



Need Help? Call Simply Bits Support:
or support@simplybits.com

(520) 545-0333

<i>Function</i>	<i>Action</i>	<i>What to Expect</i>
Intercom	*7 + 4 Extension #	You will be speaking over receiving party's speaker
Transfer A Call – Announced	Transfer + Extension (or dial 7 digit phone #)	Announce call to receiving party If accepted, press transfer for 2nd time.
Transfer Call To Voice-mailbox	6 + Extension	Transfers call to receiver's voicemail (example, If "7001" is the extension to which you are transferring, Dial "67001" and the call will go straight to voicemail.)
Call Park	#72	System will provide extension to retrieve call
Call Park – Retrieve	Dial assigned Extension	Enter call by entering extension provided when call was parked
Retrieve Voicemail From Internal Extension	7999	You will be prompted to enter your extension and Password.
Retrieve Voicemail From External Number	Dial: (Main #) 520-xxx-xxxx enter Extension 7999	You will be prompted to enter your extension and Password.
Transfer Call – Rejected By Receiving Party	Cancel or Resume	Assisted transfer, you will have original call back. Blind transfer, caller goes to the person's voicemail.
Call Grab	*8 Extension	Retrieve call on another ringing extension
Call Steal	*9 Extension	Retrieve call on hold or in progress at another Extension
Conference A Call	Press CONF soft key (puts call on hold) + Extension (or 7 digit #) (you will be speaking with 2nd party) + CONF (all parties are on the call)	Limit of 2 participants once all parties are together, you cannot remove yourself from call and leave other two parties speaking. (button flow: conference/extension or number of 3rd participant/ conference – all are on one call.) (conference rooms are different from conferencing a call. The instructions here are to conference a call)
Split / Swap	See Explanation	Once all parties are together, you can choose to "split" the conference. Use the "swap" soft key to go back and forth between callers, conference again to rejoin everyone.

Not all features are enabled on all phones. Contact your phone administrator for more information.