



## Transfer a Call on Poly Edge E100 or E550 Phone

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### Blind Transfer (Immediate Transfer)

1. While on the call, press the **Transfer** button.
2. Tap **Blind** (or select it on screen).
3. Dial the **extension** or **external phone number**.
4. Press **Send**.



The call transfers instantly.

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### Warm / Consultative Transfer (Speak to the person first)

1. While on the call, press **Transfer**.
2. Select **Consultative**.
3. Dial the **extension** or **phone number**.
4. Wait for them to answer and talk if needed.
5. Press **Transfer** again to complete the transfer.



This lets you announce the caller before transferring.