



Attended transfer

1. While on the call, press the LCD 'Trnsfer' key
2. Enter in the extension number or the outside number
3. Press the LCD 'Send' key



Blind transfer

1. While on the call, press the LCD 'Trnsfer' key
2. Press the LCD 'Blind' key
3. Enter in the extension number or the outside number
4. Press the LCD 'Send' key

Hold

1. While on the call, press the LCD 'Hold' key
2. Press the LCD 'Resume' key to resume the call
3. If multiple calls are on hold, use the  and  to select a call
4. Press the LCD 'Resume' key to resume the highlighted call





Call waiting

1. Place the current call on hold
2. The incoming call automatically starts ringing – press the LCD 'Answer' key
3. Use  and  to select the original call
4. Press the LCD 'Resume' key to resume the call


Phone book

1. Press 

Call Lists

1. Press  for Received Calls
2. Press  for Placed Calls
3. Press  for Missed Calls
4. Within any of the above menus, press  on a highlighted entry to dial the number

Voicemail Retrieval

1. Press 
2. Press the LCD 'Connect' key
Dial your password + "*"

Do Not Disturb

1. Press  to toggle on/off

Ring Volume

1. Press 

Call Volume

1. While on a call, press 

Speakerphone

1. Press any 'Line' key along the left side of the LCD
2. Or Press the < > key to begin a new call or during a call

Phone Settings

1. Press 

Conference Calling

1. While on a call, press the LCD 'Confrnc' key
2. Dial the extension or external number
Press the LCD 'Send' key
3. When the second party answers, press the LCD 'Confrnc' key again



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
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
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Polycom 550/560 Quick Reference Guide



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