

PLACE A CALL

- Pick up the handset, or press the **Headset** or the **Speaker** button and dial.
- Dial number, and then press the **Send** soft key

ANSWER A CALL

- Pick up the handset 
- Press  for the headset
- Press  for the speakerphone
- Press the **Answer** soft key

END A CALL

You can only end active calls. To end an On Hold call, you must resume the call first.

To End an Active Call:

- 
- Replace the handset to hang up
- 
- Press the **Headset** button if using a headset
- 
- Press the **Speaker** button if using the speakerphone
 - Press the **End** soft key at the bottom of the display.
 - Press the **Cancel** button

HOLD & RESUME

On hold call displays only on the device used to place the call on hold.

- While on an active call press the **Hold** soft key to place that call on hold.
- Press the Hold button to place all calls that can be held on hold.

To Resume, select the call and:

- Press the **Hold** button or the **Hold** soft key again, or
- Press the **Resume** soft key

TRANSFER CALLS

Transfer calls to any extension

Consulted/Warm Transfer

- Press the **Trnsfer** soft key
- Enter or select the extension / phone number
- Press **Send, OK** or the **#** button to dial
- Speak to the recipient and then press the **Trnsfer** soft key again to send the call when ready

Blind Transfer

- Press the **Blind Transfer** soft key
- Dial or select the ext/phone number

VOICEMAIL

- Dial ***98**
- Enter your 4-digit PIN when prompted
- Select the menu option for the desired action when prompted.

VIEW RECENT CALLS

- Press the **History** or **Call Log** soft key to view lists of recent calls... you may look at *All, Missed, Placed, or Received* calls



Use the navigation pad to switch list views, scroll, and select list items:

- ◀ Switch ▶ between the call lists
- ▲ Scroll ▼ through listings

Press the center **OK** button to select

While viewing Recent Calls you may also:

- Select a listing and press **Send** to call the number
- Select a listing and press the **Option** soft key to review details

Poly Edge B Series Phone Interface



Edge B30 shown here

