





# Poly Edge E320

## PLACE CALL

Dial like you would on a cell phone, then pick up the handset or press the speaker key  or press the Headset key. 

## ANSWERING CALLS

You can answer a call using the handset, speakerphone, or a headset:

- Lift the handset and press **Answer**.
- Press the **Speakerphone** key. 
- Press the **Headset** key 

## ANSWER AN INCOMING CALL DURING A CALL

When you're on a call and another call comes in, you'll hear a beep and see the **Incoming Call** screen. Just choose **Answer** to switch to the new call while putting the current one on hold.

## PARKING CALLS

This is what you should use all the time. This is the same as hold, but an other person can pick up the parked call on another phone. While on the call, press any of the three park keys located on the left-hand side of your display. (Refer to picture).



## UNPARK A CALL

To unpark a call, press whichever park key is lit up for the line you want to answer (Park 1, Park 2, Park 3).



## HOLDING AND RESUMING CALLS

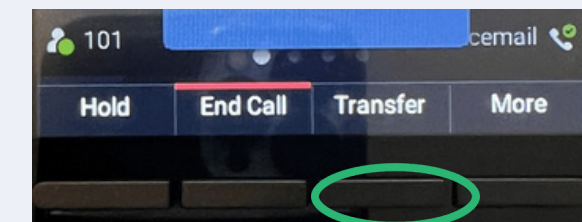
You can put several calls on hold and restart them whenever you want.

### Hold a Call

- To put a call on hold, select the call and press the **Hold** soft key.

### Resume a Call

- To continue a call, select it and press the **Resume** soft key.

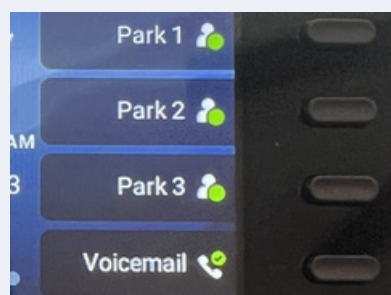
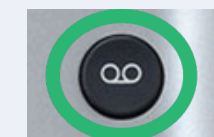


