



# SmartCOMM<sup>®</sup> Cloud Phone System

## Polycom VVX 450 Phone Reference Guide



### LINES

12 lines.

### SOFT KEYS

4 programmable soft keys help you navigate through widgets on screen.



### TRANSFER KEY

During the call press the Transfer key, select Blind with your soft keys, enter the number you want to transfer to, & hit dial.



### MESSAGES KEY

If you have a voicemail the indicator light will flash red. Press the Messages key to listen; enter password, proceed with instructions. Or select the purple Messages widget on the screen to access voicemail in the same way.



### HOLD KEY

Hold your call.



### HOME KEY

Press to return to the Home page or to switch between lines view & widgets view.

### NAVIGATION KEYS

Use the arrows to navigate through the selections on the screen. Press the center circle to select.

### VOLUME KEYS

Adjusts volume.



### HEADSET KEY

Activates hands free for making and receiving calls without lifting the handset.



### SPEAKER KEY

Press to answer or place call over speaker.



### MUTE KEY

Places a call on mute so caller cannot hear you.