

# Comcast Business VoiceEdge™ | Quick Reference Guide for Polycom 335

## 1. Use Your New Phone & Voicemail

### Business VoiceEdge Voicemail

Comcast Business VoiceEdge Voicemail enables you to manage your time without missing your calls. Callers can leave a message while you're on the phone, off site, or just need phone-free time to focus on a project. If you are away from the office, you can opt to be notified via text message or email that you have messages waiting.

#### Setting up Voicemail

To set up your new Comcast Business VoiceEdge Voicemail service, follow these easy-to-use instructions. The first time you call into your Comcast Business VoiceEdge Voicemail, you will be asked to create a new password and record your name to personalize the greeting that callers will hear when they reach your voicemail.

**Notes:** Each line has its own voicemail account and must be set up individually.

#### Accessing Voicemail

There are three ways to access your voicemail:

##### From your phone:

1. A voice mail icon on the screen, a flashing line key, and a status bar icon indicate one or more new voice mail messages.

##### To listen to voice messages:

1. Press the **Msgs** soft key or press **☎** and select **Features > Messages**.
2. Press the connect soft key, and then follow voice prompts.

##### From your desktop:

1. Log into the VoiceEdge portal at [business.comcast.com/voportal](http://business.comcast.com/voportal) to view voicemail online or click the "Dear Receptionist" icon on the "Telephony" toolbar.

##### Away from your office:

1. Dial your office telephone number.
2. When your personal greeting starts, press **☎**.
3. Enter your password when prompted.

#### Placing a Call

##### Using the Handset:

Pick up the handset, and then dial the number. Or, dial the number first, and then pick up the handset.

##### Using the hands-free Speakerphone:

- With the handset on-hook, press **☎**, any assigned line key, or the **NewCall** soft key. Then, enter the number.

or

- Dial the number, and then press **☎** or **☎**.



##### Using the optional Headset:

- With the headset connected, press **☎**, any assigned line key, or the **NewCall** soft key.

or

- Dial the number, and then press **☎**.

During a call, you can alternate between modes by pressing **☎** or **☎** or picking up the handset.

##### Answering a Call

**Handset:** Pick up the handset.

**Speakerphone:** Press **☎**, the line key, or the **Answer** soft key.

**Headset (optional):** Press **☎**.

Incoming calls may be denied by pressing the **Reject** soft key during ringing.

##### Ending a Call

Press the **EndCall** soft key or the line key corresponding to the line. Or, depending on the call mode, press **☎**, press **☎**, or hang up the handset.

##### Redial

Press **☎** to display the Placed Call list. Scroll to select the desired recipient and press **☎** again.

##### Call Transfer

1. During a call, press the **Trans** soft key (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press the **Trans** soft key to complete the transfer.

Press the **Blind** soft key to transfer the call without speaking to the second party. Transfer can be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.

## 2. Learn More

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




























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