

Polycom Telephone User Guide

Basic Phone Functions

Placing a Call

- Handset - Pickup handset and dial phone number
- Speakerphone - Dial the phone number and press **Dial** button
- Headset - Press **NewCall** and dial phone number

Receiving a Call

- Handset - Pick up the handset
- Speakerphone - Press **Answer** soft key
- Press **Reject** to immediately forward to voicemail

Putting a caller on Hold

- Press **Hold** button, to place original call on hold
You can now make a new call, transfer, or conference the call
- To resume the hold call, press **Hold** button again or press **Resume**

Transferring a call (Assisted Transfer)

- During a call, press **Transfer** button or **Trnsfr** soft button
- Enter the number you want to transfer the call to
- Once the party answers, press **Transfer** button or **Trnsfr** soft button.

Transferring a call (Blind Transfer)

- During a call, press **Transfer** button or **Trnsfr** soft button
- Press **Blind** soft button
- Enter the number you want to transfer the call to

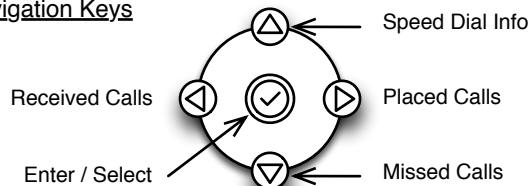
Conferencing a Call

- During a call, press **Conference** button or **Conf** soft button
- Call second party
- When second party answers press **Conference** button again

Do Not Disturb – phone will not ring. All calls will go to voicemail.

- To enable press **Do Not Disturb** button
- To disable press **Do Not Disturb** button again

Navigation Keys



Voicemail Log In

From your desk:

Press **Messages** button or dial **101**. Enter **PIN**.

From outside the district:

Dial your phone number. When voice mail system answers, press * key.
Enter your phone's **extension** followed by # key. Enter **PIN**.

