

Place a Call

1. Pick up the handset. This will bring up the keypad.
2. Dial the number using the keypad.
3. Press the 'Call' button.

Hang Up a Call/End Call

1. Return the receiver to the cradle or press 'End Call'.

Place a Call on Hold

When a call is active a call box will be displayed on-screen. Under the number of the caller or callee are a number of icons.

1. Press the 'Hold' button to place a call on hold.
To take the call off hold, press the 'Hold' button again.

Blind Transfer a Call

When a call is active a call box will be displayed on screen. Under the number of the caller or callee are a number of icons.

1. Press the 'Transfer' button. A drop-down menu is displayed.
2. Press the Keypad icon.
3. Dial the number.
4. Press the 'Transfer' button.
5. Press 'Complete'.

Note: For an attended transfer simply announce the call before pressing 'Complete'.

Make a Conference Call

1. Dial the first contact number or select a contact from the Contact List and select 'Call'
2. Once the first number has answered select 'Add Caller' under the displayed number.
A drop-down menu will be displayed.

To add a second number to the conference using the keypad:

1. Select 'Keypad'.
2. Dial the number and press the 'Call' button.

To add a second number to the conference using your Contact List:

1. Select 'Contacts'.
2. Select the contact that you wish to call.

Once in a conference you can remove a person from the conference call by pressing the 'x' icon next to the number you wish to remove.

Adjust Volume Settings

1. Press the  icon.
2. Press + or - to increase or decrease the volume on the corresponding volume bar you wish to adjust.

Viewing Call Log

1. Press the  icon on the left-hand side of the screen.
2. Press the 'Missed' tab to view missed calls.
3. Press the 'Dialed' tab to view dialed calls.
4. Press the 'Answered' tab to view answered calls.

Access Voicemail Functions

1. Press the Message icon on the left-hand side of the screen.
2. Press the 'Call' button next to Line 1.
3. When prompted enter your voicemail PIN followed by #

Add a Contact

1. Push the  icon on the right hand side of the screen.
2. Push the menu button in the bottom right-hand corner of the unit.
3. Select 'New Contact'.
4. Enter the contact details for the person.
5. Press 'Done'.

Answer Another Extension

1. To answer any call use the keypad, dial #* and press 'Call'.

* To pick up a call dialling on a specific extension, use the Keypad, dial #*Ext and press 'Call'.
e.g. #*0147 then press 'Call'.

Note: Answer Another Extension is only available if requested and has been provisioned on your vPBX by Vixtel.