

Warm Transferring Calls

A warm transfer (attended) allows Users to speak privately with the receiving party before transferring the call. A warm transfer also confirms the availability of the receiving party.

1. During an active call, press the Transfer **A** button.
2. Dial the phone number or extension. Alternatively press the Lines key **K** and your busy lamp keys will show.
3. After the receiving party answers the call, press the Transfer **A** button or simply hang up.

Blind Transferring Calls

A blind transfer (unattended) allows Users to send calls to an alternate extension or phone number without waiting for an answer or confirming the availability of the receiving party.

1. During an active call, press the Transfer **A** button.
2. Dial the Blind softkey **K** or extension.
3. Dial the phone number or extension. Alternatively press the Lines key **K** and your busy lamp keys will show
4. Press the Send soft key **K**

Accessing Call History

While the phone is idle, use the 5-Way Navigation **F** to access the call history:

Left for received calls,

Down for missed calls, and

Right for placed calls,

then press Up/Down to select and Center to display the information for the selected number.



- A** Transfer
- B** Hold
- C** Volume Up/Down
- D** Voicemail
- E** Back
- F** 5-Way Navigation
- G** Home
- H** Headset (Optional)
- I** Speakerphone
- J** Mute Mic
- K** Soft Keys

Checking Voicemail

You must not have a call on the line when attempting to check Voicemail.

1. Press the Voicemail **D** button.
2. Enter your personal voicemail passcode.
3. Press **1** to listen to new or saved voicemails.

Making A Call

Lift the handset, dial the number and hit the send key **K** Dial 9 not required.

