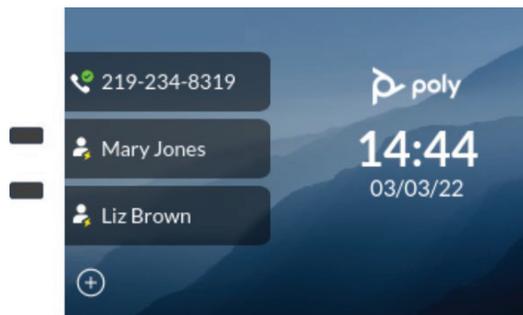




These Quick Tips apply to Poly Edge E Series Phones

## 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

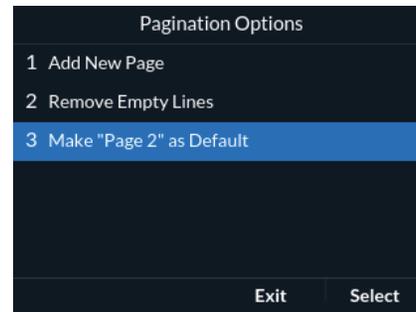
Use the **Pagination** key to set a new Default Home page.

#### 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.

## Manage Speed Dials

Add, delete, and replace Speed Dials to the line keys.

### Add a Speed Dial

You can add speed dials to any empty line key.

### To add a speed dial:

If you need to add or change your speed dial keys please log into the commportal <https://pbx.telesystem.us/commportal/#login.html>

- If you have any issues logging in, please reach us at **888-808-6111** or by email [support@telesystem.us](mailto:support@telesystem.us)

## 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

