



*Net Tel One  
Communications*

CLOUD PBX

### Polycom VVX 400 & 410 Quick Steps

#### **Placing Calls:**

Pick up the handset, or press  or . Enter the phone number > Dial

#### **Blind Transfer:** *(Cannot announce caller before transfer)*

Press Transfer > Blind > Extension Number > Send > Hang Up  
(passes through caller ID of caller)

#### **Attended Transfer:** *(To announce caller before transfer)*

Press Transfer > Extension Number > Send and wait for party to answer, announce the call, > Press Transfer (or press cancel to return to the original caller)

#### **Transfer to Voicemail:**

Transfer > Blind > Extension Number + \* > Send > Hang Up

#### **Intercom (hands-free):**

\*1 + Extension Number > Dial

#### **Call pickup:** *(will not work in groups or queues)*

\*8 + extension number > Dial

#### **Conference calling:**

While on your first call, press More > Conference (original call is placed on hold), place your 2<sup>nd</sup> call and when answered press More > Conference again. You will connect the other 2 callers and yourself.

#### **Call park:**

Press Transfer > Press \*70> The system will announce the Park number > Press Transfer or hang up. (Make note of the park number)

#### **Un-park:**

Press \*71 and the 2 digit park number (Park 1 = 01) > Press Dial  
(Example: Park 1 \*7101 > Dial)

*(You can view Training Videos by visiting [nettelone.com/support](http://nettelone.com/support).)*