

Nextiva X-815/835 Quick Reference Guide

Warm Transferring Calls

A warm transfer involves speaking to the person you are transferring the call to before the transfer is made.

1. While on a call, press the **Transfer** button.
2. Dial the party you are transferring to and press the **check mark** button.
3. After speaking with the receiving party, press the **Transfer** button again to complete the transfer.

Blind Transferring Calls

A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether or not they answer.

1. While on a call, press the **Transfer** button.
2. Dial the extension or the phone number of the party you are transferring the call to.
3. Immediately press the **Transfer** button again to complete the transfer.

Initiating a Conference Call

A conference call can be used to add an additional caller to a one-on-one call. Note: if the conference initiator ends the call, all callers will be disconnected.

1. While on a call, place the call on hold.
2. Press the second line key and call the person you would like to add to the call.
3. Once the other person answers the call, place that call on hold as well.
4. Press the **Conference**  button to merge the calls.

Accessing Call History

To access Call History, press the **Call History** softkey. It will open a menu that allows you to look at all calls, or to specify by received, missed, or placed calls. Use the arrow keys on the circular direction pad to navigate between the menus.

Checking Voicemail

There must not be a call on the line when you wish to check voicemail.

1. Press the voicemail button (labeled with **RETRIEVE**) or dial *86.
2. Enter your personal voicemail passcode, then press **#**. If you have not set up your voicemail yet, the default passcode is 0000#.
3. Press **1** to listen to new or saved voicemails.



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A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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Table of Contents Nextiva Installers Manual

1. Understanding the eBook Nextiva Installers Manual
 - The Rise of Digital Reading Nextiva Installers Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Nextiva Installers Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Nextiva Installers Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Nextiva Installers Manual
 - Personalized Recommendations
 - Nextiva Installers Manual User Reviews and Ratings
 - Nextiva Installers Manual and Bestseller Lists

5. Accessing Nextiva Installers Manual Free and Paid eBooks
 - Nextiva Installers Manual Public Domain eBooks
 - Nextiva Installers Manual eBook Subscription Services
 - Nextiva Installers Manual Budget-Friendly Options
6. Navigating Nextiva Installers Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Nextiva Installers Manual Compatibility with Devices
 - Nextiva Installers Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Nextiva Installers Manual
 - Highlighting and Note-Taking Nextiva Installers Manual
 - Interactive Elements Nextiva Installers Manual
8. Staying Engaged with Nextiva Installers Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Nextiva Installers Manual
9. Balancing eBooks and Physical Books Nextiva Installers Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Nextiva Installers Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Nextiva Installers Manual
 - Setting Reading Goals Nextiva Installers Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Nextiva Installers Manual
 - Fact-Checking eBook Content of Nextiva Installers Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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