

Polycom Quick Feature Guide

Blind x-fer:

Press transfer + blind “soft key” + ext number + and hang up (passes through caller ID of caller)

Attended x-fer:

Press transfer + ext number + “send or dial” and wait for party to answer, announce the call, and hang up or press transfer (or cancel “soft key” to cancel the x-fer)

X-fer to VM:

Transfer + ext number + * + “send or dial”

Intercom (hands-free):

*1 + ext number + “send or dial”

Call pickup: (will not work in groups or queues)

*8 + ext number + “send or dial”

Call park:

Transfer + *70 + “send or dial” and wait for system to give parking spot number

Un-park:

*71 + parking spot number + “send or dial”

Conference calling:

While on your first call, press the conference “soft key, place your 2nd call and when answered press conference key again. You will connect the other 2 callers and yourself.

TeleSystems Support: 256-547-7464