YOUR DESK PHONE

RingCentral UNIVERSITY
Polycom VVX 450

- Home Button
- Scroll Select
- VoiceMail
- Transfer
- Hold
- Headset Pickup
- Speaker Phone
- Mute Button
- Volume Control
Polycom VVX 450

- Home Button
- Navigation Pad
- VoiceMail
- Transfer
- Hold
- Headset Pickup
- Speaker Phone
- Mute Button
- Volume Control
Polycom VVX 450

- Home Button
- Scroll Select
- Voicemail
- Transfer
- Hold
- Headset Pickup
- Speaker Phone
- Mute Button
- Volume Control
Polycom VVX 450

- Home Button
- Scroll Select
- VoiceMail
- Transfer
- Hold
- Headset Pickup
- Speaker Phone
- Mute Button
- Volume Control
Polycom VVX 450

- Home Button
- Scroll Select
- VoiceMail
- Transfer
- Hold
- Headset Pickup
- Speaker Phone
- Mute Button
- Volume Control
Polycom VVX 450

Home Button
Scroll Select
VoiceMail
Transfer
Hold
Headset Pickup
Speaker Phone
Mute Button
Volume Control
Polycom VVX450

- Home Button
- Scroll Select
- VoiceMail
- Transfer
- Hold
- Headset Pickup
- **Speaker Phone**
- Mute Button
- Volume Control
Polycom VVX 450

- Home Button
- Scroll Select
- VoiceMail
- Transfer
- Hold
- Headset Pickup
- Speaker Phone
- Mute Button
- Volume Control
Polycom VVX 450

- Home Button
- Scroll Select
- VoiceMail
- Transfer
- Hold
- Headset Pickup
- Speaker Phone
- Mute Button
- Volume Control
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Soft Keys
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Line Keys
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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
- Forward your calls
- Set yourself on Do Not Disturb (DND)
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Active call soft keys:

• Place a call on **Hold**

• **End** the call

• **Transfer** the call

• **More** – Initiate a **Conference** call; Access **Line** keys; **Park** a call (if enabled)
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 **Transfer** softkey or hard key to connect the call or **Cancel** to return to the caller.
Polycom VVX 450 – 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 to connect the call.
Polycom VVX 450 – 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.
Polycom VVX 450 – 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.
To check your Voicemail messages:

- Press the **Voicemail** hard key
- Select **Message Center > Connect**
- Follow the prompts

*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.
Polycom VVX 450 - Resources