



# Polycom VVX 250 Quick Reference Guide

## Warm Transferring Calls

A warm transfer involves speaking with the person to whom you are transferring the call. When doing a Warm Transfer, your caller is on hold.

1. While on a call, press the  button.
2. Dial the party to whom you are transferring and press **Send**.
3. After speaking with the receiving party, press the  button again to complete the transfer.
4. If the other person doesn't answer or can't take the call, press the **Cancel** softkey to go back to the original caller.

## 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. When doing a Blind Transfer, your caller is not on hold.

1. While on a call, press the **BlindX** softkey.
2. Dial the party to whom you are transferring.
3. Press the **Enter** softkey to complete the transfer.

## Initiating a Conference Call

1. While on a call, use the **More** softkey, then **Confnc**.
2. Dial the party whom you are trying to conference in and press **Send**.
3. After they answer, press the **Confnc** softkey to merge the calls.
4. If the other person doesn't answer or can't join the call, press the **Cancel** softkey to go back to the original caller.

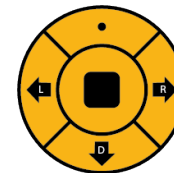
## Accessing Call History

You must not have a call on the line when attempting to check your Call History.

**Received Calls:** Press the **Left** navigation key.

**Missed Calls:** Press the **Down** navigation key.

**Placed Calls:** Press the **Right** navigation key.



## Checking Voicemail

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

1. Dial **\*86** on your phone.
2. Enter your voicemail passcode.
3. Select the option to listen to new or saved voicemails.

