






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 the **Transfer** soft key.

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 the **Transfer** soft key 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 press the **Send** soft key.
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. Press the **History** soft key when the phone is idle.
2. Press  or , to scroll through the list.
3. Select an entry from the list. You can do the following:
 - Press **Send** soft key to call the entry.
 - Press **Delete** soft key to delete the entry from the list.
If you press the **Option** soft key, you can do the following:
 - Select **Detail** to view detailed information about the local directory.
 - Select **Add to Contact** to add the entry to the local directory.
 - Select **Add to Blacklist** to add the entry to the blacklist.
 - Select **Delete All** to delete all entries from the list.

Call Forward (Also can be set up in CommPortal)

To enable call forward:

1. Press the **Menu** soft key then press --> **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**, press  or  to select the desired ring time to wait before forwarding from the **After Ring Time** field.
4. Press the **Save** soft key to accept the change.