

POLYCOM VVX 450

USER MANUAL

TRANSFERRING A CALL

Consultative Transfer

- Press the **Transfer** key.
- Press the **Consult** key which places caller on **Hold**.
- When you hear dial tone, **Dial** your **extension** and press **send**.
- When extension picks up, tell them who is calling.
- When extension is ready to accept the call, **Press** the **Transfer** key a second time.

Blind Transfer

- Press the **Transfer** key.
- When you hear dial tone, **Dial** your **extension** and press **send**.

CHECKING MISSED, PLACED, AND RECEIVED CALLS

- To check **Missed** calls, press the **down arrow** key on the directional pad.
- To check **Placed** calls, press the **right arrow** on the directional pad.
- To check **Received** calls, press the **left arrow** on the directional pad.

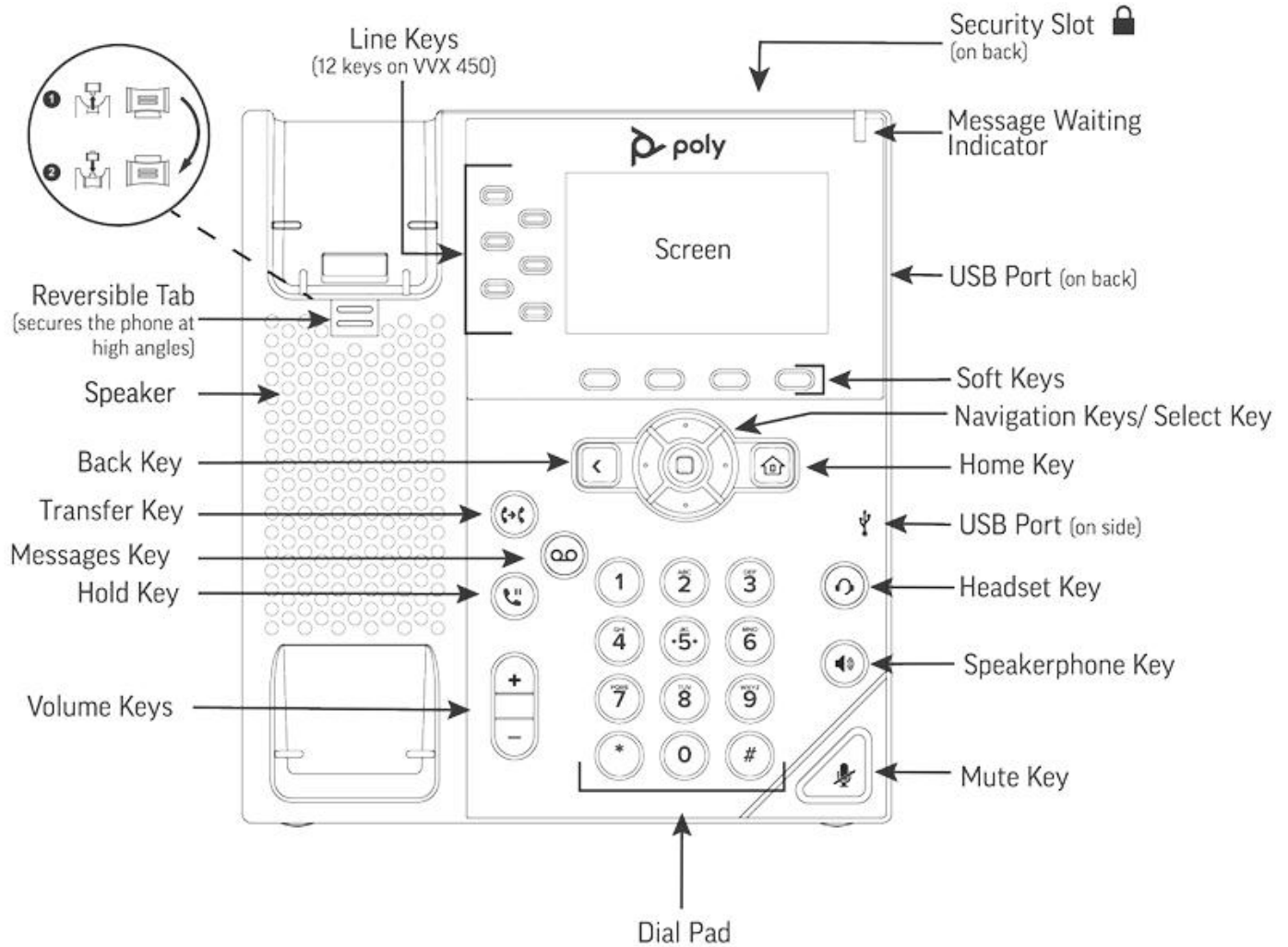
FORWARDING YOUR PHONE

Forwarding Setup

- **Dial *72** followed by the 10-digit forwarding number and you will hear a fast beep.

Removing Forwarding

- To Remove call forwarding, **Dial *73** and you will hear a fast beep.



Line keys	Enable you to select a phone line, view calls on a line, or quickly call a favorite contact.
Reversible tab	Secures the handset in the cradle when your phone stand is positioned at a high angle. To secure the handset, remove the tab, reverse it so the protrusion points up, and re-insert it. Position the handset so the protrusion on the tab fits into the slot on the handset.
Speaker	Provides ringer and speakerphone audio output.
Back key	Enables you to return to the previous screen.
Transfer key	Transfers an active call to a contact.
Messages key	Enables you to access and manage instant and voice messages.
Hold key	Holds an active call or resumes a held call.
Volume keys	Adjust the volume of the handset, headset, speaker, and ringer.
Mute key	Mutes local audio during calls and conferences.

Speakerphone key	Enables you to place and receive calls using the speakerphone.
Headset key	Enables you to place and receive calls through a headset.
USB Port	Enables you to attach a USB flash drive or USB headset.
Home key	Displays the Home screen from other screens and displays the Lines and Calls screen from the Home
Navigation keys / Select key	Scrolls through information or options displayed on the phone's screen. Selects a field of displayed data.
Soft keys	Enable you to select context sensitive keys that display along the bottom of the screen.
Security slot (on back)	Enables you to attach a universal security cable lock to your phone so you can secure it to a desktop.
Screen	Shows a 10.9 cm (4.3 in) color display with a backlight that enables you to view menu options and data.
Message Waiting Indicator	Flashes red to indicate when you have new messages.