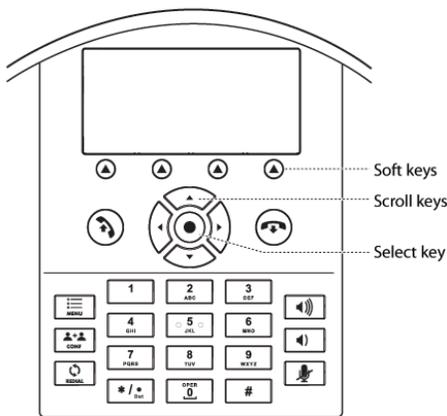


Using the Keys on Your Phone

For many phone functions, you need to press a soft key, scroll key, or the Select key.

The following figure shows the location of the soft keys, scroll keys, and the Select key on your phone console.



- **Using Soft Keys:**
Press a soft key to access a function that displays directly above the soft key.
- **Using Scroll keys:**
Press the **Up** scroll key to scroll through lists and to view speed dial information.
Press the **Right** scroll key to view the Placed Calls list.
Press the **Down** scroll key to scroll through lists and to view the Missed Calls list.
Press the **Left** scroll key to view the Received Calls list.
- **Using the Select key:**
To select an item in a list, scroll to the item, and then press .

Basic Phone Features

Placing Calls

To place a call:

1. Press  .
The message "Video or Phone Call?" displays.
2. To place a video call, press the **Video** soft key. To place an audio-only call, press the **Phone** soft key.
3. Enter the number you want to call.
4. Press  or the **Dial** soft key.

Answering Calls

To answer a call:

>> Press the **Answer** soft key. (If you already have a call, press the **Down** scroll key to select the new call, and then press the **Answer** soft key.)

If you answer a call when you already have a call, a conference is automatically created (if your Polycom HDX system or Polycom RealPresence Group system is set up to handle conference calls).

Ending Calls

To end a call:

>> Press  or the **End Call** soft key.

Muting the Microphones

You can mute the microphone on your phone as well as all the microphones connected to your phone and Polycom HDX system or Polycom RealPresence Group system. You can mute the microphones during a call, or when you don't have a call. When you mute the microphones during a call, you can hear all other parties, but the other parties cannot hear you.

To mute the microphones:

>> Press  on the phone keypad.

To turn off Mute, press  (on the phone keypad) again.



Redialing Numbers

To redial the last number you dialed:

Press .

Rejecting Calls

You can ignore an incoming call (if your system is set up to not automatically answer calls).

To reject a call:

Press the **Reject** soft key. (If you already have a call, press the **Down** scroll key to select the incoming call, and then press the **Reject** soft key.)

Speed Dialing

To quickly dial a contact:

1. Press the **Up** scroll key.
2. From the Speed Dial Info screen, scroll to the person you want to call.
3. Press  or the **Dial** soft key.