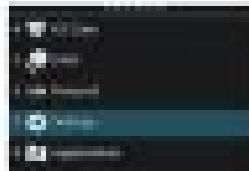


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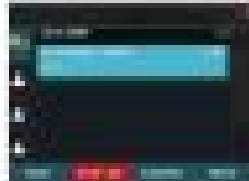
### MAIN MENU SCREEN

Displays menu options for settings and device information. Available anytime.



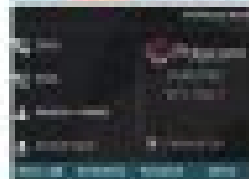
### CALLS SCREEN

Displays all active and held calls. Available when you have an active or held call in progress.



### LINE SCREEN

Displays phone lines, line status, and conditional soft keys. Available anytime.



### SWITCH AMONG PHONE SCREENS

You can view any screen on your phone from other screens.

#### Re-switch between screens

- Press **[M]** to view the main menu, lines, or calls screen.

### PLACE CALLS

You can only have one active call in progress on your phone.

#### Place an outgoing call

- Pick up the handset, press **[M]** or **[H]**, enter the phone number and press **[Send]**.

- Enter the phone number, press **[M]** and pick up the handset, or press **[M]** or **[H]**.
- Press the line key, enter the phone number, and select **[Send]**.
- Select **[New Call]**, enter the phone number, and press **[Send]**.

### ANSWER CALLS

You can answer calls using the handset, speakerphone, or a headset.

#### To answer a call, do one of the following:

- To answer with the speakerphone, press **[S]** or press the **[Answer]** soft key.
- To answer with the handset, pick up the handset.
- To answer with a headset, press **[H]**.

### END CALLS

You can only end active calls. To end a held call, you must resume the call first.

#### Transfer active call

- Replace the handset in the cradle, press **[M]** or **[H]**, or press the **[End Call]** soft key.

#### Resume held call

- Highlight the held call and press **[Resume]**.
- Press **[End Call]**.



### HOLD AND RESUME CALLS

You can have multiple calls on hold and resume a call at any time.

#### Put on hold

- Highlight the call and press the **[Hold]** soft key or press **[H]**.

#### Resume a call

- Highlight the call and press the **[Resume]** soft key or press **[M]**.

### TRANSFER CALLS

You can transfer calls to any contact.

#### Transfer active call

- Press and hold the **[Transfer]** soft key or press **[T]**.
- Choose **[Blind]** or **[Consultative]**.
- Dial a number or choose a contact. If you choose **[Blind]**, the call is transferred immediately. If you choose **[Consultative]**, press the **[Transfer]** soft key or press **[T]** after speaking with your contact.

### FORWARD CALLS

You can forward an incoming call to a contact or forward all incoming calls to a contact.

# Polycom 450 Quick User Guide

**Raffaela Di Napoli**



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