YOUR DESK PHONE
POLYCOM VVX 250
Polycom VVX 250

- Home Button
- Scroll Select
- Transfer
- Hold
- Headset Pickup
- Speaker Phone
- Mute Button
- Volume Control
Polycom VVX 250

Home screen keys:

- Quickly contact colleagues in your HUD by setting up your Presence (NOTE: First two line keys will be your own info)
- Place a New Call
- Place an Intercom call (if enabled)
- Forward your calls
- Under More: Set yourself on Do Not Disturb (DND), Page
Public Safety Office

• Dial 99 for Columbia Public Safety
• Dial 88 for Barnard Public Safety.
• Dial 911 for Emergencies
• No longer need to dial 93 to dial out.
Polycom VVX 250

Active call soft keys:

- **Hold** the call
- **End** the call
- **Transfer** the call
- **More** – Initiate a **Conference** call; **Park** a call (if enabled); Access **Line** keys
To transfer a call using Consultative or Warm transfer:

- Press the Transfer softkey or hard key.
- Dial the extension or number to transfer the call.
- Speak to the contact.
- Press the Send softkey or Transfer hard key to connect the call or Cancel to return to the caller.
Polycom VVX 250 – Blind Transfer

To transfer a call using **Blind** transfer:

- Press the **Transfer** softkey or hard key.
- Press the **Blind** softkey.
- Dial the extension or number to transfer the call.
- Press the **Send** softkey or Transfer hard key to connect the call.
Polycom VVX 250 – Conference Call

To Conference in an additional caller:

- Press the **More** softkey.
- Press the **Conference** softkey.
- Dial the extension or number to speak to the new contact.
- Press **More > Conference** to join the two callers.
- While on the conference call, you have access to all active softkeys, as well as the ability to **Split** the call.
Access Recent Calls

To access your recent calls:

- Use the scroll keys –
  - For **Received Calls**, press the left arrow.
  - For **Missed Calls**, press the down arrow.
  - For **Placed Calls**, press the right arrow.
Polycom VVX 250 – Check Voicemail

To check your Voicemail messages:

- Access **Messages** from the Home screen, then **Message Center > Connect**.
- Press *86 on the keypad.

*If you have any voicemail messages, the voicemail icon will appear on your line keys, and the amount of messages will show on the display as well.

To access VM from home: call your number, press *, enter PIN