

Samsung OfficServ

All Call Forward Set & Cancel

1. Press programmed Call Forward key or dial 601 on the key pad
2. Enter the extension to which you will forward calls
3. To cancel All Call Forward, dial 600 on the key pad

Call Transfer

1. Transfer to another extension: while connected to a call, press a station key (or press TRANSFER and dial the extension number). Hang up to complete the transfer.
- b. Transfer to a mailbox: while connected to a call, press the Voice Mail Transfer key (VT), then the extension button or extension number. Hang up to complete the transfer.

Conference Calls

1. While on a call, press CONF
2. Add the next party to the conference:
 - a. To add an internal extension to the call, dial the extension number
 - b. To add an external number to the call, press a line key or line access code (9), then dial the outside phone number normally.
3. When the party answers, press CONF twice to join all parties together OR to add more participants, repeat steps 1-2 as needed