# Polycom VVX600







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# ADVANCED CALL HANDLING

#### **PARKING A CALL**

Places the call on hold so it may be retrieved from another phone.

- 1. Initiate the transfer by pressing any of the available **CALL PARK** soft keys.
- 2. To retrieve the call, press the **CALL PARK** soft key that corresponds to the parked call you wish to retrieve.

#### **CALL TRANSFER**

From Lines, Calls, or Active Call view, tap **Transfer**, and call the other party. When you hear the ringback sound, or after you talk with the other party, tap **Transfer**.

## **VOICEMAIL**

Tap **Messages** from Home view, and tap **Message Center**. Tap **Connect** and follow the prompts.

OR tap from Lines, Calls, or Active Call View.

OR press voicemail soft key (if available).

### **CONFERENCE CALLING**

Call the first party, and after the call connects, press **More**, and select **Confrnc**. Then, dial and connect with the second party and press **Confrnc** again.

# From Lines or Calls view, you can:

- > Press **Hold** to hold all participants.
- > Press **End Call** to remove yourself from the call, but keep the other participants connected.
- > Press **Manage** (if available) to manage each participant.
- > Press **Split** to end the conference and hold all participants.

#### **CALL FORWARDING**

To **Enable** call forwarding, press \*72 plus the 10 digit number then **SEND**. To **Disable** call forwarding, press \*73 then **SEND**.

### **CALL HOLD AND RESUME**

From Lines, Calls, or Active Call view, tap **Hold**. If you're in Calls view, remember to highlight the call first.

To resume a held call, tap **Resume** from either Lines or Calls view.

