

### Attended transfer

1. Press the softkey "more".
2. Press the softkey "Trnsfer".
3. Enter in either the extension or external office number.
4. Once the caller picks up the transfer call, press the softkey "Trnsfer".

### Blind transfer

1. Press the softkey "more".
2. Press the softkey "BlndXfr".
3. Enter in either the extension or external office number.


### Hold

1. Press the softkey "Hold".


### Call waiting

1. Press the softkey "Answer".
2. Switch back and forth between lines by selecting the softkey extension lines located on the top right.


### Phone book

1. Press 

### Call lists


1. Press. 

### Voicemail retrieval




1. Press 

### Speakerphone operation

1. Press 
2. Then dial number.

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

### Do not disturb

1. Press 
2. Press  to highlight "Call Preferences".
3. Press the "Select" softkey.
4. Press  to highlight "Do Not Disturb".
5. To enable the Do Not Disturb feature, press the "Yes" softkey. To disable this feature, press the "No" softkey.
6. Press the "Save" softkey.
7. Press the "Back" softkey to display the main LCD screen. A "Do not disturb" message is displayed on the LCD screen.

### Ring volume

1. Press  while on hook.

### Call volume

1. Press  while on a call.

### Conference calling

1. While on a call, press the softkey "Confrn".
2. Dial the internal or external number you wish to conference in.
3. Once the caller picks up the call, press the softkey "Join".

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