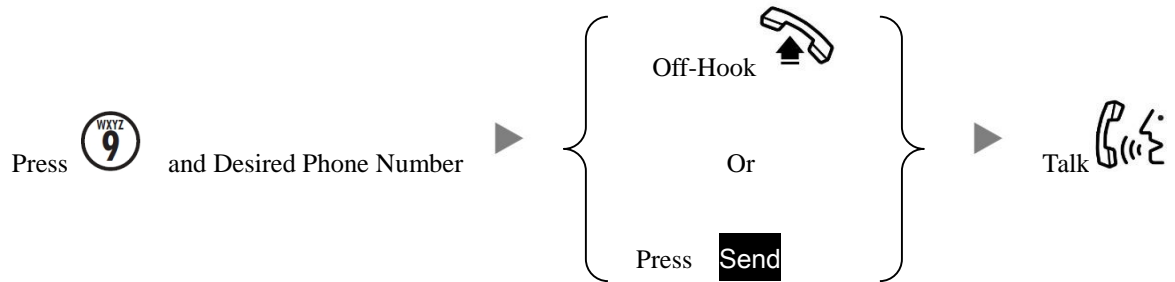


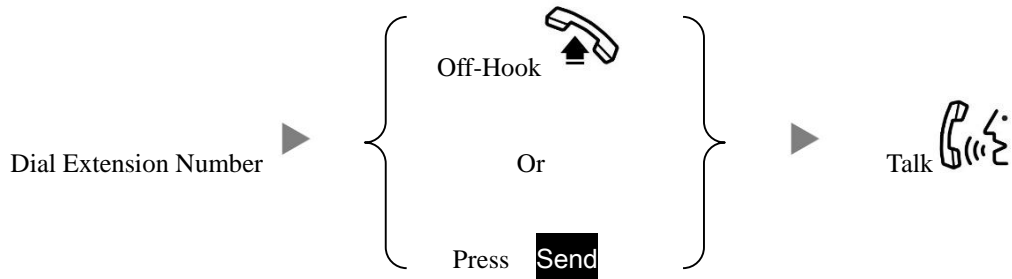
Polycom VVX101/201 Instructions

1. Making Calls

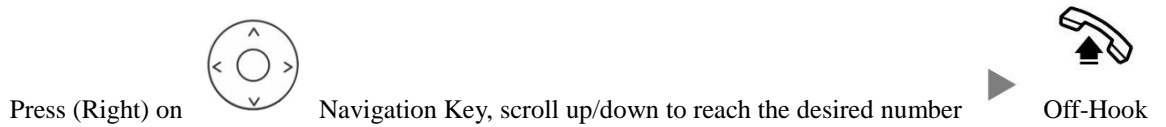
i. Outside Calls



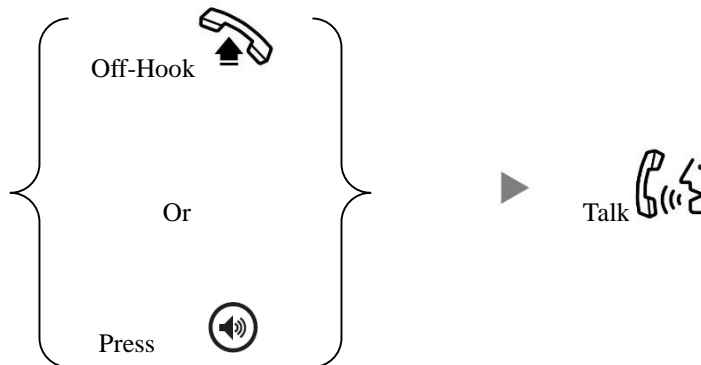
ii. Calling Other Extension



iii. Redial



2. Answering Calls



3. Transferring a Call / Call Transfer

i. Blind / Unattended Transfer

During conversation ▶ Press **Tsfr** ▶ Press **More** ▶ **Blind** ▶ Dial Extension No.

ii. Supervised / Attended Transfer


During conversation ▶ Press **Tsfr** ▶ Dial Extension No. ▶ **Send** ▶ **Tsfr**

4. Holding a Call

i. To Hold


During a conversation ▶ Press **Hold**

ii. To Retrieve a call (Call Hold retrieve)


Press **Res**
Or
Press Flashing Line Key 

5. Making a conference (Conference Call)

i. To Establish a Conference

During conversation ▶ Press **More** ▶ Press **Conf** ▶ Dial to 3rd Party ▶ Press **Send**
▶ Press **More** ▶ Press **Conf** ▶ 

ii. To Leave a conference and talk to the one of the party

During a conference ▶ Press **Split** ▶ Press (Up/Down) ▶ Press **Res** ▶ 

iii. To resume a conference

During conversation ▶ Press **More** ▶ Press **Join** ▶ 


iv. To Leave a conference




During a conference ▶ Press **End** (Rest of the parties will be in conversation, until they hang-up)

6. Checking Voice Mail

When  displays on your line ▶ Press  ▶ Press  (Right) twice ▶  (Center)


▶ Enter Password (if any)






Press  to **Listen** Message ▶

}	Press  to Repeat Message
	Press  to Play Next Message
	Press  to Delete/Un-Delete Message

7. Voice Mail Setup


Press  ▶ Press  (Right) twice ▶  (Center) ▶ Enter Password (if any)

Press  to reach mailbox **option** ▶

}	Press  to record Unavailable Message
	Press  to record Busy Message
	Press  to record Your Name
	Press  to record Temporary greeting
	Press  to Change Password

8. Forward Call



i. To set up All/Always Call Forward

Press **Fwd** ▶ Press  (Right) ▶ Input the target extension no.(e.g. 108) ▶ Press **Enable**



ii. To cancel All/Always Call Forward

Press **Fwd** ▶ Press  (Right) ▶ Press **Dsbl**




iii. To set up Busy Call Forward

Press **Fwd** ▶ Press  (Down) Twice ▶ Press  (Right) ▶ Input the target no.(e.g. 108)
▶ **Enable**



iv. To cancel Busy Call Forward

Press **Fwd** ▶ Press  (Down) Twice ▶ Press  (Right) ▶ **Dsbl**


v. To set up Time / No Answer Call Forward

Press **Fwd** ▶ Press  (Down) ▶ Press  (Right) ▶ Input the target no.(e.g. 108)
▶ Press  (Down) ▶ Input No. Rings (to define no answer) ▶ **Enable**

vi. To Cancel Call Forward

Press **Fwd** ▶ Press  (Down) ▶ Press  (Right) ▶ **Dsbl**

9. Address Book

Press **Dir** ▶ Press the Navigation Key  to select the Address