

QUICK REFERENCE GUIDE

Poly Edge E220

Warm transferring calls

A warm transfer involves speaking with the person to whom you are transferring the call.

- 1 While on a call, press the **Transfer** button.
- 2 Dial a number or select from the **Directory** and press **Send**.
- 3 After speaking with the receiving party, press the **Transfer** button again to complete the transfer.

Blind transferring calls

A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether or not they answer.

- 1 While on a call, press the **BlindX** soft key.
- 2 Dial a number or extension.
- 3 Press the **Enter** soft key immediately to complete the transfer.

Initiating a conference call

- 1 While on a call, press the **More** soft key and select **Conference**.
- 2 **Dial** a number or select from **Directory** and press **Send**.
- 3 Once the recipient answers, press the **Conference** soft key again to merge the calls together.



Accessing call history

- 1 Press the **Recent** soft key.
- 2 Select the **Type** soft key to see call lists.
- 3 Use the down and up **arrow keys** to scroll through each list.

Checking voicemail

- 1 Press the **VM** soft key, or dial ***86**.
- 2 Enter your voicemail PIN.
- 3 Press **1** to listen to new or saved voicemails.