





# **How to Transfer or Conference a call using your Amplicom Phone**

**The following steps are to be used with the Amplicom cordless phone.**

1. After answering an incoming call, press the  button on the handset until the word INTERNAL\_ appears on the screen.
2. The number of the destination phone must be pressed at this time. ( A handsets number will be displayed on the screen when the phone is not in use. Example. POWERTEL 1, POWERTEL 2)
3. After the destination phone is answered the  button must be pressed to confirm the conference the call.
4. The conference call is now complete. (One of the phones can be disconnected)

**The following steps are to be used with the Amplicom corded phones.**

1. After answering an incoming call, Press the  button on the corded base for two seconds. The word HANDSET ? will appear on the screen.
2. The number of the destination phone must be pressed at this time. ( A handsets number will be displayed on the screen when the phone is not in use. Example. POWERTEL 1)
3. After the destination phone is answered the  button must be pressed for two seconds to conference the call.
4. The conference call is now complete. (One of the phones can be disconnected)

**Note: When calls are being transferred to the corded phone. The corded phone destination number will be 0.**