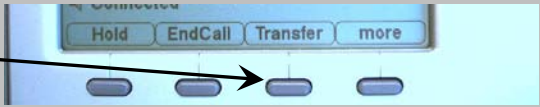
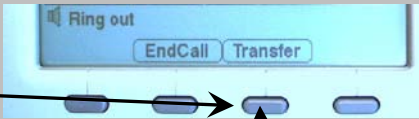
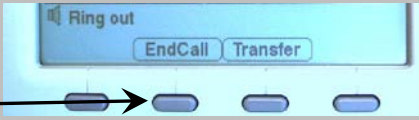
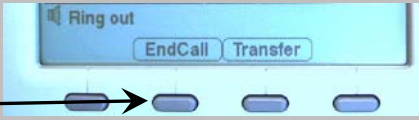
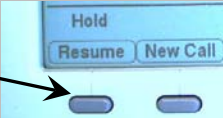


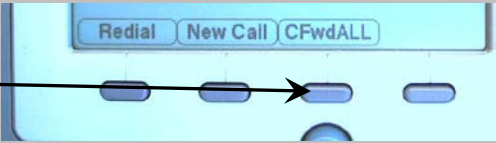
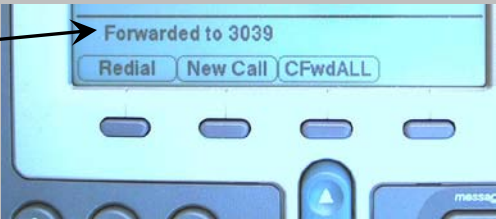
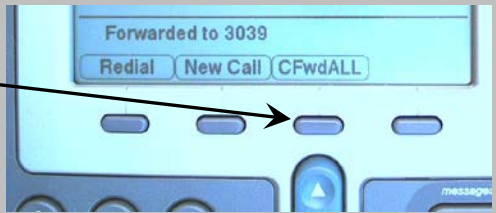
Portland Public Schools

Voice Over Internet Protocol (VOIP) Phone Cisco Model 7941/7942/7961/7962 Transfer A Call and Forward All Calls

In this guide we will look at how to Transfer an existing call and how to Forward All Calls that are received to another number. Transferring a call is used when you have received a call and need to transfer the call to another number. Forward All Calls is used when you are not at your phone and wish to forward all new calls to another number (i.e.: your cell, another office, etc).

Transfer A Call		
Step 1	To Transfer a Call, during the call, press the Transfer Soft Key. The call is automatically placed on Hold.	
Step 2	Dial the number to which you wish to transfer the call.	
Step 3	To make a "blind" transfer, as soon as the number starts ringing, press the Transfer Soft Key again . To speak to the second person first and announce the call, wait for an answer, then when ready, press the Transfer Soft Key again .	 
Step 4	If there's no answer at the second number and you wish to speak to the initial caller again, press the End Call Soft Key. Then press the Resume Soft Key.	 

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itservicedesk@pps.k12.or.us

Forward All Calls		
Step 5	<p>To Forward all incoming calls to another number, first press the CFwdALL Soft Key.</p> <p>You will hear a confirmation Beep.</p>	
Step 6	<p>Dial the number to which you want to forward all your incoming calls. After dialing, you will hear a confirmation Beep</p>	
Step 7	<p>Your phone will display the number that the calls are forwarding to.</p>	
Step 8	<p>To stop Call Forwarding, press the CFwdALL Soft Key.</p> <p>You will hear a confirmation Beep, and the forwarded number will no longer display.</p>	

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