

Polycom® VVX® 250, 350, and 450 Business IP Phones - Quick Tips

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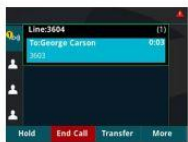
These Quick Tips apply to VVX 250, 350, and 450 business IP phones.



Main Menu Screen

Displays menu options for settings and device information.

Available anytime.



Calls Screen

Displays all Active and Held calls.

Available when you have an Active or Held calls in progress.



Lines Screen

Displays phone lines, favorites, and conditional soft keys.

Available anytime.

Switch among Phone Screens

You can view any screen on your phone from other screens





To switch between screens:

- » Press  to view the Main Menu, Lines, or Calls screen.

Place Calls

You can only have one active call in progress on your phone.



To place a call:

- » Do one of the following:
 - Pick up the handset, press  or , enter the phone number, and press **Send**.
 - Enter the phone number, press **Dial**, and pick up the handset, or press  or .
 - Press the Line key, enter the phone number, and select **Send**.
 - Select **New Call**, enter the phone number, and press **Send**.

Answer Calls

You can answer calls using the handset, speakerphone, or a headset.


To answer a call:

- » Do one of the following:
 - To answer with the speakerphone, press  or press **Answer** soft key.
 - To answer with the handset, pick up the handset.
 - To answer with a headset, press .

End Calls

You can only end active calls. To end a held call, you must resume the call first.

To end an active call:

- » Replace the handset in the cradle, press , or press the **End Call** soft key.


To end a held call:

- 1 Highlight the held call and press **Resume**.
- 2 Press **End Call**.


Hold and Resume Calls

You can have multiple calls on hold and resume a call at any time.

To hold a call:

- » Highlight the call and press the **Hold** soft key or press .


To resume a call

- » Highlight the call and press the **Resume** soft key or press .

Transfer Calls

You can transfer calls to any contact.

To transfer a call:

- 1 Press and hold the **Transfer** soft key or press .
- 2 Choose **Blind** or **Consultative**.
- 3 Dial a number or choose a contact.
If you chose **Blind**, the call is transferred immediately.