







Attended transfer

1. While on the call, either press the soft or hard  key.
2. Enter in the extension number, or outside number.



Blind transfer

1. While on the call, either press the soft or hard  key.
2. Then press the soft "Blind" key
3. Enter in the extension number, or outside number.

Hold

1. While on the call, press either the soft or hard  key.
2. Press the soft "Resume" key to continue. 
3. If multiple calls are on hold, use  and  to switch between them.

Call waiting

1. Place current call on hold.
2. Use  and  to switch between calls.

Phone book

1. Press  This hard key also gives you call logs.

Call lists

1. Press 

Voicemail retrieval

1. Press 


Do not disturb

1. Press 


Ring volume

1. Press  keys located at the bottom of the keypad.

Call volume

1. While on the call, press  located at the bottom of the keypad.



Speakerphone operation

1. Either press 
2. Or you can just dial the number and that will automatically initiate the speakerphone.


Phone settings

1. Press 


Conference calling (outbound only)

1. When on a call, press  (this will place the first caller on hold).
2. Dial the new number or extension.
3. When 2nd caller picks up, press  again.





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
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* Press  when listening to a PBXtra outgoing message to go straight to the beep.

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Quick Reference Guide

Polycom 501



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