Poly VVX 350 Quick Reference Guide

Warm Transferring Calls
A warm transfer (attended) allows Users to speak privately with the receiving party before transferring the call. A warm transfer also confirms the availability of the receiving party.

1. During an active call, press the Transfer A button.
2. Dial the phone number or extension.
3. After the receiving party answers the call, press the Transfer A button or simply hang up.

Blind Transferring Calls
A blind transfer (unattended) allows Users to send calls to an alternate extension or phone number without waiting for an answer or confirming the availability of the receiving party.

1. During an active call, press the BlindX soft key K.
2. Dial the phone number or extension.
3. Press the Enter soft key K.

Accessing Call History
While the phone is idle, use the 5-Way Navigation F to access the call history: Left for received calls, Down for missed calls, and Right for placed calls, then press Up/Down to select and Center to display the information for the selected number.

Checking Voicemail
You must not have a call on the line when attempting to check voicemail.

1. Press the Voicemail D button or dial *86.
2. Enter your personal voicemail passcode.
3. Press 1 to listen to new or saved voicemails.