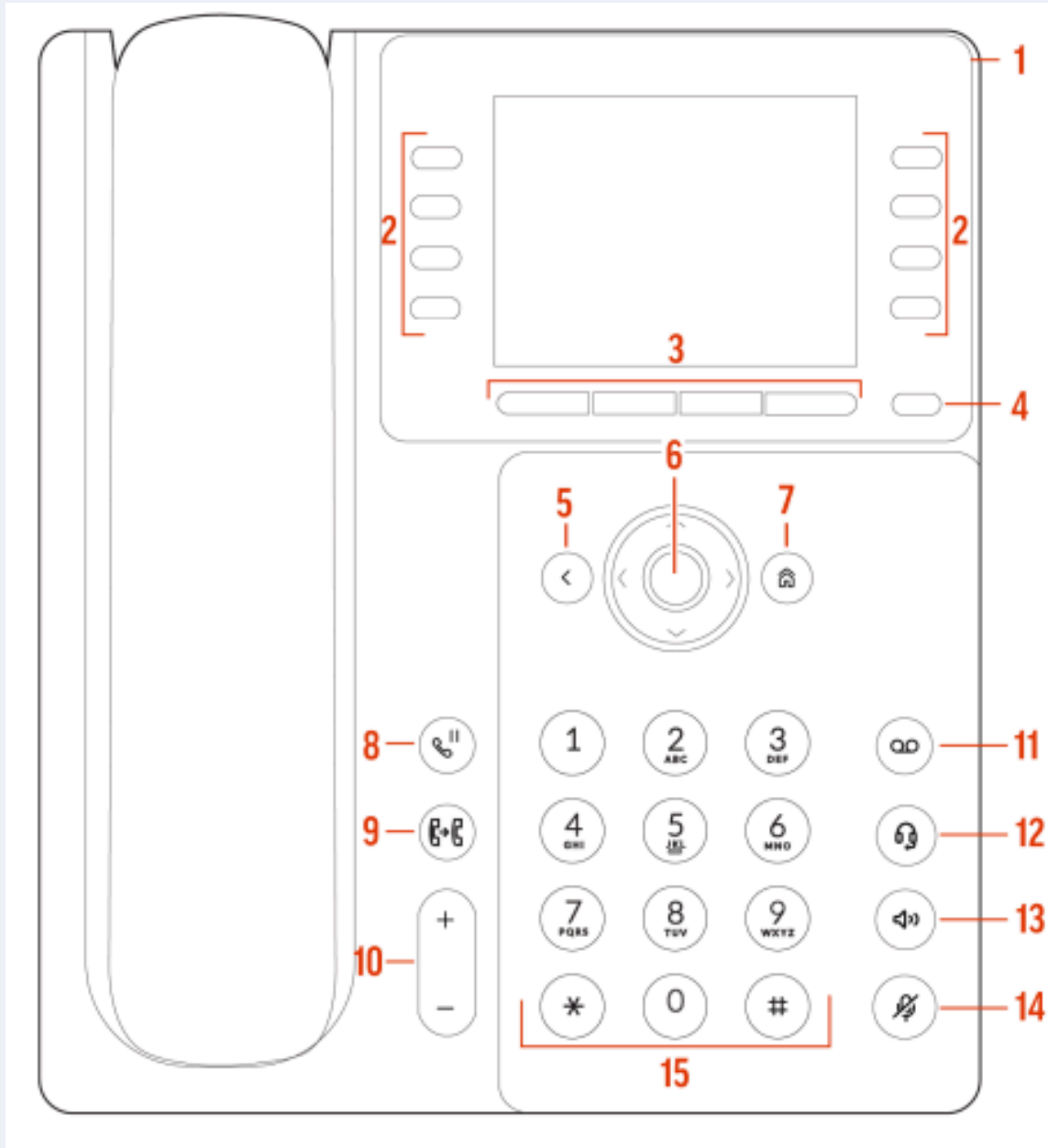
## TRANSFERRING CALLS

Transfer a call to another by pressing the Transfer softkey.

