

## Polycom IP321/331/335

1. Soft Keys
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4. Scroll Buttons
5. Line 1
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### Call Forward

To forward your phone to another number pick up the handset and dial **\*72** follow the voice instructions.

To cancel the forward pick up the handset and dial **\*73**.

### Call Forward on Busy

To forward to another phone when you are busy pickup the handset and dial **\*90**

Follow the voice instructions

To cancel Call forward on busy pick up the handset and dial **\*91**

### Call Pickup

To pickup another ringing phone dial **\*98** and pickup the handset

### Call Transfer

To transfer a call, press the **Trans** soft key. Enter the number to which you want to transfer the call and press the **Dial** key, as soon as the ringtone is heard or after the party answers, press **Trans** to complete the transfer

### Call Transfer to Voicemail

To transfer a call direct to voicemail, press the **Trans** soft key. Enter **\*55** followed by the number to which you want to transfer the call and press the **Dial** key, as soon as the ringtone is heard or after the party answers, press **Trans** to complete the transfer



## Voicemail

(To access voicemail you will need your voicemail password, which will be a six digit number this will be supplied by Bimotech)

To access your voicemail from your own phone dial your extension number, or **\*62**

Enter your password followed by #

The first time you use voicemail you will be asked to change your password and enter your greeting, once this is complete you can use your voicemail

To access your voicemail from a different extension dial **\*62** and follow the voice instructions.

Once logged in you will be presented with the Voicemail Messaging Menu that includes:

Dial One – Play Messages

Dial Two – Change Busy Greeting

Dial Three – Change No Answer Greeting

Dial Five – Compose Message

Dial Seven – Delete All Messages

Dial \* - Return to the Menu

Dial # - Repeat the options

### **Restarting your Phone**

Occasionally you will be asked to reboot your telephone in order to update features.

To reboot your phone

Press MENU

Dial 3

Dial 1

Dial 4

Then select YES