Nextiva X-885 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** 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** button, then press the **Confirmation** 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** button.
2. Dial the phone number or extension of the receiving party.
3. Press the **Transfer** 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** 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** soft key.
2. Press the left or right arrows on the **5-Way Navigation** to view All, Missed, Received, or Dialed Calls.