Polycom IP-450 Quick Reference Guide

https://campus.barracuda.com/doc/45712695/

This article explains the basic operation of the Polycom IP-450 device.

Soft Keys

- The four buttons immediately below the LCD display are **soft keys.**
- Each soft key performs the action displayed immediately above it.
- Soft key behavior is context sensitive – the action associated with each soft key changes according to the current phone state.

Place a Call

- Enter the desired internal extension or external number.
- Lift the receiver or press the speakerphone button to call.

Voicemail Access

- To access voicemail messages, press the **Messages** key to the right of the keypad. Depending on your system configuration, you may be asked for your voicemail passcode.

Last Number Redial

- Lift the receiver.
- Press the **Redial** button. For speakerphone or headset use, press **Redial** without lifting the handset.

Call Hold

- To place a call on hold, press the **Hold** button.
- To resume the call, press **Hold** again.

Call Transfer

Attended Transfer

- To transfer a call, press the **Trnsfer** soft key.
- Dial the destination number and then press **Send**.
- When the destination party answers, announce the caller, and press **Trnsfer** again to complete the transfer.

Blind Transfer

- To transfer a call, press the **Blind** soft key and enter the destination number.
- Pressing the **Send** button connects the remote party to the destination, disconnecting yourself from the call.

Ad-Hoc Conference / 3-Way Calling

- Place (or receive) a call.
- To add another party to the call, press the **Confrnc** soft key.
- Enter the destination number or extension and press **Send**.
- When the destination party answers, press **Confrnc** again.
- All parties now join a 3-way call.

Do Not Disturb

- To enable **Do Not Disturb** mode, press **Menu**, then select **Features**, then select **Do Not Disturb**. All calls go to voicemail.
  The phone display indicates that **Do Not Disturb** mode is active.
- To resume normal operation, select **Do Not Disturb** again. The phone receives calls normally.

Call Forwarding

- To enable call forwarding, press the **Forward** soft key.
- Select the type of forwarding to enable, then select a destination.
  The phone display indicates when call forwarding is enabled.
- To deactivate forwarding, press the **Forward** soft key, press the forwarding type, then press **Disable**.

Ringer and Handset Volume

- To change the ringer volume, when the phone is idle, press the (**-**) or (**+**) button at the bottom of the keypad.
- To change the volume of a call, during an active call, press the (**-**) or (**+**) buttons to adjust the volume of the handset, speakerphone, or headset, whichever is active.

Directories

- To browse the phone contact list or call lists, press **Menu**, then **Features**, then **Directories**. The call lists show missed, placed, and received calls.

Special Characters

- When entering a destination with alphanumerics or special characters, be sure to pause momentarily between key presses. For example, when dialing ****<ext>** press *, pause for a moment, press * again, then dial the extension.

Figures

1. worddavc083fd3a376c44f5497152e3cb3bf47c.png