**Nextiva X-815 Quick Reference**

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

**Checking Voicemail**
There must not be a call on the line when attempting to check voicemail.
1. Press the Voicemail E 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.

**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 button.
2. Dial the phone number or extension of the receiving party.
3. Press the Confirmation button before the receiving party answers to blind transfer the call.

**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 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, then press the Confirmation button to perform a warm transfer.

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