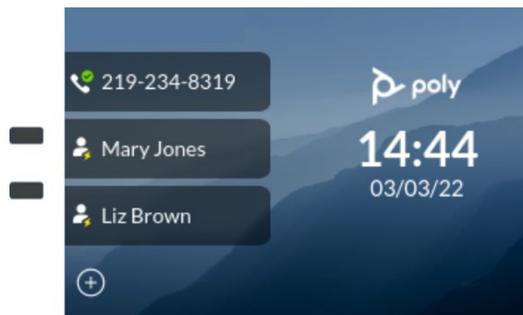




These Quick Tips apply to Poly Edge E Series Phones

Home Screen

Displays menu options for settings and device information for all Poly Edge E Series Phones



Place a Call

You can only have one active call in progress on your phone

» Do one of the following:

To place a call:

- Pick up the handset, enter the phone number, and press **Send**.
- Press  or , enter the phone number, and press **Send**.
- Enter the phone number, press **Dial**, and pick up the handset.
- Enter the phone number and press  or .

- Press the line key, enter the phone number, and select **Send**.
- Select **New Call**, enter the phone number, and press **Send**.

Answer a Call

You can answer a call using the handset, speakerphone, or a headset.

To answer a call:

- » Do one of the following:
- To answer with the speakerphone, press  or press the **Answer** softkey.
 - To answer with the handset, pick up the handset.
 - To answer with a headset, press .

End a Call

You can only end active calls. To end a held call, you must resume the call first.

To end an active call:

- » Replace the handset in the cradle, press  or , or press the **End Call** softkey.

To end a held call:

- 1 Highlight the held call and press **Resume**.
- 2 Press **End Call**.

Hold and Resume a Call

You can have multiple calls on hold and resume a call at any time.

To hold a call:

- » Highlight the call and press the **Hold** softkey or press .

To resume a call:

- » Highlight the call and press the **Resume** softkey or press .

Transfer a Call

You can transfer calls to any contact.

To transfer a call:

- 1 Press and hold the **Transfer** softkey or press .
 - 3 Choose **Blind** or **Consultative**.
 - 4 Dial a number or choose a contact.
- If you chose **Blind**, the call is transferred immediately.
- 5 If you chose **Consultative**, press the **Transfer** softkey or press  after speaking with your contact.

Manage Pages

New pages are automatically added to the Home screen of your phone when you exceed the physical line key limit. Use the **Pagination** key to move between the pages, set the default page, and delete pages when you no longer need them

Move Between Pages

- » Press the **Pagination** key to move between pages 1-4.



Set a Default Home Page

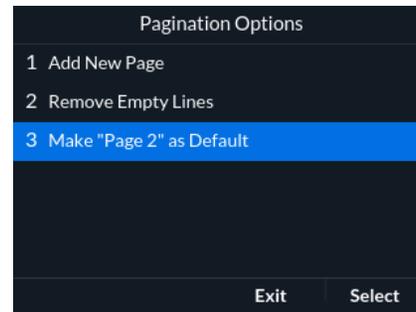
Use the **Pagination** key to set a new Default Home page.

To set a Default Home page:

- 1 Move to the page you want to set as the new Default Home page.



- 2 Long press the **Pagination** key.
- 3 From the **Pagination Options** window, select **Make "Page N" as Default** (where N=new page).



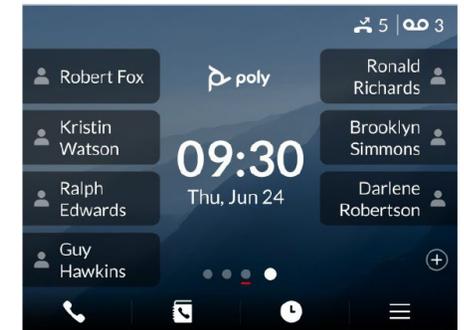
Your new Default Home page displays with a white dot above the page indicator.



View Page Activity

A line displays under the page indicator of a hidden page that has activity. Use the **Pagination** key to access the page.

- 1 Note which page has the activity notification line under the page indicator).



- 2 Move to the hidden page.

Key Overview

1 Hook switch - Holds the handset and ends calls

2 Line keys - Select a phone line, view calls on a line or quickly call a favorite contact.

* Note: Edge B10 and edge B20 phones have two-line keys. Edge B30 phones have four-line keys

3 Back Key - Return to the previous screen

4 Status indicator - Alerts you to changes in the phones status such as missed calls voicemails and call status

5 Page Key - Enables you to navigate between virtual line keys

6 Softkeys - Select context-sensitive keys that display along the bottom of screen.

7 Home key - Display the Home screen from other screens or display the lines and calls screen from the home screen

8 Navigation keys/select key - Scroll through information or options displayed on the phones screen or select field of displayed data

9 Headset key - Place and receive calls through a headset.

10 Speakerphone key - Place and receive calls using

11 Mute key - Mute or unmute the microphone during an active call

12 Dialpad - Enter numbers, letters, and special characters. Use the Dialpad keys to select menu items that have index numbers.

13 Volume key - Adjust the volume of the handset, headsets, speaker, and ringer.

14 Transfer key - Transfer an active call to a contact

15 Hold key - Hold an active call or resume a held call

