

Polycom IP 601 Quick Reference Guide

Attended Transfers

1. While on the call, press the Transfer button
2. Enter in the extension number or the outside number

Blind Transfer

1. While on the call, press the Transfer button
2. Press the soft 'Blind' key
3. Enter in the extension number or the outside number

Phone Book

1. Press the Directories button. This also gives you call logs

Hold

1. While on a call, press either the soft or hard Hold key.
2. Press the Resume key to continue
3. If multiple calls are on hold, use the up and down arrow to switch between them

Call Lists

1. Press the Directories button
2. Scroll Up or Down to select the desired number

Primary Voicemail Retrieval

1. Press the Messages button
2. Dial your password + #

Accessing Other Voicemail boxes

1. Dial 8500
2. Dial your extension + #
3. Dial your password + #

Do Not Disturb

1. Press Do Not Disturb

Conference Calling

1. While on a call, press the Conference button
2. Dial the extension or external number
3. When the second party answers, press the Conference button again

Call Parking

1. While on the call, press the Transfer button
2. Dial 9000
3. Press the Transfer button again
4. The system will read aloud the extension the call is parked on (9001 – 9050)

Retrieve a Parked Call

1. Dial the extension of the appropriate parked call (9001 – 9050)

Ring Volume

1. Press the “-” or “+” buttons located on the bottom of the keypad

Call Volume

1. While on a call press the “-” or “+” buttons located on the bottom of the keypad



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