digital phone:
 - A) With party on the line, Press Access 2 button (this gives you an open line)
 - B) Dial the conference room extension number
 - C) After they answer, Announce call, press the Transfer button, Hang Up
 - If busy or no answer, Press Clear, then Access 1 and you will return to caller
 - If using an analog phone:
 - A) With party on the line, Press the Flash Key
 - B) Listen for 3 beeps and dial tone
 - C) Dial the conference room extension number
 - D) After they answer, Press the 3 Key, Announce call, Hang up
 - If busy or no answer, Press the Flash Key, Listen for 3 beeps & dial tone, then Press Flash Key again and you will return to caller