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.

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 all:
- 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.
5. 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.
Forward a Call
You can forward an incoming call to a contact or forward all incoming calls to a contact.

To forward an incoming call:
1 On the Incoming Call screen, select Forward.

To forward all incoming calls:
2 On the Main Menu screen, select Forward.
3 If you have more than one line, select a line.
4 Choose either Always, No Answer, or Busy.
5 Enter a contact’s number and select Enable.

If you chose No Answer, you can enter the number of rings before the call is forwarded.

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).

Delete a Page
You can delete a page that has been auto-appended.

Prerequisite: Be sure that you’ve removed all speed dials from the page you want to delete. If a page has speed dials, it can’t be deleted.

To delete a page:
1 Press A message displays asking if you want to delete the page.
2 Do one of the following:
   ➢ Select Yes to delete the page.
   ➢ Select No to return to the Home screen.
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:
» Tap + and from the Add Speed Dial menu, do one of the following
  ➢ Enter a name in the Name field.
  ➢ Scroll to Contact and press Select.
    From the Add New Contact menu, enter contact information.
  ➢ Scroll to Directory and press Select.
    From the Add Speed Dial – Directory menu, scroll to the wanted contact, press Select and Add New.
  ➢ Scroll to Search and press Select.
    From the Add Speed Dial – Search menu, enter a name. From the Add Speed Dial – Search Results menu, scroll to wanted contact and press Select.
  ➢ Scroll to Recent Calls and press Select.
    From the Add Speed Dial – Recent Calls menu, scroll to the wanted contact and press Select.

Use Help & Support Menu
Use the Help & Support menu to access help and support information, run diagnostic checks and reports, and get information about your phone.

Access Help and Support Information
Scan a QR code to access help videos, animations, and other documentation from the Help menu of your Poly Edge E series phone. To access help and support information:

1. Go to Main Menu > Help & Support.
2. From the Help & Support menu, select Help.
3. Scan the QR code with a mobile device.
   A URL directing you to additional help and support resources appears.
4. Click the URL to access the web page that contains how-to videos, animations, and other documentation you can access for additional help and support.

Run a Diagnostics Check
You can run diagnostics checks and reports on your phone.

To perform diagnostics checks and run reports:
1. Do one of the following:
   ➢ Go to Menu > Help & Support.
   ➢ Go to Menu > Settings > Diagnostics.
2. Select Run Diagnostics.
3. On the Diagnostics Check screen, do one of the following:
   ➢ Select Yes to run the check.
   ➢ Select Back to return to the Help & Support screen.
4. On the Diagnostics Report screen, do one of the following:
   ➢ Select a report to see detailed information.
   ➢ select Back to return to the Help & Support screen.