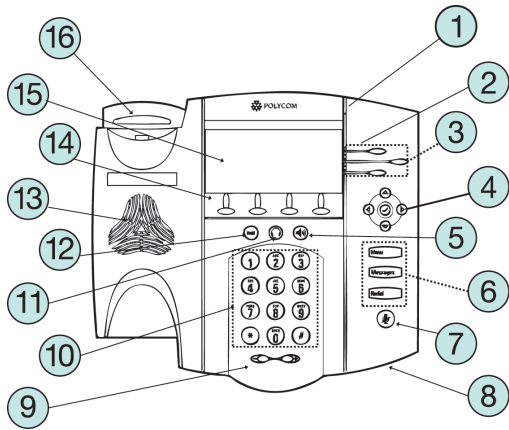




Altēva

COMMUNICATIONS.  
UNIFIED. SIMPLIFIED. IN THE CLOUD.

# QUICK USER GUIDE POLYCOM® IP 450



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

## ▶ 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 "Confrc" soft key. This will place the first call on hold
- Place a call to the second party
- Once the second party answers, press the "Confrc" soft key again to join all parties in the conference

## ▶ CALL TRANSFER

- During a call, press the "Transfr" 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 "Transfr" soft key to complete the transfer

## ▶ BLIND TRANSFER

- While on a call, press the "Transfr" 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

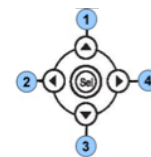
To disable call forwarding:

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