

# Poly CCX

## Warm transferring calls

A warm transfer involves speaking with the person to whom you are transferring the call.

- 1 While on a call, press the **Consult** button.
- 2 Dial a number or select from **Call History** or **Contacts**.
- 3 When the recipient answers, select **Complete Transfer** to transfer the call.

## Blind transferring calls

A blind transfer involves transferring the call to another number without speaking to the receiving party, regardless of whether or not they answer.

- 1 While on a call, press the **Transfer** button.
- 2 Dial a number or select from **Call History** or **Contacts**.
- 3 The call transfers as soon as the recipient's line connects.



## Initiating a conference call

- 1 While on a call, press the **Add** button.
- 2 Dial a number or select from **Call History** or **Contacts**.
- 3 Once the recipient answers, select the **Merge Call** button.

## Accessing call history

- 1 Select the three bars in the top left.
- 2 Select **Recent Calls**.
- 3 Select the **All** dropdown to select from **Missed**, **Received**, or **Placed**.

## Checking voicemail

- 1 Dial \*86.
  - 2 Select **Dialpad** to enter your voicemail PIN.
  - 3 Press **1** to listen to new or saved voicemails.
- Or
- 1 Select the three bars in the top left.
  - 2 Select **Messages** toward the bottom of the list.
  - 3 Select **Message Center**.
  - 4 Select from **Urgent**, **New**, or **Old** voicemails.
  - 5 Select **Connect** at the bottom.

### Key

- Consult	- Call History	- Contacts
- Complete Transfer	- Transfer	- Add
- Merge Call	- Dialpad	- Messages

# Answer Phones Manual Guide

**United States Postal Service**

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## **Answer Phones Manual Guide:**

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