

These instructions highlight Polycom SoundStation phone features. See your Polycom SoundStation 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	Confrnc + <i>phone number</i> + Dial + Confrnc
End call	End Call
Hold call	Hold
Resume call	Resume
Split conference into 2 calls on hold	Split
Transfer call after consulting	Transfer + <i>phone number</i> + Transfer
Transfer call without consulting (blind transfer)	Transfer + Blind + <i>phone number</i> + hang up

Other tasks

This section describes tasks you can perform when you are not 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
Access voice mail	Menu + Features + Messages + Message Center + Connect + follow voice or visual prompts
Answer a call	Answer
Place a call	New call + <i>phone number</i> + Dial