

# Poly VVX 500 and 600 Series Quick Reference Guide

These quick tips apply to VVX 500, 501, 600, and 601 business media phones.

## Transferring Calls

A warm transfer involves speaking to the person you are transferring the call to before the transfer is made. A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether they answer.

1. While on a call, press the **Transfer** soft key.
2. Choose **Blind** or **Consultative**.
3. Dial the phone number or extension of the person to which you are transferring.
4. If you chose **Blind**, the call is automatically transferred.
5. If you chose **Consultative**, greet the receiving party and advise them of any important information. Then press the **Transfer** soft key to perform a warm transfer.

## Viewing Recent Calls

To access the Recent Calls list, tap **Directories** from the Home **A** screen, then tap **Recent Calls**.

## Checking Voicemail

You must not have a call on the line when attempting to check your voicemail.

1. Tap **Messages** from the Home **A** screen or dial **\*86**.
2. Tap **Message Center > Connect**.
3. Enter your personal voicemail passcode.
4. Press **1** to listen to new or saved voicemails.



- A** Home / Lines Key
- B** Headset
- C** Speakerphone
- D** Mute
- E** Volume Up / Down