Poly VVX 500 and 600 Series Quick Reference Guide

These quick tips apply to VVX 500, 501, 600, and 601 business media phones.

**Transferring Calls**
A warm transfer involves speaking to the person you are transferring the call to before the transfer is made. A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether they answer.

1. While on a call, press the Transfer soft key.
2. Choose Blind or Consultative.
3. Dial the phone number or extension of the person to which you are transferring.
4. If you chose Blind, the call is automatically transferred.
5. If you chose Consultative, greet the receiving party and advise them of any important information. Then press the Transfer soft key to perform a warm transfer.

**Viewing Recent Calls**
To access the Recent Calls list, tap Directories from the Home screen, then tap Recent Calls.

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

1. Tap Messages from the Home screen or dial *86.
2. Tap Message Center > Connect.
3. Enter your personal voicemail passcode.
4. Press 1 to listen to new or saved voicemails.