

Receiving A Phone Call

When you receive a call, users with handsets may just lift the receiver to answer the call. Users with no handset will use Lync to answer the call.

When you receive a call a small pop up will appear on the screen.



Clicking on the **Green Handset** icon will answer the call, clicking **Decline** will send the call to your voicemail.

Transferring A Phone Call

Once you have answered a call you may transfer the call to another number or user. When you have answered a call in Lync you will see this pop up:



Direct Transfer

A direct transfer is the transfer of a call to another user without announcing the call or speaking to the other party before connecting the two calls.

In Lync click on the transfer button 

From the options select **Another Person or Number**



At this point you have the option to choose from a contact already in your list, a number you know or type the name of the person you want to transfer the call to.

Once the call has been transferred you may close any open windows.

Microsoft Lync 2010 User Guide

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