"Secretary" answers a call and consults "Boss" first before transferring the call to "Boss"

**Method 1: Using Transfer Soft key**

**For Secretary:**
- Phone rings on 1234
- Lift the handset, or press Answer soft key.
- Speak to the caller.
- Press Transfer soft key.
- Press Intercom Boss speed dial button.
- Wait for Boss's response and talk to Boss.

**If Boss wishes to answer the call**

**For Secretary:**
- Press Transfer soft key again, and hang up the handset.

**For Boss:**
- Talk to caller.

**If Boss refuses to answer the call**

**For Boss:**
- Hang up the handset.

**For Secretary:**
- Press EndCall & Resume soft key to return to the original call and talk to caller.

**Notes:** No Delay ring on Boss’s Phone

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