



Minnesota VoIP Inc.

Voice & Data Specialists

9217 17th Ave. S. Bloomington,

Tel: 612.355.7740 Fax: 952.888.6064

Polycom IP Telephone

COMMON FUNCTIONS

ANSWER A CALL

Lift the handset, or press the speaker button

CALLING INTERNAL EXTENSION

Lift the handset and dial the three digit extension number

CALLING EXTERNAL NUMBER

Lift the handset and dial the full number including area code then press the DIAL or SEND button on your phone. No 1 is needed for long distance. International numbers are dialed with the country code.

PLACE CALL ON HOLD

Press the HOLD key on your phone, then hang up.
**** Holding a call is not the same as parking a call. Holding a call is placing them on hold at YOUR PHONE ONLY.**

PICK UP A CALL FROM HOLD

Lift the handset and Press the flashing line key on your phone or press the resume key in display.

PARKING A CALL

With the handset lifted, press the Orbit 171 or 172 button. Announce the Park Orbit for intended recipient. To retrieve press lit Orbit key or dial code 171 or 172
**** Parking a call makes the call available for others to pick up.**

INTERCOM ANOTHER EXTENSION

Lift the handset. Dial *90 and the 3 digit extension.

PICK UP A PARKED CALL

Lift handset, dial the 3 Digit Park Orbit or press lit Orbit button if available on your phone.

HOW TO PAGE

TRANSFER CALL TO EXTENSION

While on the call, press TRANSFER KEY, dial the extension. Once you hear the line ring, press TRANSFER KEY again. Hang Up.

TRANSFER CALL TO OUTSIDE NUMBER

While on the call, press TRANSFER KEY, dial the 10 Digit Phone Number. Once you hear the line ring, press TRANSFER KEY again. Hang Up.

FORWARD YOUR EXTENSION

Lift handset. Dial *71. Enter the number followed by the # key
Hang up

CANCEL CALL FORWARD

Lift Handset. Dial *72. Hang Up.

TURN ON DO NOT DISTURB

Lift Handset. Dial *78

TURN OFF DO NOT DISTURB

Lift Handset. Dial *79



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VOICE MAIL FUNCTIONS

SETUP VOICE MAIL

PRESS the **Message** button on your telephone.
You will be prompted for your Access Code.
(All access codes are factory set at ????)
You will then be presented with the MAIN Menu of the mailbox.

PRESS (1) To Hear your Messages
PRESS (2) To Change your Access Code
PRESS (3) To Record Your Name
PRESS (4) To Record a Personal Welcome Message
PRESS (5) To Record a Message for another Voicemail Subscriber
PRESS (9) To Select your Mailbox Greeting

LISTEN TO VOICE MAIL FROM YOUR DESK

PRESS the **Message** button, Enter your Access Code
Press **1** to listen to messages.

LISTEN TO VOICE MAIL OUTSIDE OF OFFICE

Dial your Personal 10 Digit telephone number (DID)
When you hear your greeting press * (star)
Enter your Access code.
Dial 1 to listen to messages

TRANSFER CALL TO ANOTHER'S VOICEMAIL

Answer the Call. Press the Transfer button. Dial **8**
then the **3** digit extension you want to transfer to
then press Transfer again to complete.

EXTENSION/ACCOUNT INFORMATION

Your Phone Web Portal - <http://?????????.customer.mnvoip.com>

Your Extension # _____

Account = _xxx_@?????????

Password = ????

- 1.
- 2.
- 3.
- 4.
- 5.