

# Nextiva X-885 Quick Reference Guide

## Warm Transferring Calls

A warm transfer involves speaking to the person you are transferring the call to before the transfer is made.

1. While on a call, press the **Transfer** button.
2. Dial the party you are transferring to and press the check mark.
3. After speaking with the receiving party, press the **Transfer** button to complete the transfer.

## Blind Transferring Calls

A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether or not they answer.

1. While on a call, press the **Transfer** button.
2. Dial the extension or the phone number of the party you are transferring the call to.
3. Immediately press the **Transfer** button.

## Initiating a Conference Call

1. While on a call, hit your second line key.
2. Call the party you want to add to the conference call.
3. After they answer, press the **Conference On** softkey to merge the calls.

## Accessing Call History

To access Call History, press the **Call History** softkey. It will open a menu that allows you to look at all calls, or to specify by received, missed, or placed calls. You can also use the right arrow to review your missed calls.

## Checking Voicemail

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

1. Press the **RETRIEVE** button or dial **\*86**.
2. Enter your voicemail passcode.
3. Select the option to listen to new or saved voicemails.

## Checking Voicemail from a Cell Phone

1. Call into your phone number or dial your Auto Attendant and type in your extension.
2. Let the phone go to voicemail.
3. Interrupt your voicemail greeting by pressing **\***.
4. Enter your voicemail passcode.
5. Select the option to listen to new or saved voicemails.

