Quick Tips Guide to Transfer a Call and Access Voice Mail
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covoda
Communications, Inc

How to transfer a call that is ANNOUNCED

➔ While on the call, press Transfer button
➔ Dial number of the person or extension you want to transfer call to.
➔ Wait for person to answer and speak with them to announce caller
➔ Press Transfer/Send

How to perform a blind transfer (UNANNOUNCED):

➔ While on the call, press Transfer button
➔ Press Blind
➔ Dial number of the person or extension you want to transfer call to
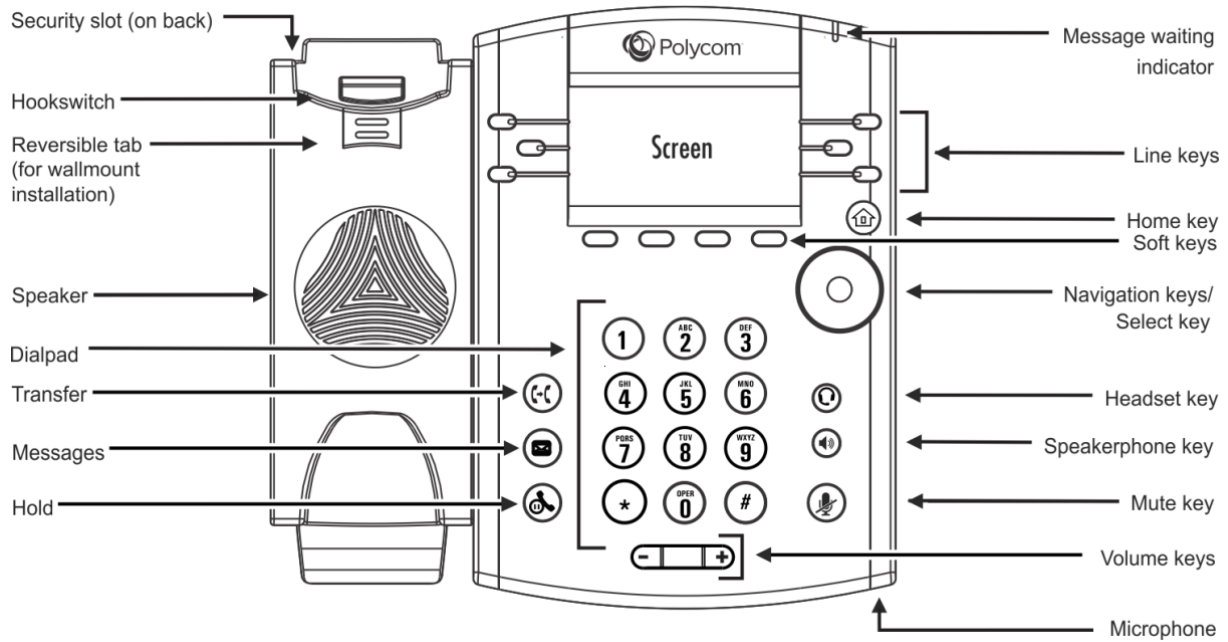➔ Press Send

How to send a call directly to voicemail

➔ While on the call press Transfer button
➔ Press Blind
➔ Dial 00
➔ Dial number of the person or extension you want to transfer call to
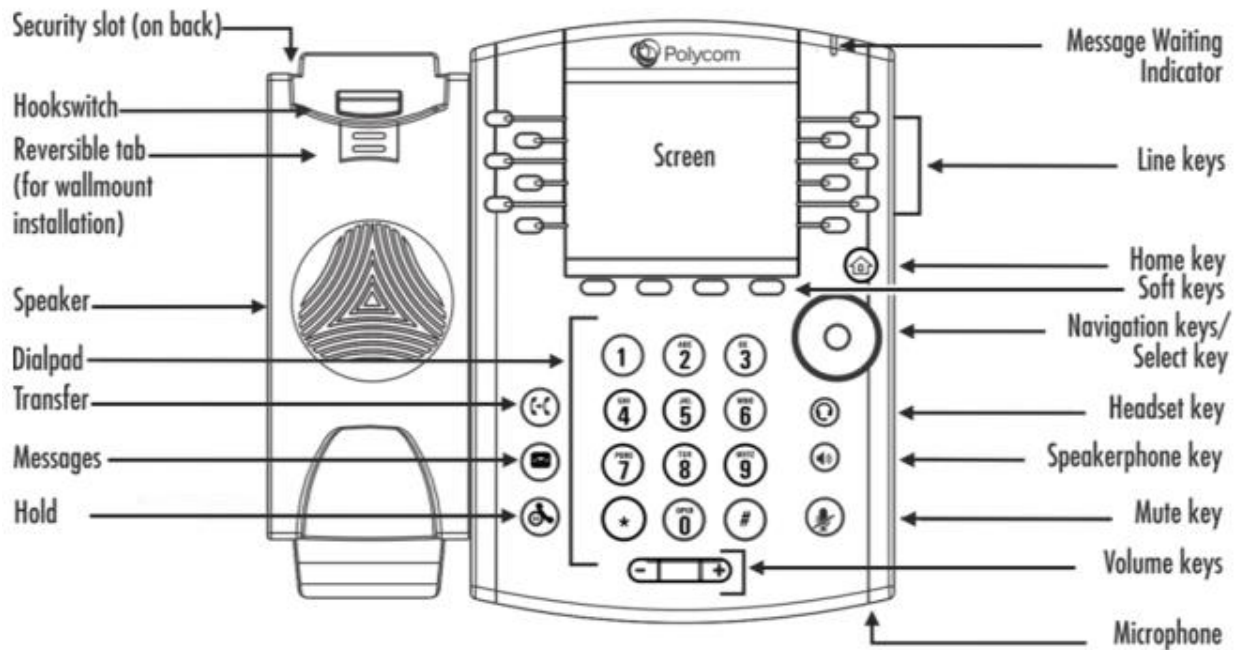➔ Press Send

How to Access voice mail:

➔ Press the envelope key
➔ Enter your password when prompted
➔ Follow the menu prompts to access your messages and voicemail features

The images below well appear on the back

300VXX Layout

Security slot (on back)

Hookswitch

Reversible tab (for wallmount installation)

Speaker

Dialpad

Transfer

Messages

Hold

Message waiting indicator

Line keys

Home key
Soft keys

Navigation keys/ Select key

Headset key

Speakerphone key

Mute key

Volume keys

Microphone

400 VVX Layout

Security slot (on back)

Hookswitch

Reversible tab (for wallmount installation)

Speaker

Dialpad

Transfer

Messages

Hold

Message Waiting Indicator

Line keys

Home key
Soft keys

Navigation keys/ Select key

Headset key

Speakerphone key

Mute key

Volume keys

Microphone

500-600 VVX Layout

USB ports (on back)

Message Waiting Indicator

Home/Lines key

Touchscreen

Headset key

Speakerphone key

Mute key

Volume keys

Microphone

Reversible tab
(to secure handset
for high-angle use)

Speaker

Dialpad

Security slot
(on side)