

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

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