

Place on your desk next to your
phone for quick referencing



UnifiedBX Desk Phones

Quick Reference Guide

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Attended Transfer

- 1. While on the call, press the “Transfer” soft key.
- 2. Enter in the # or extension and press “Send”.
- 3. When ready to transfer the call press “Transfer” button

Blind Transfer

- 1. While on the call, press the Transfer soft key.
- 2. Enter in the # or extension and press the “B Transfer” soft key.
- 3. Hang up.

Voicemail Retrieval

- 1. Press the “Voicemail” button 
- 2. Enter your password

Call Volume

- 1. While on the call, press   located at the bottom of the keypad.

Speakerphone Operation

- 1. Press the speakerphone button  to activate speakerphone while on a call. To switch back, pickup your handset.

Do Not Disturb

- 1. Press the DND key to toggle on or off Do Not Disturb. When the DNd is enabled, the DND button will light red.

Call Waiting

- 1. Press the blinking line key.
- 2. You can also press the soft answer key or ignore key.
- 3. To reconnect to a caller, press the blinking line key on your phone.

Hold

- 1. While on the call, press the  key.
- 2. Press the blinking line key to continue talking to the caller.
- 3. Or press the “Resume” button

Call Parking

- 1. Press the “Call Park” button
- 2. Phone will play back the parking lot #.
- 3. Dial the parking lot # from any phone to be connected.

Mute

- 1. Press the “Mute” button to mute
- 2. Press the “Mute” button to unmute

Ring Volume

- 1. Press   located at bottom of keypad while not on an active call.

Conference Calling

- 1. When on a call, press the soft “CONF” key or  button (places the first caller on hold).
- 2. Dial the number or extension & press “Send”.
- 3. Then press the soft “CONF” key to connect all calls.

Redial

- 1. Press the “Redial” button 

Call Lists

- 1. Press the “History” softkey

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Standard Feature Codes

FEATURE	CODE	FEATURE	COD
Call Forward		Voicemail	
Call Forward All Activate.....	*72	Dial Voice Mail	*98
Call Forward All Deactivate	*73	My Voicemail	55
Call Waiting		MISC.	
Call Waiting - Activate.....	*70	Record Call.....	*1
Call Waiting - Deactivate	*71	Send Caller to Voicemail	* Plus Ext.
Paging and Intercom		Call Pickup	** Plus Ext. Ringing
Intercom Prefix	*80	Park Call.....	Transfer to ext. 70
		Pickup Park Call	Dial Parking Lot #

Standard Feature Codes

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Call Forward		Voicemail	
Call Forward All Activate.....	*72	Dial Voice Mail	*98
Call Forward All Deactivate	*73	My Voicemail	55
Call Waiting		MISC.	
Call Waiting - Activate.....	*70	Record Call.....	*1
Call Waiting - Deactivate	*71	Send Caller to Voicemail	* Plus Ext.
Paging and Intercom		Call Pickup	** Plus Ext. Ringing
Intercom Prefix	*80	Park Call.....	Transfer to ext. 70
		Pickup Park Call	Dial Parking Lot #