






## Call Transfer

You can transfer a call in the following ways:

### Blind Transfer

1. Press  or tap the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to.
3. Press  or tap **Transfer**.

### Attended Transfer

1. Press  or tap the **Transfer** soft key during an active call. The call is placed on hold.
2. Enter the number you want to transfer to, and then press .
3. Press  or tap **Transfer** when the second party answers.

## Transfer Directly To Voicemail


Press # 99 followed by the 4 digit extension number and hang up the phone.

The call is directly send to the extension's voicemail.

## Call Conference

1. Tap the **Conference** soft key during an active call. The call is placed on hold.
2. Enter the number of the second party, and then tap **Conference**.
3. Tap the **Conference** soft key again when the second party answers.  
All parties are now joined in the call.
4. Tap the **End Call** soft key to disconnect all parties.

## Call History

1. When the phone is idle, tap  and then tap the desired call list on the left.
2. Tap ▲ or ▼, or press ⬅ or ➡ to scroll to the desired page.
3. Tap ⓘ after the desired entry, and then you can do the following:
  - Tap **Send** to call the entry.
  - Tap **Add** to add the entry to the local directory.
  - Tap **Edit** to edit the phone number of the entry before placing a call.
  - Tap **Blacklist** to add the entry to the blacklist.
  - Tap **Delete** to delete the entry from the list.

## Call Forward (Also can be set up in CommPortal)

To enable call forward:

1. When the phone is idle tap **Menu --> Features --> Call Forward**.
2. Select the desired forward type:
  - **Always Forward**: Incoming calls are forwarded on every call.
  - **Busy Forward**: Incoming calls are only forwarded when the phone is busy.
  - **No Answer Forward**: Incoming calls are only forwarded if not answered after a period of time.
3. Enter the number you want to forward to. For **No Answer Forward**, tap the gray box of the **After Ring Time** field, and then tap the desired ring time to wait before forwarding.
4. Tap the **Save** soft key to accept the change.