



Polycom VVX 450 Phone

Quick Reference Guide MPP Firmware 6.1.0 and later

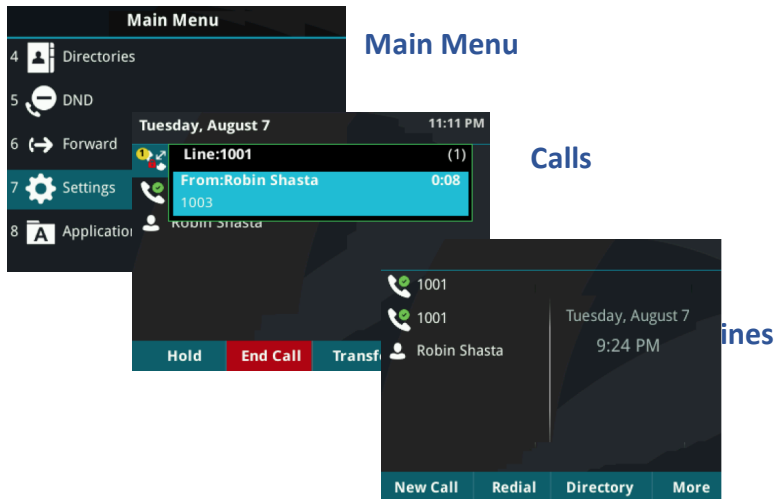


Available features may vary. Feature set is based on the original order and the system administrator's requests for each deployment. Please contact your system administrator or Telesystem directly to discuss any changes to the system.



VVX 450 with optional EM50 Expansion Module



Your phone display has three main views: Main Menu, Calls, and Lines (shown below) Toggle between them by pressing Home button.



Call Handling Basics

Answer a call



To answer an incoming call to one of your lines, do one of the following:

- Lift the handset
- Press the speaker  or headset  key
- Press blinking line key
- Press the Answer soft key

If handling multiple calls, use either the line keys or navigational buttons to switch between.

Place a call

To place a call from your primary line:

- Lift handset off hook or press speaker  or headset  key.
- Dial the extension or phone number to send the call.

End a call

To end your current call, **hang up** the phone or press the **End Call** soft key.

Advanced Call Handling


Hold

Hold places the call on the current line only.

To place a call on hold, do one of the following:

- Press **Hold**
- Press the **Hold**  function key

To resume a held call, do one of the following:

- Select the call (if on more than one) then press **Resume**
- Select the call (if on more than one) then press the **Hold**  function key.
- Press the **line key** (if only on one call, its light will blink **red**).

Park

Park places a call on a 'shared' hold. This allows users to resume the call from any phone. Calls may be parked on any valid system extension.

To place a call into park:

- Press **More** twice then press **Park**
- Input a valid **extension**
- Press **Enter**

To retrieve a parked call:

- Press **Pickup**
- Enter the **extension** on which the call is parked
- Press **Enter**

Transfer

Transfer sends your answered call to a different extension or phone number of your choice.

To perform a blind (direct) transfer:

- Press **Transfer**
- Press **Blind**
- **Input** the destination extension or full phone number
- **Hang up** when call disappears from your line

To perform an announced (consultative) transfer:

- Press **Transfer**
- **Input** the destination extension or full phone number
- When caller answers, press **Transfer** to complete the transfer or **Cancel** to go back to the initial caller.

To transfer a call directly to voicemail:

- Press **More**
- Press **SendVM**
- **Input** the extension then press **Enter**
- **Hang up** when call disappears from your line

Conference

Conference is a three party phone call.

To add a third party to your current call:


- Press **More** then **Confrnc**

- **Input** the extension or phone number of the third party
- When caller answers, press **Confrc** to join them to the call or **Cancel** to go back to the initial caller.

While on a conference call, hanging up allows you to leave the conference while keeping the other parties intact. Alternately, press the Split key to place both calls on hold separately on your phone.

Other Features

Voicemail

To access voicemail from your phone, press the **Voicemail**  key then press **Connect**. Accessing voicemail allows you to setup voicemail, listen to messages, or change greetings.


Intercom

Press the **intercom** key on the home screen or soft key display then enter an extension. This will initiate an intercom-type call. Intercom calls are auto answered at the receiving phone if it is available.

DND (Do Not Disturb)

To enable or disable DND:

- Press **Home** to go to the **Main Menu** screen
- Select **DND**

While enabled, the line keys and view will display the DND  icon.

Directory

The directory houses your own personal contacts, recent call logs, and your enterprise directory.

To access the directories:

- Press **Home** to go to the **Main Menu** screen
- Select **Directories**

Available directories may include:

- *Contact Directory*- add personal contacts.
- *Recent calls*- access a list of your most recent missed, dialed and received calls. Accessing this list will get clear missed call notifications in the Lines view.

- *Favorites*- access contact directory entries that have been marked as a favorite.
- *Enterprise Directory*- accesses the enterprise directory. Search by entering the desired criteria then pressing *Submit* to narrow down the results.
- *Common Directories*- administrators can add other directories which show here.

Forward

Call forwarding of your personal line/extension may be done from the phone.

To Turn forwarding on:

- Dial *72 followed by the extension or phone number to forward calls to. Pick up the phone to send the command.

To Turn forwarding off:

- Dial *73 then pick up the phone to send the command.

Guest Button

The Guest Button allows users to log their account in or out of a device.

To log in to a Host:

- Press **GuestIn** soft key
- **Enter** 10 digit phone number in User ID Field
- Use the phone arrow buttons to select the **Password** field then **enter** voicemail password
- Press **OK** soft key

To log out of a Host:

- Press **GuestOut** soft key

Important notes:

- *This feature profile must be enabled on your device by Telesystem.*
- *The hotel host/guest must be enabled in the call management portal by your system administrator.*
- *Your system administrator may set an association timeout- this automatically logs out guests after a certain amount of time.*
- *If a user already has a primary phone, but logs in as a guest, only the guest phone will ring.*