



## Polycom IP 300/301 Using the IP Phone

### To Place a Call:

- Pick up the handset; press the **NEW CALL** soft key.
- Enter the number you wish to call. **-OR-**
- Enter the number you wish to call, and press the **SEND** soft key.

### To Put a Call on Hold:

- During an active call, press the **HOLD** soft key, or press the **HOLD** button.
- To resume the call, press the **RESUME** soft key, or press the **HOLD** button.

### To Announce and Transfer a Call:

- During an active call, press the **TRNSFR** soft key. This will put the caller on hold.
- Enter the number to where you wish to transfer the call and press the **SEND** soft key.
- When the transfer party picks up you may begin your consultation, the first party will still be on hold.
- Press the **TRNSFR** soft key to transfer the call.
- Call will immediately transfer and you may hang up.

### To Blind Transfer a Call (do not announce the call before transferring):

- During an active call, press the **TRNSFR** soft key then press the **BLIND** soft key.
- Enter the number to which you wish to transfer the call and press the **SEND** soft key.
- Call will immediately transfer and you may hang up.

### To Create a 3-Way Conference Call:

- During an active call, press the **CONF** soft key. This will place the current caller on hold.
- Dial the number of the party you wish to add to the call and press the **SEND** soft key.
- When the party answers, press the **CONF** soft key again. All parties will now be in conference.

### To Split a 3-Way Conference Call (disconnect conference and place the two other parties on-hold):

- During the conference, press the **SPLIT** soft key.
- The two parties will be put on-hold on separate lines.
- You may then **RESUME** or **ENDCALL** with desired party.

### To Reject a Call and Let Voicemail Answer:

- When an incoming call arrives that you do not wish to answer, press the **REJECT** soft key.
- Your phone will stop ringing. The caller will continue to hear ringing until your voicemail (or no answer treatment) answers the call.

### To Answer a Call on Your Second Line:

- While the first call is active, and the second call begins ringing, use the **DISPLAY CONTROL ARROW** keys to select the incoming call.
- Press the **ANSWER** soft key to answer the call; this places the first call on hold.
- To reactivate the first call, use the **DISPLAY CONTROL ARROW** keys to select the first call and press the **RESUME** soft key, this places the active (second) call on hold and reconnects the first call. **-OR-**
- If your extension is programmed on more than one line key, press the line key corresponding to the new incoming call.
- The new call will be answered and the first call is put on-hold.

### To Change the Default Ring Tone:

- Press the **MENU** button.
- Select the **Settings** and then the **Basic** menu options.
- Select **Ring Type**.
- Use the navigational keys to scroll through the different ring tones. Press **PLAY** to hear how the ringers sound.
- Press the **SELECT** soft key to select the current highlighted ring tone.

### To View Missed, Received and Placed Calls:

- Press the **MENU** button.
- Select **Features** followed by **Call Lists**.
- Using the **DISPLAY CONTROL ARROW** keys, scroll to **Missed, Received or Placed calls**.
- Press the **SELECT** soft key to select a category.
- Using the **DISPLAY CONTROL KEYS**, scroll through the calls.
- The call logs will be reset if the phone is rebooted.

### To Transfer a Call to Voicemail:

- During the active call, press the **HOLD** soft key or button.
- Press the **NEW CALL** soft key.
- Dial **166**. To transfer caller to your own voicemail, press the # key. To transfer caller to another voicemail box, enter the desired extension then #.

## Mail Controls

Menu 1	Key
Save	#
Delete	7
Replay Message / Skip Envelope	2
Fast Forward	3
Rewind	4
Play Message Envelope	5
Call Back Sender	8
Go to Menu 2	9
Menu 2	Key
Reply	1
Forward	2
Go to Menu 1	*

## Voice Mail

### To Access Your Voice Mail:

- Press the **MENU** button and select **Features** and then **Messages** **-OR-**
- Dial your extension
- Enter your password.
- To navigate, follow the menu choices.

### From Outside the Office:

- Dial your phone number.
- When the voice mail system answers, press the **1** key.
- Enter your password.
- To navigate, follow the menu choices.