

Polycom IP 650 Quick Start Guide



How to Make a Call





Using the Handset

Perform one of the following steps:

- Pick up the handset.
- Dial the number.
- -OR-
- Dial the number.
- Pick up the handset.

Using Hands-Free/Speakerphone

Perform one of the following steps:

- Leaving the handset on-hook, press , , or the **NewCall** soft key to obtain a dial tone.
- Dial the number.
- -OR-
- Leaving the handset on-hook, dial the number.
- Press , or , or the **Dial** soft key.



How to Answer a Call

Using the Handset

- Pick up the handset.


Using Hands-Free/Speakerphone

Perform one of the following steps:

- Press .
- -OR-
- Leaving the handset on-hook, press  (next to the flashing green indicator).
- -OR-
- Press the **Answer** soft key.

How to Put a Call on Hold

During the call, press the **Hold** button or the **Hold** soft key. The hold button appears on the line indicator.

Press **Hold** again or the **Resume** soft key to resume the call. The active audio icon (one of ) appears on the line indicator. When a call has been on hold for an extended period of time, both visual and audible alerts appear. When active on a call, the ring splash is played at a volume that is typically lower than the normal ring volume.

Note: Calls on hold may generate music, so be careful if you are on a conference call.

How to Transfer a Call

An **announced** transfer allows you to talk privately to the party to which you are transferring the call before the transfer is complete. A **Blind** transfer allows you to automatically transfer a call to the dialed number without talking privately first.

Perform an Announced Transfer:

1. During a call, press the **Transfer** button or the **Trnsfer** soft key. The active call is placed on hold.
2. Enter the number to which you want to transfer a call.
3. When you hear the ring-back tone or after the party answers (and you speak to them), press the **Transfer** button or the **Trnsfer** soft key.

Perform a Blind Transfer:

4. During a call, press the **Transfer** button or the **Trnsfer** soft key.
5. Press the **Blind** soft key.
6. Enter the number to which you want to transfer the call. The call is connected.

How to Access Voicemail

You can access voicemail from your phone. The flashing Message Waiting Indicator and/or a stutter dial tone in place of a normal dial tone indicates that there are one or more voice messages. To access voicemail, perform the following steps:

- Press the **Messages** button. If multiple lines are configured, select the line from which you want to retrieve messages.
- Follow the voice or visual prompts on the display to retrieve your messages.