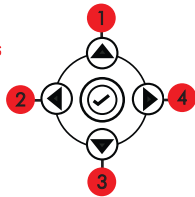




**Display Control Keys**

- 1: speed dial
- 2: received calls
- 3: missed calls
- 4: placed calls



**Placing a Call**

**using the handset:**  
Pick up phone and dial number, or dial number, then pick up phone.

**using speakerphone:**  
1: With handset on-hook, press:  
- any assigned line key, or  
- button, or  
- **NewCall** soft key  
2: Dial the number.

**using the optional headset**  
1: With the headset connected, press:  
- any assigned line key, or  
- button, or  
- **NewCall** soft key.  
2: Dial the number.

**Answering A Call**

**using the handset:**  
Pick up the handset.  
**using speakerphone:**  
With the handset on-hook, press:  
- button, or  
- the line key, or  
- **Answer** soft key  
**using the optional headset:**  
Press .

**Call Transfer**

- 1: During a call, press or the **Transfer** soft key (the active call is placed on hold).
- 2: If a blind transfer is required, press the **Blind** soft key.
- 3: Call the number to which you want to transfer the call or access the number from a call list, and press the **Dial** soft key.
- 4: After the ring-back sound is heard, or after the party answers, press to complete the transfer.

**Call Hold & Resume**

During a call, press or the **Hold** soft key. Press the **Resume** soft key, or the line key to retrieve the call.

If multiple calls are on hold on a single line, use the or keys to select the desired call, then press the **Resume** soft key to return to this call. If more than two calls are on hold on a single key, an indication will appear on the display.

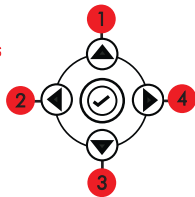
If calls are on hold on more than one line, the call details can be viewed by pressing & holding the desired line key. If a line key is pressed briefly, the first call on hold on that line will be retrieved.

During a call, users can alternate between handset, headset or handsfree modes by pressing the or keys, or picking up the handset



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**3-Way Conference Calls**

**creating a three-way conference call:**

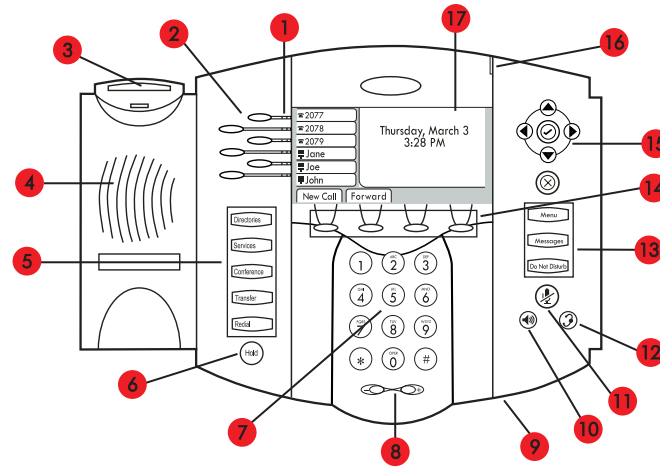
- 1: Call the first party.
- 2: Press **Conference** or the **Confmc** soft key to create a new call (the active call is placed on hold).
- 3: Place a call to the second party.
- 4: When the second party answers, press **Conference** again to join all parties in the conference.
- 5: When a conference has been established, press the **Split** soft key to put the first call on hold and keep the second call as the active call.

**Voice Mail**

Message Waiting Indicator LED & individual line LED indicators on the phone will flash. A stutter dial tone will replace the normal dial tone to indicate that message(s) are waiting at the message center.

**listen to voice messages:**

- 1: Press **Messages** to access voice messaging.
- 2: Press **Connct** to initiate Voice Mail retrieval.
- 3: Follow voice prompts to listen to messages.



- 1: line indicators
- 2: line/speed dial keys
- 3: hookswitch
- 4: speaker
- 5: feature keys
- 6: hold
- 7: dial pad
- 8: volume keys
- 9: hands-free microphone
- 10: speakerphone
- 11: microphone mute
- 12: headset
- 13: feature keys
- 14: soft keys
- 15: display control keys
- 16: indicator
- 17: graphic display

[ For a more detailed user guide please go to:  
[www.polycom.com/voip](http://www.polycom.com/voip) ]

**3-Way Conference Calls**

**creating a three-way conference call:**

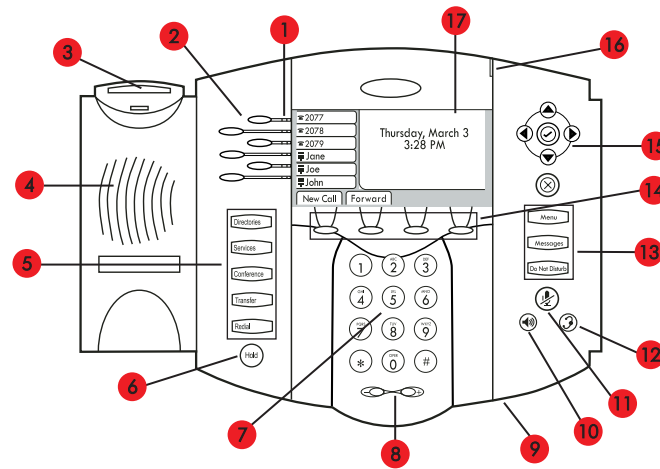
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