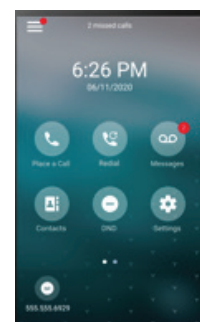# Poly C60
QUICK START GUIDE

Home Screen
Displays menu options, keys and settings

In Call Display
Displays menu options and keys

This guide covers the basic features and operation of the Poly C60 conference telephone.

HOW TO:

✓ Access Voicemail Messages

1. Go to **Main Menu > Messages**.
2. Select **Message Center**.
3. If you have multiple lines on your phone, select the line that has the new message.
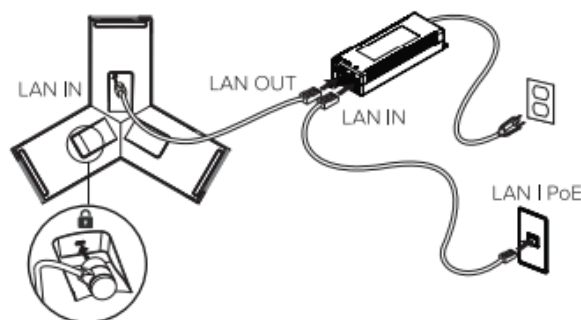4. From the **Messages** screen, select **Connect** and follow the prompts to access your messages.

✓ Mute

Do one of the following:
- Select Mute 🔇
- Select the Mute key on the phone.

✓ View Recent Calls

Home Menu > Recent Calls to view the call lists.

✓ Connect

Place a Call

Do one of the following:

- From the Home screen, tap Place a Call, enter the phone number and tap
- From the Home screen, tap Contacts, select a directory, select a contact and tap Dial.
- From the Home screen, tap Recent Calls and select a contact. The contact is dialed automatically.

Answer a Call

When you receive an incoming call, the phone rings and the Incoming Call screen displays. On the Incoming Call screen, you can choose to answer or reject the incoming call.

Select **Answer** to answer the call.

Hold & Resume a Call

During an active call, select **Hold**.

To Resume a Call, Do one of the following:

- Select Resume.
- From the Calls screen, select the call and select Resume.

Transfer a Call

Consultative Transfer:

1. During a call, select Consult . The phone places the caller on hold while you start the transfer.
2. Dial a number or select a contact from Recent Calls or Contacts.
3. When the recipient answers, speak with them and then select Complete Transfer to transfer the call.

Blind Transfer:

1. During a call, select Consult . The phone places the caller on hold while you start the transfer.
2. Dial a number or select a contact from Recent Calls or Contacts.
3. When the recipient answers, speak with them and then select Complete Transfer to transfer the call.

End Call

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

To End an Active Call:

- Select **Hang Up**

To End a Held Call:

1. Highlight the held call and press resume then select **Hang Up**
2. Press **End Call**

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