










# Polycom VVX410 Quick User Guide





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- Answering Calls** Lift handset or Press Speakerphone  or Key Press Headset Key 
- Transferring Calls** Press Transfer Key,  dial number, press send, announce, hang up, or just hang up. To resume call press Line key.
- Holding Calls** Press Hold Button,  to resume press Line Key.
- Mute Call** Press the Mute Button  to mute and unmute
- Redial** Press Redial, Press Navigation key  to select number, Press Dial
- Directory** Press More, Press DIR, Select Directory with Navigation key  press Select, scroll to find number press Dial
- Conference** When on a call, Press More, Press Conf, dial number, Press Dial, wait till answer, Press More Press Conf
- Call Forward** Call forward all calls \*72 Number Send, Cancel Call forward \*73 Send
- Voicemail** Press Envelope Key,  Dial Passcode press #: To pick up group Voicemails, Press Envelope  Press\* Dial Group extension number Dial Passcode press #.