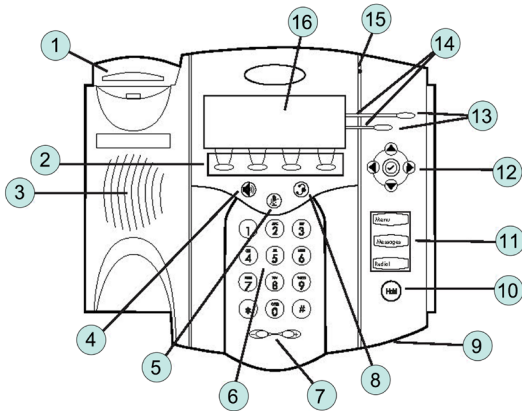




Altēva

COMMUNICATIONS.
UNIFIED. SIMPLIFIED. IN THE CLOUD.

QUICK USER GUIDE POLYCOM® IP 430



- | | | |
|--------------------|--------------------------|--------------------------|
| 1. Hook Switch | 8. Headset | 13. Line/Speed Dial Keys |
| 2. Soft Keys | 9. Hands-free Microphone | 14. Line Indicators |
| 3. Speaker | 10. Hold Key | 15. Message Indicator |
| 4. Speakerphone | 11. Feature Key | 16. Graphic Display |
| 5. Microphone Mute | 12. Display Control Keys | |
| 6. Dial Pad | | |
| 7. Volume Keys | | |

CALL HOLD AND RESUME

- **Call Hold:** During a call press the Hold feature key or the "Hold" soft key
- **Call Resume:** Press the Hold feature key or the "Resume" soft key to resume the call

CONFERENCE CALL

- Call the first party
- Press the "More" soft key, then the "Conf" soft key. This will place the first call on hold
- Place a call to the second party
- Once the second party answers, press the "Conf" soft key again to join all parties in the conference

CALL TRANSFER

- During a call, press the "Trnsfr" soft key. This will place the active call on hold
- Place a call to the number/ext. to which you want to transfer the call
- After speaking to the second party, press the "Trnsfr" soft key to complete the transfer

BLIND TRANSFER

- While on a call, press the "Trnsfr" soft key.
- Press the "Blind" soft key.
- Dial the extension or phone number that you desire to transfer to.
- Press the "Send" soft key to send the call immediately or wait until it sends automatically

VOICEMAIL INITIAL SETUP

1. Press the Messages feature key
2. Enter in default Password (123456)
3. Enter in New Password (must be 4-8 digits)
4. Re-enter in New Password
5. Record your name
6. Press 1 to Access your voice mailbox
7. Press 3 to record your no answer greeting
8. Listen to prompts to record your greeting

CALL FORWARDING

1. From the idle screen, press the "Forward" soft key.
2. Select the forwarding type you want to enable:
 - a. **Always**—To forward all incoming calls
 - b. **No Answer**—To forward all unanswered incoming calls
 - c. **Busy**—To forward calls that arrive when you are already in a call.
3. Enter a number to forward calls to.
4. Press the Enable soft key.

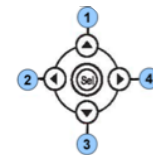
To disable call forwarding:

1. From the idle screen, press the "Forward" soft key.
2. Select the forwarding type to disable.
3. Press the "Disable" soft key.

CALL LISTS

Display Control Keys

1. Speed Dials
2. Received Calls
3. Missed Calls
4. Placed Calls



TRANSFER TO VOICEMAIL

While on a call:

1. Press "more" soft key
2. Press "Xfer 2 VM"
3. Enter in extension and press "Enter" soft key