

Quickstart Guide

Polycom IP450



To Transfer a Call – Blind Transfer

(when you do not want to announce the call before transferring)

1. With a call in progress press the Transfer soft key.
2. Dial the number you wish to transfer the call to followed by the send button.
3. Once the phone is ringing put the handset down or press the transfer button – the original caller and the third party will connect.

To Transfer a Call – Attended Transfer

(announce the call before transferring):

1. Follow the same procedure as above.
2. When you reach step 3, simply wait for the call to answer, announce the call, then hangup or press the transfer button.

To Place a Call

- Pre-dial by first keying in the phone number, then picking up the handset or pressing the send or speaker button.

-OR-

- Pick up the handset or press the SPEAKERPHONE button.
- Enter the number you wish to call followed by the send button.

To Redial

1. Pick up the handset
2. Press the Redial button.

Do Not Disturb - DND

1. Press the Menu button, option1, then option 1 again; once pressed your display should show "DND"
2. Repeat this process to deactivate DND.

Voice Mail

To access voice mail:

1. Dial *55 or press 'Messages' button.
2. You will then be given options to follow for listening and recording voicemail messages, please select the relevant option. (See below for more detail).

Speaker Phone

To use the phones integrated speaker, press Speaker before initiating a call or when in a call, press Speaker again to turn off the speaker.

To Create a 3-Way Conference Call

Whilst in conversation with one party:

1. Press the conference button (dial tone will be heard).
2. Dial the third party to be brought into a conference – a directory number or an extension number.
3. Speak to the third party
4. Press Conference button allow all 3 parties to be in the same conversation.
5. Press 'split' button to release the conference, if you want to speak to any individual party, press the relevant line button or hang up.

Using the Phone Book

To use the phone book press Directory or the 'up' direct button. Then scroll up or Down to find the person you want to call. To call them pick up the handset.

Call Waiting – Answering a Second Incoming Call

- While the first call is active and the second call begins ringing and a second call will be displayed on the screen of the phone. Press the down arrow the highlight the incoming call, then press Answer, Reject or Forward to deal with this call.
- To switch between calls simply highlight the corresponding line key.

To Put a call on Hold

1. If you are on a call, press the Hold button to hold the call
2. Repeat the action to take the call off Hold

Voice Mail

To Access Your Voice Mail:

- Press the MESSAGES button OR dial *55.
- Enter your pin number.
- To navigate, follow the menu choices.

From Outside the Office:

- Dial your phone number.
- When the voice mail system answers, press the * key.
- Enter your password.

Voice Mail Controls

Menu 1	Key
Save	9
Forward Message	8
Delete	7
Repeat	5
Reply	1
Help	*
Exit	#