

**:: LOCAL FEATURE DESCRIPTION :: Call Transfer Disconnect Instructions ::**

Call Transfer Disconnect allows you to transfer any incoming calls to any telephone number, including international, mobile phone, voice mail or pager.

**How to use:**

To transfer a call, with the incoming caller on the line:

1. Press and release the flash/recall button on your phone to put the first call on hold and to get a second dial tone.
2. Dial the number to which the party is to be transferred.
  - a. You can hang up immediately to transfer the call and free up your line for more incoming calls or,
  - b. When the called party answers, you can have a private conversation to announce the call or press and release the flash button again to conference all three parties together.
3. Hang up to free your line to take other incoming calls, while the other two parties can continue their conversation without being disconnected.

If you misdial the number to be transferred to and need to disconnect and dial again without losing the incoming call, simply press the flash button once to conference all three parties and then press the flash button again to disconnect the number to be transferred to. You will now hear the second dial tone and you can dial another number as in Step 2.

*NOTE: The Call Transfer Disconnect customer pays the continuing usage on the transferred call. For your safety, Call Transfer Disconnect is normally provisioned for domestic calls. If you have a desire to transfer your calls internationally, you will be sent a letter about toll fraud asking you to sign the letter accepting financial responsibility for the international calls.*

This information and more can be found at the Utility Telephone web site: [www.utilitytelephone.com](http://www.utilitytelephone.com)