

Polycom VVX350/VVX450

TRANSFERRING CALLS

With Announcement - With the caller on the line, press **Transfer** + Dial Ext (or telephone number if external) - Recipient answers, announce the call:

- To complete the transfer, press **Transfer** a second time
- To cancel the transfer, **press Cancel**. This will end the call to the recipient and reconnect you with the original caller.

Without announcement – With the caller on the line, press **Transfer** + **Blind** + Dial Ext (or telephone number if external)

Directly to Voice Mail – With the caller on the line, press

Transfer + Dial **VM Prefix*** + Ext followed by #

** VM Prefix is either 03 or 5 depending on platform.*

CONFERENCE CALLING (3-WayCalling)

With first person on the phone press **More** + press **Confrnc** and dial your next party (first caller is on hold). When the second party answers, press **More** + **Confrnc** again to bring all three together.

From Lines or Calls view, you can:

- Press **Hold** to hold all participants.
- Press **End Call** to remove yourself from the call, but keep the other participants connected.
- Press **Split** to end the conference and hold all participants.

CALL PARK

Parking Calls – With the caller on the line, press one of the available park buttons on the phone.

Retrieving Parked Calls – Press the blinking Park button associated with your call.

CALL FORWARDING

To Enable Call Forwarding:

Press '**Forward**' softkey. Select the forwarding type to enable (Always, No Answer, Busy), enter extension or telephone number (for external calls), and press '**Enable**' softkey.

To Disable Call Forwarding:

Press '**Forward**' softkey. Select the forwarding type to disable, and press '**Disable**' softkey.

CALL LIST

Call lists can be found by using the circular dial on your telephone:



Received Calls

- Press Left Arrow to review received calls.
- Press Down Arrow to scroll through list.
- Press Right arrow to place a call to highlighted name/number.
- Press Left Arrow again to return to main screen.

Placed Calls

- Press Right Arrow to review placed calls.
- Press Down Arrow to scroll through list.
- Press Right arrow to place a call to highlighted name/number.
- Press Left Arrow to return to main screen.

Missed Calls

- Press Down Arrow to review missed calls.
- Press Down Arrow to scroll through list.
- Press Right arrow to place a call to highlighted name/number.
- Press Left Arrow to return to main screen.

INTERCOM (if applicable)

Dial **08** or **intercom softkey** (if available) + Ext

** You may have a soft key or dedicated line key for Intercom depending on platform/ configuration.*

PAGING (if applicable)


Press Paging softkey and then press Page softkey

Show button labels when on an active call

Press **More** softkey

Press **Lines** softkey – the caller-ID screen will disappear for a few seconds allowing you to see the button labels.

CHANGE THE RINGTONE

Press Home Key 

Select **Settings**

Select **Basic**

Select **Ring Type**

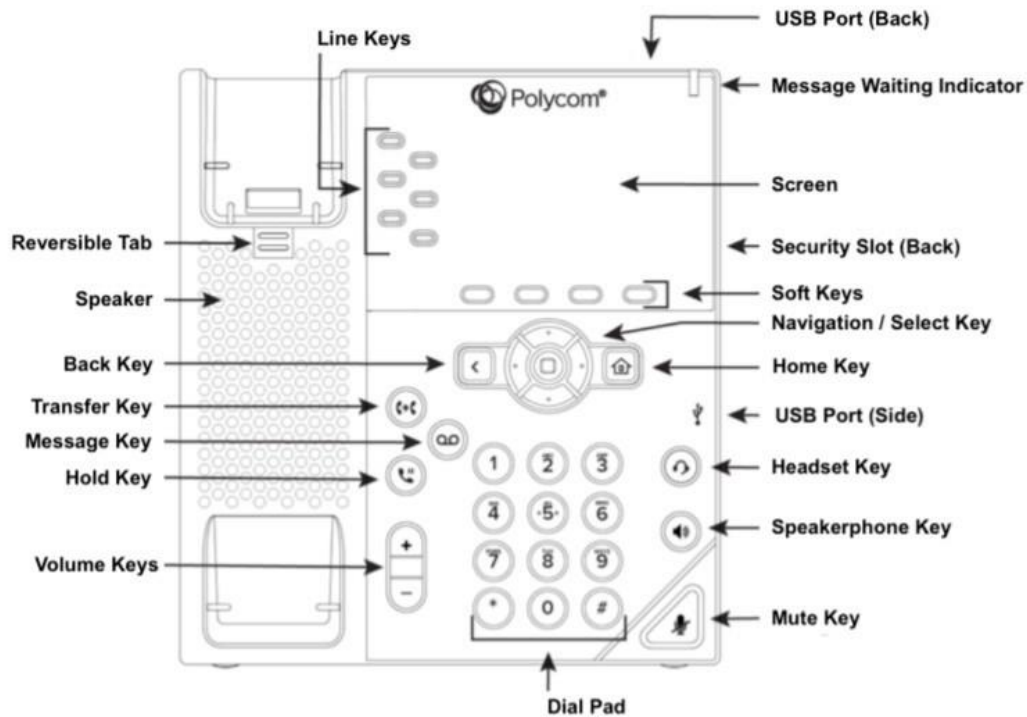
Select **Line**

Scroll through the list of ringtones and press **Play** to hear a sample.

Press **Select**

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