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.

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.