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 button.**
3. After speaking with the receiving party, press the **Transfer** button 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 **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 again to complete the transfer.

Initiating a Conference Call

A conference call can be used to add an additional caller to a one-on-one call. Note: if the conference initiator ends the call, all callers will be disconnected.

1. While on a call, place the call on hold.
2. Press the second line key and call the person you would like to add to the call.
3. Once the other person answers the call, place that call on hold as well.
4. Press the **Conference** button 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. Use the arrow keys on the circular direction pad to navigate between the menus.

Checking Voicemail

There must not be a call on the line when you wish to check voicemail.

1. Press the voicemail button (labeled with **RETRIEVE**) or dial *86.
2. Enter your personal voicemail passcode, then press **#**. If you have not set up your voicemail yet, the default passcode is **0000#**.
3. Press **1** to listen to new or saved voicemails.