

### Hanging up a call

1. Press 

### Attended transfer

1. While on a call, press the "Xfer" key.
2. Enter in the extension number or outside line.
3. Press "Xfer" again once call is answered.

### Blind transfer

1. While on a call, press the "Xfer" key.
2. Dial the extension (will not work for outside lines, use Attended Transfer).
3. Press "Xfer" key again.

### Hold

1. While on a call, press the "Hold" key.
2. To resume press the "Hold" key again.

### Call waiting

1. Press the "Swap" key. This will place the first call on hold and allow you to take a second call.
2. Press the "Swap" key to swap between lines 1 and 2, a third call cannot be accepted.

### Phone book

1. Press "Directory" key.
2. Press [up] or [down] to navigate.
3. Press "Save" to add new.

\* Press "\*" when listening to a PBXtra outgoing message to go straight to the beep.

### Voicemail retrieval

1. Press the first programmable/blank key (under "Swap" key).

### Do not disturb (DND)

1. Press second programmable/blank key (two keys under "Swap" key).


### Ring volume

1. Press 

### Call volume

1. Press 

### Speakerphone operation

1. Press "" button or dial a number and speakerphone will automatically initiate.


### Phone Settings

1. Press the "Options" key.

### Conference calling

1. While on a call press the "Conf" key. This will place the caller on hold.
2. Dial the second number.
3. When the second number picks up, press the "Conf" again.

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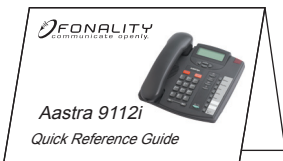
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