



Polycom Telephone Quick Reference Guide

Place an Outside Call

Press **ON/OFF** on Polycom
Dial **9** for outside dial tone
Dial telephone number

Place a Inside Call

Press **ON/OFF** on Polycom
Dial Extension Number

Call Hold

While on call
Press **FLASH** key
Dial **849**
Press **ON/OFF**

Return to Call on Hold

Press **ON/OFF** Key
Dial 859 to return to call

Call Park

While on call
Press **FLASH** Key
Dial **#6** and Park Orbit 1 – 3
If you hear a busy tone, the orbit is busy
Try another orbit number

Pickup a Call from Park

Press **ON/OFF**
Dial ***6** and Park Orbit call is on 1 - 3

Last Number Dialed

Press **ON/OFF**
Dial **# 5**

Transfer a Call

While on the call
Press **FLASH** Key
Dial Co-workers extension
Press **ON/OFF** to hang up & complete transfer

Conference Call

Establish Intercom or Outside Call
Press **FLASH** Key
Dial **#1**
Dial Extension Number or Press 9+ Outside Number
When call is answered
Press **FLASH** Key
Make another call or
Press **FLASH** Key a second time to start Conference



All Call Page

Press **ON/OFF**
Dial ***1 + 0**
Make Paging announcement
Press **ON/OFF** to hang up

Accessing Common Speed Dial

Press **ON/OFF**
Dial **#2** + Bin Number of Speed Dial

Do Not Disturb

Press **ON/OFF**
Dial **847**
Dial DND Option Code
0 = Cancel
1 = Outside Calls Only
3 = All Calls