

These instructions highlight Polycom phone features. See your Polycom User Guide for more detailed instructions on using soft keys, feature keys, and the phone menu.

During a call

This section describes tasks you can perform when you are currently engaged in a call. Soft key and function key names are in **Bold**. *Phone number* means to dial a phone number or an extension number.

Task	Key Sequence
Create conference call	Current call + Conference + <i>phone number</i> + Conference
End call	End Call
Hold call	Hold
Resume call	Call on hold + Resume
Split conference into 2 calls on hold	Split
Transfer call after consulting	Trnsfer + <i>phone number</i> + Trnsfer
Transfer call without consulting (blind transfer)	Trnsfer + Blind + <i>phone number</i> + hang up