

## **IPitomy IP PBX**

### **Call Forward**

1. To forward calls to another location, press the programmed Call Forward key, or press \*91.
2. When prompted, enter the phone number (extension or external number)
3. The Call Forward icon will appear in the telephone display
4. To cancel Call Forward, press \*90

### **Call Transfer**

1. To transfer a call to a different extension, press the Transfer key followed by the extension key or extension number, then # (send).
2. To transfer a call to a mailbox, press Transfer, \*, extension number, #.

### **Conference Calling**

There are two types of conferencing available; 3-way calling through the telephone OR the system conference rooms.

1. 3-way Conference: while on a call, press Conference. Place your second call as you normally do, then press Conference again. All three parties are now linked.
2. Conference Room: while on a call, press Transfer and dial a conference room number (901# or 902#). The caller will be sent to the conference room. Repeat as often as needed. To enter the conference, dial the conference room extension and you will enter the Conference Room.