

Polycom VVX 250 Quick Reference Guide

Warm Transferring Calls

A warm transfer (attended) allows Users to speak privately with the receiving party before transferring the call. A warm transfer also confirms the availability of the receiving party.

1. During an active call, press the **Transfer** **A** button.
2. Dial the phone number or extension.
3. After the receiving party answers the call, press the **Transfer** **A** button or simply hang up.

Blind Transferring Calls

A blind transfer (unattended) allows Users to send calls to an alternate extension or phone number without waiting for an answer or confirming the availability of the receiving party.

1. During an active call, press the **BlindX** soft key **J**.
2. Dial the phone number or extension.
3. Press the **Enter** soft key **J**.

Accessing Call History

While the phone is idle, use the **5-Way Navigation** **E** to access the call history: **Left** for received calls, **Down** for missed calls, and **Right** for placed calls, then press **Up/Down** to select and **Center** to display the information for the selected number.

Checking Voicemail

You must not have a call on the line when attempting to check voicemail.

1. Dial ***86**.
2. Enter your personal voicemail passcode.
3. Press **1** to listen to new or saved voicemails.



- A** Transfer
- B** Hold
- C** Volume Up / Down
- D** Back
- E** 5-Way Navigation
- F** Home
- G** Headset (optional)
- H** Speakerphone
- I** Mute Mic
- J** Soft Keys

