

### TASK

### TAP AND KEY SEQUENCE

#### CREATE CONFERENCE CALL

Call the first person. From Lines or Calls view, press **More > Confnc**. The active call is held. Using the Dialer, call the second person. When the second person answers, press **More > Confnc** or press **Join** to join everyone in a conference.

#### ANSWER A CALL

Tap **Answer** button *or* Pickup Handset *or* Press Speaker *or* Headset button.

#### END CALL




Tap **End Call** button *or* Hang up Handset *or* Press Speaker *or* Headset button.


#### HOLD/RESUME CALL

From Lines or Calls view, press **Hold** button. If in Calls view, the call must first be highlighted. To resume a held call, from Calls view, use the up and down arrow keys to highlight the call and press **Resume** button.

#### PLACE A CALL

Choose one of the following:

- Lift handset + Dial a number + tap Dial button 
- Dial a number + lift handset
- Dial a number + press speaker  *or* Headset key 

For Polycom 350/450 Press the  button on the phone keypad.

#### ACCESS VOICE MAIL

For Polycom 250 Press Voicemail Line Key button on phone screen.


1. Choose Message Center. Choose Messages.
2. Enter your voicemail pin when prompted.
3. Follow voice prompts to listen to messages.

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#### TRANSFER A CALL (BLIND)

To perform a Blind transfer:




1. From Lines or Calls view, press the  **Transfer** button. The active call is held.
2. From the Dialer, press **Blind**, and place a call to the party you want to transfer the call to (either the Ext or 9 + the 10 digit external number).
3. If you don't see Blind, press **More**, and then **Blind**. The call automatically transfers to the party you specified.

#### TRANSFER A CALL (CONSULTED)

To perform a Consultative transfer:

1. From Lines or Calls view, press the  **Transfer** button. The active call is held.
2. From the Dialer, press **Consultative** and place a call to the party to transfer the call to (either the Ext or 9 + the 10 digit external number).
3. Connect and talk with the person, and then press **Transfer**. To cancel the transfer before the call connects, press **Cancel**.

#### PARK A CALL

1. During a call, tap  + tap 
2. The call will now show as parked 

#### PICK UP A PARKED CALL

Tap the Parked call on your home screen 