

# TOP 5 PHONE TIPS

- 1. New Call:** Press the **New Call (1)** button or pick up the headset to begin dialing the desired number.
- 2. Transfer Call:** While on a call press the **Transfer Button** or the appropriate **SoftKey (2)**, and dial the number the call will be transferred to, click the transfer button again to complete the transfer.
- 3. Voicemail:** Press the **Voicemail Button (3)**. Enter your Pin followed by the pound sign (#).  
[Default PIN is 12345]
- 4. Conference Call:** Dial one of the participants numbers and wait for the person to pick up. Once on the line with the participant click the **Conference Button** or **Conference SoftKey (4)** dial the next participant. Press the **Conference Button (4)** or Conference SoftKey to complete the process.
- 5. Forward Calls:** Press the **Forward All (5)** button and enter the recipient number or press the Voicemail Button.



For more information visit <https://bit.ly/38wQVHi> or contact the HelpDesk at (480) 423-6274 option 3.