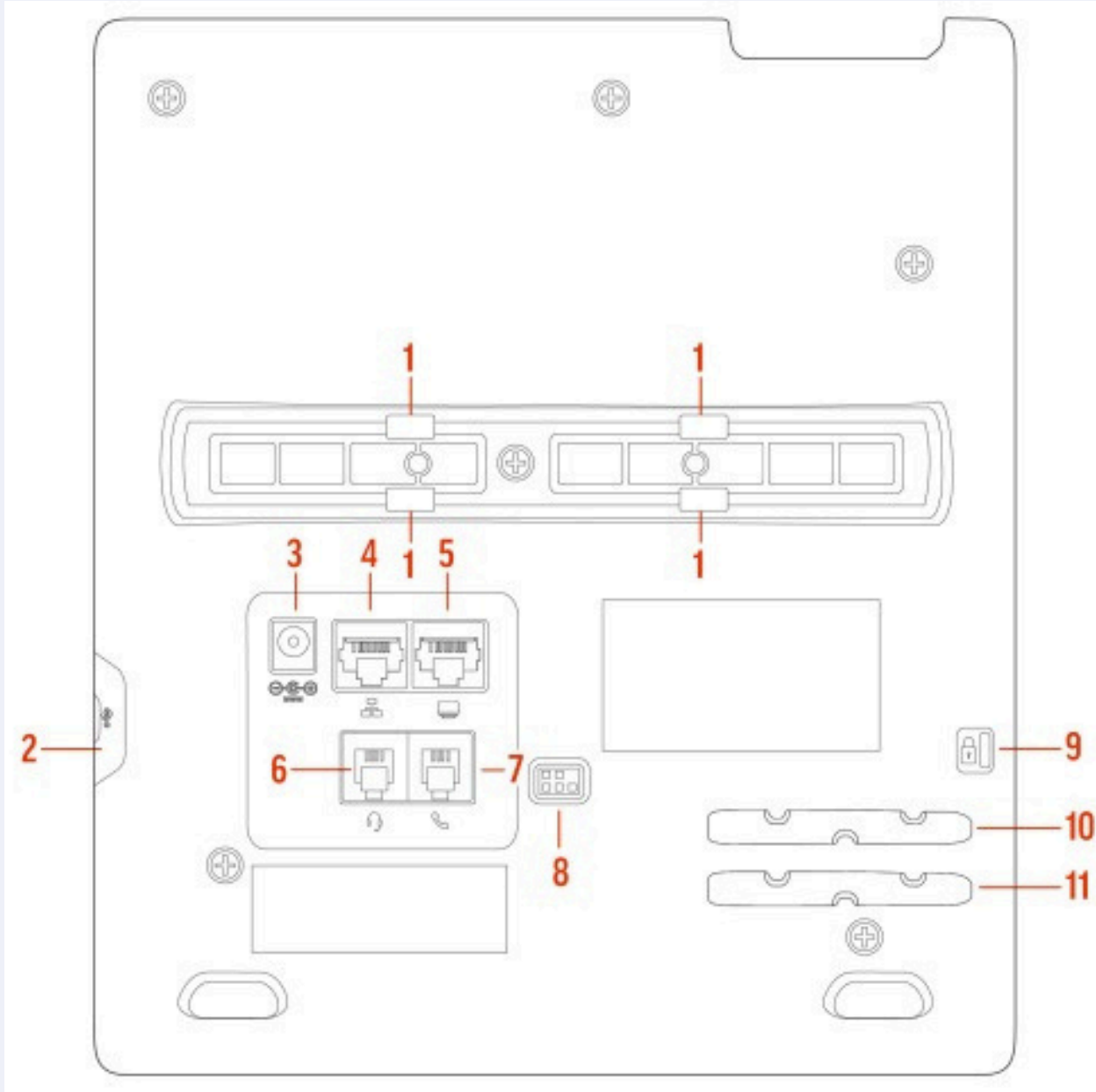
## CHECKING VOICEMAIL

To check your messages, choose voicemail line and then press Select and add password 25800.





NUMBER	FEATURE	FEATURE DESCRIPTION
1	LED bar	Displays call and phone status.
2	Line keys	Choose a phone line or call a favorite contact.
3	Softkeys	Context-sensitive keys at the bottom of the screen.
4	Pagination key	View more line screens.
5	Back key	Return to the previous screen.
6	Navigation keys / Select key	Scroll through info or make selections.
7	Home key	Access Home or Lines and Calls screen.
8	Hold key	Pause or resume a call.
9	Forward/Transfer key	Send calls to others.
10	Volume keys	Adjust sound levels.
11	Messages key	Manage messages.
12	Headset key	Use a headset for calls.
13	Speakerphone key	Activate speaker and ringer.
14	Mute key	Silence your microphone.
15	Dialpad	Enter numbers and make selections.



NUMBER	FEATURE	FEATURE DESCRIPTION
1	Stand connection slots	Adjust the phone angle with the stand attachment.
2	USB port	Connect a USB flash drive or USB headset.
3	Power port	Plug the phone into an outlet for power.
4	Network port	Link the phone to a PoE-supported Ethernet port.
5	Headset port	Connect a headset to the phone.
6	Computer connection network port	Connect a computer to the network through your phone.
7	Handset port	Connect a handset to the phone.
8	Electronic Hookswitch (EHS)	Use headset controls to answer and end calls.
9	Security slot	Secure the phone to a desk with a security cable lock.
10	Handset cable slot	Keep the handset cable organized.
11	Headset cable slot	Keep the headset cable organized.