

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

Skype for Business (SFB)

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 SFB 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.

