POLYCOM PHONE

FUNCTION	ACTION(S)
Answer incoming call	pick up phone/speaker/headset OR press blinking red button OR select "answer" soft key
Attended Transfer	press "transfer", dial extension, or press BLF, or dial phone number, announce call when answered, press "transfer" to complete.
Blind Transfer	Press "transfer". Press "Blind" (appears at same button as "transfer"). Dial extension, or press BLF, or dial phone number you are transferring to
3 way conference	press "more", press "conference", dial extension or number, press "conference" to merge 3 callers.
PARK Call	press "transfer", dial 88#, wait to hear "call parked on line 1(2,3,etc)". Press "transfer" again. (or Park button if configured)
Retrieve PARK Call	From any phone on the system, dial 881, or 882, or 883, etc. Corresponding to the line it was parked on. (or Retrieve button if configured)
Voicemail	Press envelope button. Enter password then # key. Follow prompts to listen, record, change password. (Your default password is 135790)
Transfer to voicemail	Press "transfer". Press "Blind" (appears at same button as "transfer"). Dial 00 + extension.
Call into Voicemail from outside #	Call your direct line, when you hear your greeting press *, enter password and follow prompts.
Volume	The volume button changes the volume for the ring when off the phone, for the handset when you are on a call or for the speaker when you are on speaker

Star Key(*) Options using your VoIP Phone

*Key	Option
*69	Place a call to the number from which you were last called
*72 + number	Forwarding all calls to the number entered after *72
*73	Cancel forwarding of all calls
*92 + number	Forward all busy or unanswered calls to the number entered after *92
*93	Cancel forwarding of all busy or unanswered calls
*94 + number	Forward calls when registration failed to the number entered after *94
*95	Cancel forwarding fail over service
*67	Block Caller ID for all outbound calls
*67 + number	Block outbound Caller ID for a single call to <number>
*82	Unblock Caller ID for all outbound calls
*82 + number	Unblock outbound Caller ID for a single call to <number>
*77	Do not accept calls from anonymous callers (no Caller ID)
*87	Accept calls from anonymous callers (no Caller ID)
*78	Turn on Do Not Disturb (all calls go directly to Voicemail)
*79	Cancel Do Not Disturb
*57	Disable Call Waiting
*56	Enable Call Waiting
*70 + number	Disable Call Waiting only for this call to this specific number (for a single fax or modem call)
*76 + number	Enable Call Waiting only for this call to a specific number
*30	Disable Call Waiting on all user's lines
*31	Enable Call Waiting on all user's lines
*21	Enable Music On Hold
*20	Disable Music On Hold