Nextiva X-835 Quick Reference

Warm Transferring Calls

A warm (attended) transfer 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. While on a call, press the **Hold** K button.

2. Dial the phone number or extension of the receiving party.

3. Greet the receiving party and advise them of any important information.

4. Press **Transfer** J, then press the **Confirmation** D button to perform a warm transfer.

Blind Transferring Calls

A blind (unattended) transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether they answer.

1. While on a call, press the **Transfer** J button.

2. Dial the phone number or extension of the receiving party.

3. Press the **Confirmation** D button before the receiving party answers to blind transfer the call.

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O Headset

Checking Voicemail

There must not be a call on the line when attempting to check voicemail.

1. Press the **Voicemail** G button or dial ***86**.

2. Enter the personal voicemail passcode, then press **#**. The default is **0000**.

3. Press **1** to listen to new or saved voicemails.

Accessing Call History

1. Press the **Call History** A soft key.
2. Press the left or right arrows on the **5-Way Navigation** E to view **All**, **Missed**, **Received**, or **Dialed Calls**.

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