Transfer a Call

Blind Transfer
1. During a call, press Transfer.
2. Press Transfer Directly To…
3. Enter a number and press Call.

Consultative Transfer
1. During a call, press Transfer.
2. Press Consult then Transfer To … .
3. Enter a number. Press Call.
4. As soon as the ring-back sound is heard, press Complete Transfer.

Parking Lot Transfer
1. During a call, press Transfer.
2. Press Transfer to Parking Lot. A notification appears, displaying a number to call to retrieve the call.
3. Contact the person whom you want to answer the call and give them the number from the notification.

Place a Conference Call
1. During a call, press Conference, then press Add Someone.
2. Call the second party. Enter the desired number on your dial pad.
3. Press Call.

End a Conference Call
Hang up.

Call Forwarding
At the top of the graphic display, press the Forwarding icon to the right of your name.
On the Forwarding screen, select one of the following:
- Forward to a contact or any phone number.
- Forward to voice mail or another number.
- Simultaneously ring another number.

Call History

View Call History
On the left-hand side of the graphic display, press the Call Log icon.

Make Calls from Call History
1. On the left-hand side of the graphic display, press the Call Log icon.
2. Select the type of call you want to view (Missed, Incoming or Outgoing calls).
3. Select a call and press Call.

Put a Call on Hold
- During a call, press Hold

Resume a Call
- Press Resume to resume the call.

CX700 Lync Phone
Quick Reference Guide

This quick reference guide is intended for the CX700 phone. For more detailed information on your phone and its features, see UIT document “Using the Lync CX700 Phone”.

Using this Guide
◊ Complete numbered items in sequence.
◊ Where there are bulleted items, choose only one.

Customizing Your Phone
1. You can configure the basic settings by pressing the Settings icon.
2. You can change the following settings and more:
   ◊ Date & Time
   ◊ Location & Time Zone
   ◊ Ringtone
**Make a Call**
- Lift the handset and dial the number.
- Dial the number and then lift the handset.
- Dial the number then press Call. This activates the speaker.
- To use the speaker, either dial the desired number and press the Speaker button, or press the Speaker button first and when you hear a dial tone enter the desired number.
- If you are using a headset, either dial the desired number and then press the Headset button, or press the Headset button first and when you hear a dial tone enter the desired number.

**Answer a Call**
- Lift handset.
- Press the Speaker button.
- Press the Headset.

**End a Call**
- Press End Call.
- Replace the handset.
- Press the Speaker button if you are using the speakerphone.
- Press the Headset key if you are using the headset.