Poly Edge E220

Warm transferring calls

A warm transfer involves speaking with the person to whom you are transferring the call.

1. While on a call, press the Transfer button.
2. Dial a number or select from the Directory and press Send.
3. After speaking with the receiving party, press the Transfer button again to complete the transfer.

Blind transferring calls

A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether or not they answer.

1. While on a call, press the BlindX soft key.
2. Dial a number or extension.
3. Press the Enter soft key immediately to complete the transfer.

Initiating a conference call

1. While on a call, press the More soft key and select Conference.
2. Dial a number or select from Directory and press Send.
3. Once the recipient answers, press the Conference soft key again to merge the calls together.

Accessing call history

1. Press the Recent soft key.
2. Select the Type soft key to see call lists.
3. Use the down and up arrow keys to scroll through each list.

Checking voicemail

1. Press the VM soft key, or dial *86.
2. Enter your voicemail PIN.
3. Press 1 to listen to new or saved voicemails.