

HP Poly Edge Features



Helpful hints on how to use standard features on all HP Poly Edge phones

Feature	Directions
Call Forwarding	<ul style="list-style-type: none">• Press the “Forward” key• Display will show:<ul style="list-style-type: none">◦ Always (all calls are forwarded)◦ No Answer (calls are forwarded when phone is not answered)◦ Busy (calls are forwarded when phone is in use)• Choose ‘Setting’, enter the phone number you’d like to forward calls to, select ‘Enable’<ul style="list-style-type: none">◦ Please note: calls will not go to voicemail when call forwarding is enabled• To directly forward to voice mail use 902-377-7777 as the forwarding phone number
Call History	<ul style="list-style-type: none">• Press the “Callers” key• Display shows history of all calls (missed, incoming and outgoing)• Use the directional buttons to move through the list
Conference Call (3-Way Call)	<ul style="list-style-type: none">• During an active call, press the “More” key followed by the “Conference” key• Dial the number you wish to add to the conference, then press “Conference” key again• All callers are now part of the call
Paging	<ul style="list-style-type: none">• Pick up the handset or select handsfree• Press the “Page” key on the phone• Wait for the tone, and proceed to make the announcement/page
Ring Tone	<ul style="list-style-type: none">• To change your ring tone, press “Home/House” key which will open a menu• Scroll down and select ‘Settings’, followed by ‘Basic’ and then “Ring Type”• Choose the ring tone for the line and press “Select” to save
Speed Dial	<ul style="list-style-type: none">• To create your speed dial contact, press and hold an available key to the right or left of the display screen• A text box will appear on the screen, you can enter the first and last name, then the 10-digit contact number, and press “Save”• Once saved, simply pick up the handset (or use handsfree), and press the ‘Speed Dial’ button linked with the number you would like to call
Transfer	<ul style="list-style-type: none">• During an active call, press the “Transfer” key, and dial the number to which you’d like to transfer the call• Please note the two transfer types:<ul style="list-style-type: none">◦ Warm: ‘Consultative’ will appear on the display, select this option and wait for the call to be answered; introduce the caller, then press “Transfer” to complete the transfer◦ Blind: press the “Transfer” key, dial the number that you’d like to transfer to, then press the “Send” key. The call will be transferred

Note: To return to the main screen, press the “Home/House” key