


# Polycom VVX 400-411

## MAKING A CALL

Dial like you would on a cell phone then pick up handset or you can press the speaker key  located to the middle right of the dial pad.


## ANSWERING A CALL

When the phone rings, lift the handset or press the **ANSWER** soft key on display.

## ANSWERING A SECOND CALL

While on the first call, and another call is coming in, press the **ANSWER** soft key and the first call will automatically be put on hold.

## PUTTING A CALL ON HOLD

While on the call, press the hold button  on the phone that is located to the bottom left of the dial pad. Or you can press the **HOLD** soft key. This will put the call on hold only on your phone, no other phone can pick up the call.



## 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).




## CHECKING VOICEMAIL

If you have messages, there will be a message waiting light at the top of the phone flashing. (Refer to picture) To check your messages, press the message key. Follow the voice prompts to listen to your messages.



## REDIALING A NUMBER

Press the home button,  and on the home screen, using the navigation arrows, select **REDIAL**.