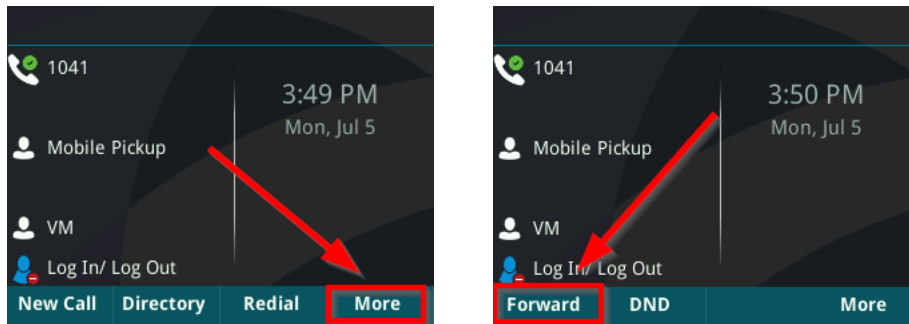


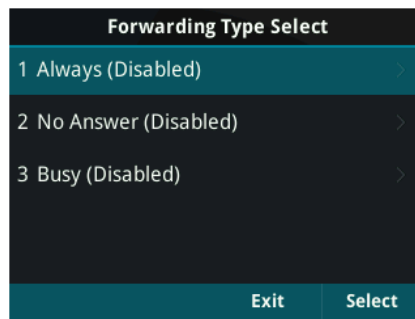
Polycom Features

Forward or Transfer a Call

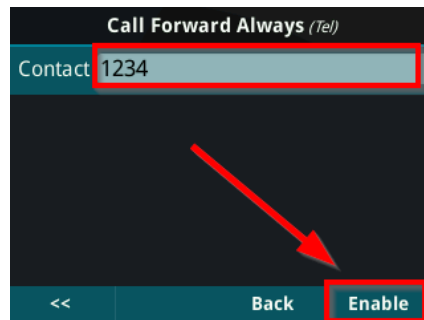
- Click **More**, then click **Forward**.



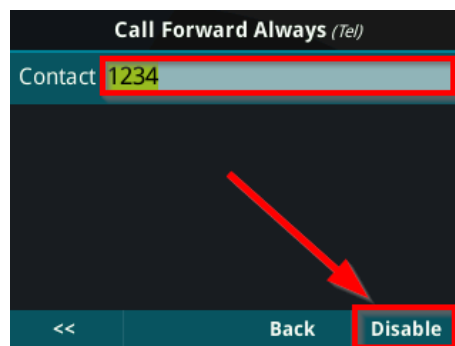
- Select the forwarding type (**Always**, **No Answer**, or **Busy**).



- Enter the number to which you would like to send your forwarded calls and click **Enable**.



- To disable call forwarding, click **Disable** when selecting the forwarding type.

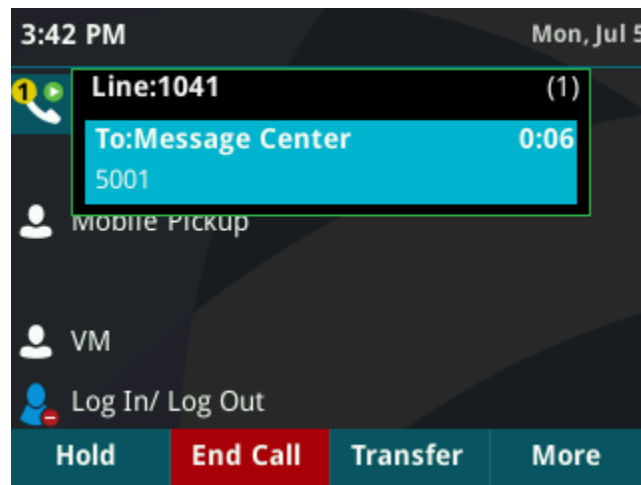


Change PIN

- Press the ***Voicemail*** button like below.



- Enter in your voicemail PIN (ex. 1234)
 - 1234 is the default PIN



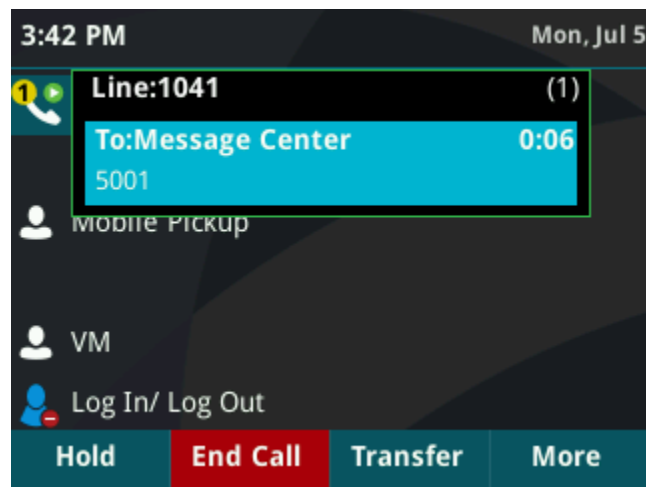
- Press **5** to go to the ***Option Menu***
- Press **1** to change your PIN
- Enter in new PIN

Customize and Select Greeting

- Press the **Voicemail** button like below.



