

These instructions highlight Polycom phone features. See the appropriate Polycom VVX User Guide for more instructions on using the soft keys, function 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 names are in **Bold**. Function keys are identified by the icon that appears on the key. *Phone number* means to dial a phone number or an extension number.

Task	Key Sequence
<b>Create conference call</b>	<i>Phone number</i> + <b>More</b> + <b>Confrc</b> + <i>phone number</i> + <b>More</b> + <b>Confrc</b> .
<b>End call</b>	<b>End Call</b>
<b>Hold call</b>	<b>Hold</b>
<b>Resume call</b>	<b>Resume</b>
<b>Split conference into 2 calls on hold</b>	<b>Split</b>
<b>Transfer call after consulting (attended transfer)</b>	<b>Transfer</b> + <i>phone number</i> + <i>consult with recipient</i> + <b>Transfer</b>
<b>Transfer call without consulting (blind transfer)</b>	<b>Transfer</b> + <b>More</b> + <b>Blind</b> + <i>phone number</i> + <b>Send</b>

## Other tasks

This section describes tasks you can perform when not currently engaged in a call. Soft key names are in **Bold**. Function keys are identified by the icon that appears on the key. *Phone number* means to dial a phone number or an extension number.

Task	Key Sequence
<b>Access voicemail</b>	<b>Messages</b> + <b>Message Center</b> + (optional) select line + <b>Connect</b> + follow voice prompts to listen to messages.
<b>Answer call</b>	<b>Answer</b>
<b>Do not disturb</b>	<b>DND</b>
<b>Forward all calls</b>	<b>Forward</b> + <b>Always (Disabled)</b> + <i>phone number</i> + <b>Enable</b>
<b>Forward unanswered calls</b>	<b>Forward</b> + <b>No Answer (Disabled)</b> + <i>phone number</i> + number of rings + <b>Enable</b>
<b>Place a call</b>	<b>New Call</b> + <i>phone number</i> + lift handset or  .
<b>Sent an alerting call to voicemail</b>	<b>Reject</b>