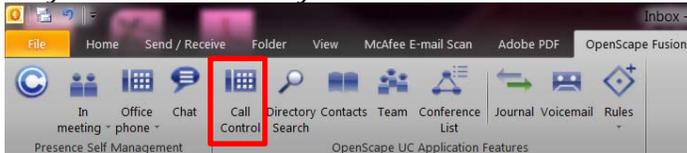


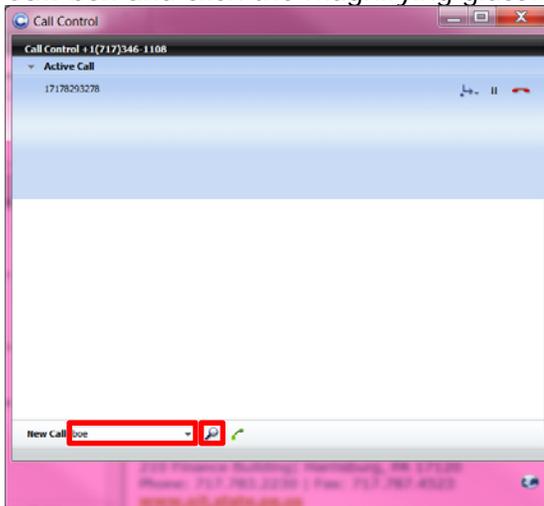
Transfer a Call

The following will give you step-by-step instructions to transfer an active call to another user through the UC Fusion Call Control Box.

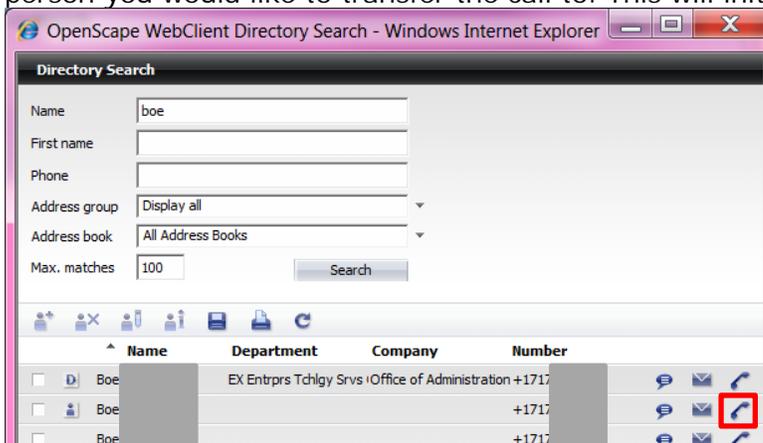
1. During an active call, locate your **call control box**. If it is not on your screen, you may click the icon on your Fusion toolbar.



2. To transfer to another user in the Commonwealth, type their last name in the **New Call** box and click the magnifying glass.



3. The **directory search box** will appear. Click the blue handset icon next to the person you would like to transfer the call to. This will initiate another active call.



4. Once the 2nd call begins to ring, click the green arrow at the top right corner to complete the transfer.

