ACCESS POINT INC.

VVX Color Side Expansion Module

Buttons on either side of expansion module will have the extensions of your other users.

To call a user: Press their button

To see the user's status:

Blinking – they are receiving a call

Red Line – They are on the phone

White/Red Line – They are on DND

Arrow – They are Forwarding their line

To transfer a call to a user:

Touch "Transfer" on your phone screen, and then Press the User button. Hang up the phone to immediately transfer the call.

To Consultative Transfer: Touch your Transfer key, press the user's extension button and wait for the user to answer to announce the call. Then press Transfer again to release the call or Press cancel on your phone touch screen to cancel the transfer and keep the call with you.