Initiating a conference call

While on a call, press the Options softkey and select Conference.

1. Dial a number or select from Directory and press Call.
2. Once the recipient answers, press the Conf softkey again to merge the calls together.

Accessing call history

1. Press the up arrow on the directional pad.
2. Use the right and left arrow keys to see All Calls, Missed, Received, Placed, or Forwarded calls.
3. Use the down and up arrow keys to scroll through each list.

Checking voicemail

1. Press VM key (Envelope icon) and select your extension’s messages, or dial *86.
2. Enter your voicemail PIN.
3. Press 1 to listen to new or saved voicemails.

Warm transferring calls

A warm transfer involves speaking with the person to whom you are transferring the call.

1. While on a call, press the TRAN key.
2. Dial a number or select from the Directory.
3. After speaking with the receiving party, press the TRAN key again 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 TRAN key.
2. Dial a number or select from the Directory.
3. Press the TRAN key immediately to complete the transfer.

Initiating a conference call

While on a call, press the Options softkey and select Conference.

1. Dial a number or select from Directory and press Call.
2. Once the recipient answers, press the Conf softkey again to merge the calls together.