



Portal: voip.hrtelephones.com  
U: (email address) PW: Welcome2017

## Hosted Phone Quick Tips

[Support@hrtelephones.com](mailto:Support@hrtelephones.com)  
Or Call (610) 640-0285

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### Blind Transfer:

Press and hold **Transfer**, choose **Blind**, then enter ext number + “**Send or Dial**” and hang up.  
Or Press **BlindXfer**, enter extension number then Press **Enter**

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### Attended Transfer:

Press and hold **Transfer**, choose **Consultative**, then enter ext number + “**Send or Dial**” and wait for party to answer, announce the call, and hang up (or **Cancel** “soft key” to cancel the transfer).

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### Transfer to VM:

Press and hold **Transfer** “soft key” then choose **Blind** + ext number + \* then Press “**Send or Dial**”  
Or Press **BlindXfer**, enter extension number + \* then Press **Enter**

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### Conference Call:

Establish first call then press **More**, then press **Conference**. Establish the second call then press **More & Conference** again to join the parties.

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### Intercom:

\*1 + ext. number + “**Send or Dial**”

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### Call Park:

Press **Transfer** + \*70 + “**Send or Dial**” and wait for system to give parking spot number.

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### Un-Park:

\*71 + parking spot number + “**Send or Dial**”.

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### Paging To All Phones:

To automatically send a page to the default paging group, press and hold **Paging**.

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