



VEXUS Call Controls User Guide

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Users have access to control many useful calling features at the touch of a button on their phone. This short guide offers instructions for some of the most commonly used call control features.

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CALL RETURN

Press ***69** to dial the last call to your line.

CALL TRANSFER

Redirect a Ringing, Active, or On Hold call on your line to another line or to Voicemail:

1. Press the Transfer or Flash button, as offered on your device.
2. Dial the number or extension you wish to send the call to.

- For Blind Transfer – Once ringing, press the Transfer, Flash, or Send button, as offered on your device.
- For Consultative Transfer – Wait for the call to be answered, and then press the Transfer, Flash, or Send button, as offered on your device.

CALL HOLD

Place an active call on hold.

During an active call:

- Press the Hold button or Soft Key, as offered on your device.
- Resume the call by highlighting the call and pressing the Hold or Resume button/Soft Key, as offered on your device.

3 – WAY CALLING

Create a conference call with 2 others.

During an active call:

1. Press the Conf or Flash button, as offered on your device.
2. Dial the Number or Extension you wish to add to this call.
3. Once answered, press the Conf or Flash button again to connect the calls together into a 3-way conference call.

N – WAY CALLING

Create a conference call with up to 6 others.


During an active call

1. Press Conf or Flash button, as offered on your device.
2. Dial the Number or Extension you wish to add to this call.
3. Once answered, Press the Conf or Flash button again to connect that call to the conference.
4. Repeat these steps to add up to 6 people to the conference call.



800-658-2150 | VexusFiber.com/TeleCloudU

Documents / Resources

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|  | <p>VEXUS Call Controls [pdf] User Guide Call Controls</p> |
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References

-  [Telecloud University | Vexus](#)

Manuals+.