



bluecloudUSA

Quick Start User Guide

Intercom:

- ~ Dial 08+ext. (Example: To intercom extension 100, dial 08100)

Voicemail:

- ~ To check voicemail on your own phone, press the **Messages** button on your phone or dial 5001
- ~ To check voicemail for any extension from any phone, dial 5000 and enter the extension number when prompted
- ~ When prompted, enter your voicemail pin and then press #

Transferring calls:

- ~ **Attended Transfer:** allows you to speak to the transfer recipient prior to completing the transfer while the caller is on hold.
 - ~ Press the **Transfer** key on your phone.
 - ~ Dial the recipient's extension.
 - ~ Speak to the recipient, then either press Transfer again to complete or cancel if the recipient cannot take the call.
- ~ **Blind Transfer:** a blind transfer goes straight to the recipient. (You may also use this method to transfer to a 10 digit external phone number)
 - ~ Press **Transfer**
 - ~ Dial the extension (or phone number) of the recipient
 - ~ Press Transfer
- ~ **Voicemail Transfer:** will go straight to the recipient's voicemail box without ringing the recipient's phone.
 - ~ Perform a Blind Transfer with 03+ext

Park and Hold:

On your phone system, hold is a local function. This means a call held on your phone cannot be picked up at another station. Park is a system-wide function. This means a call parked at one phone may be picked up by any phone.

- ~ To Park a call, press the Park button (1, 2 or 3) only one call at a time may be placed on each Park.
- ~ If a call is parked, the light next to the button will be red, if it is open, it will be green.
- ~ To retrieve a parked call, press the Park button the call was placed on.

Directed Call Pickup:

Directed call pickup (DCP) allows you to answer a call ringing at another station.

- ~ Dial 07+ext. (Example: If 111 is ringing, dial 07111 to pick up that call.)

3-Way Conference:

- ~ Call or be called by the first participant in the conference
- ~ Press the Conference key, then dial the second participant
- ~ After the second participant picks up, press Conference again to connect everyone.