

# Polycom 250 IP Phone

## Quick Reference Guide



- |   |             |               |             |             |
|---|-------------|---------------|-------------|-------------|
| 1. Incoming Call /<br>Voicemail Indicator | 3. Softkeys | 6. Navigation | 9. Hold     | 12. Speaker |
| 2. Line Buttons                           | 4. Softkeys | 7. Back       | 10. Volume  | 13. Mute    |
|   | 5. Home     | 8. Transfer   | 11. Headset |             |

### Make a call



- Do one of the following:
  - Start typing a phone number.
  - Select New Call.
  - Press a line key.
  - Pick up the handset, press “,” or press “.”.
- Enter a number or select a recent contact.
- Select Dial.

### Call a Contact from a Directory

On VVX business IP phones, you can place a call to a contact directly from your directory or you can select contacts in your directory to call from the New Call screen.

- Do one of the following:
  - Select Directories.
  - Navigate to New Call > Directory.
- Choose a directory.
- From your directory, select or search for a contact.
- Select the contact's phone number.
- If the call is not placed automatically, select Dial.

### Answer a call

- Do one of the following:
  - Pick up the handset.
  - Press  or select Answer.
  - Press .
- After you answer the incoming call, the call becomes active.

### Put a call on hold

During an active call, select Hold. If you're in the Calls screen, select the call first. A hold icon is displayed on the line of the held call, and a red LED light flashes on the line key for all phones except VVX 150 phones.

### Resume a Call

You can view and resume all held calls on the phone.

- Do one of the following:
  - Select Resume.
  - From the Calls screen, select the call and select Resume.