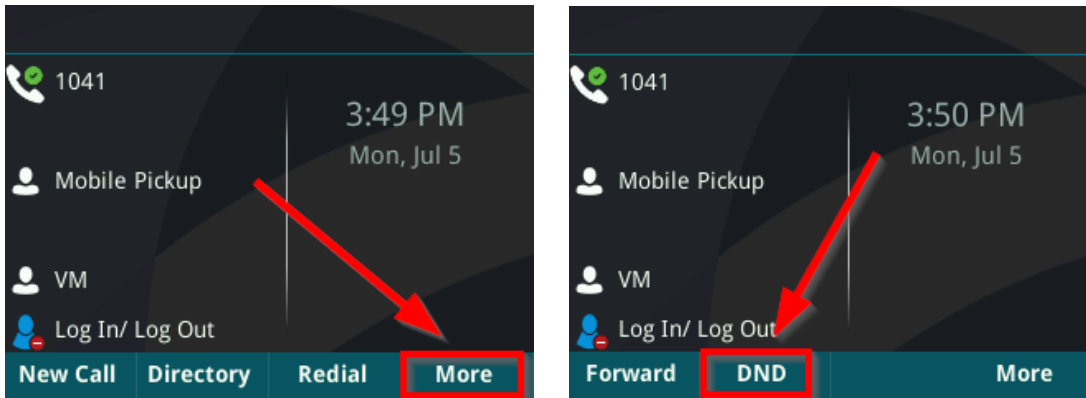
- Enter in your PIN



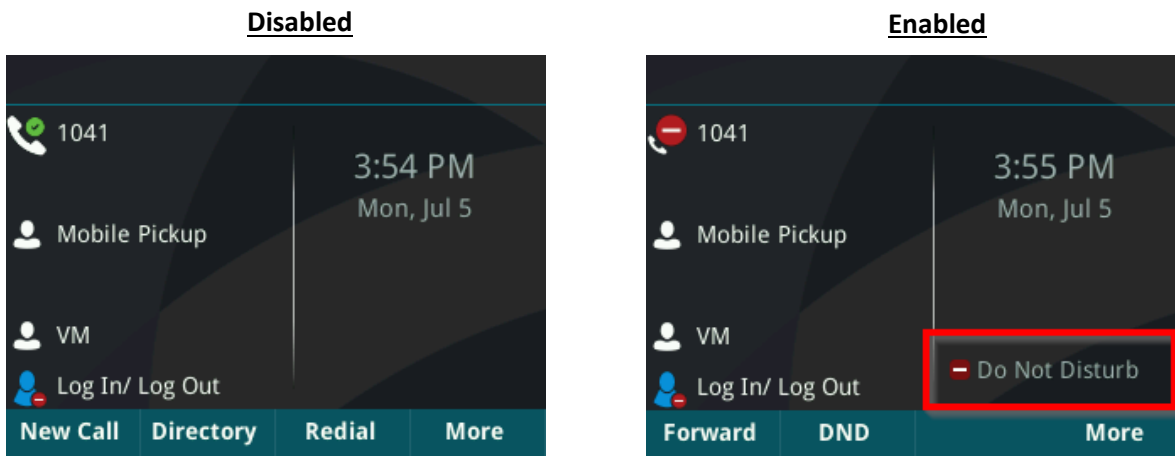
- Press **6** to go to the **Greetings Menu**
- Press **1** to **Record** greetings
 - Enter greeting number to record
 - Record greeting
- Press **2** to **Review** greetings
 - Enter greeting number to listen to
- Press **3** to **Select** greetings
 - Enter greeting number to select as current greeting

Do Not Disturb

- Press **More**, then press **DND**. This automatically turns it on/off.

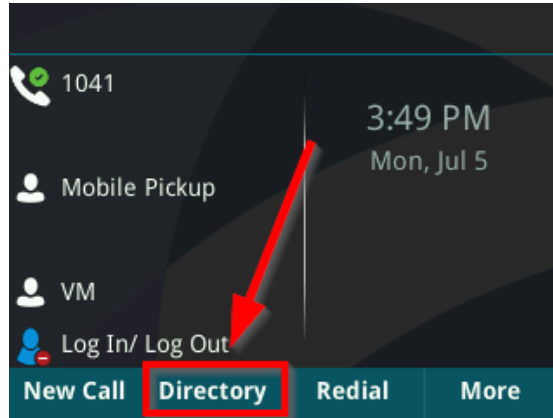


- When **DND** is enabled, the phone will display the words “Do Not Disturb”. When **DND** is disabled, there will be a green circle with a check over the phone like below.

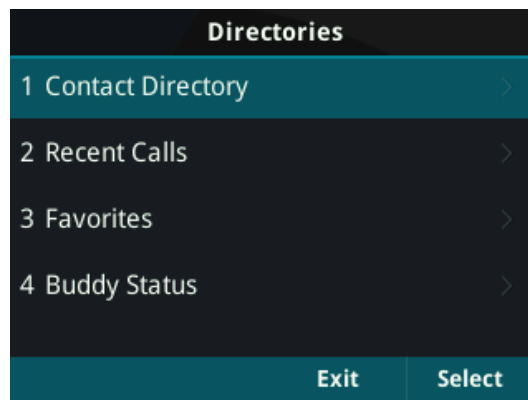


Directory Lookup

- Press **Directory**.



- Directory is split into 4 different categories: **Contact Directory**, **Recent Calls**, **Favorites**, and **Buddy Status**.



1. **Contact Directory** shows all known contacts and allows you to search for contacts.
2. **Recent Calls** show your most recent calls.
3. **Favorites** allows you to select and group your favorite contacts.
4. **Buddy Status** shows the status of all contacts in alphabetical order.