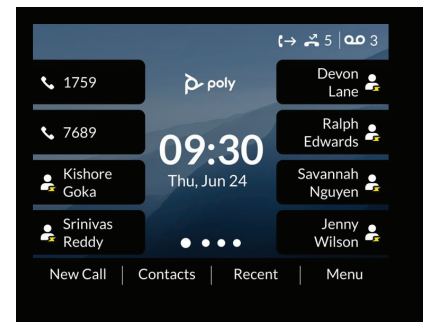


# Poly Edge E350

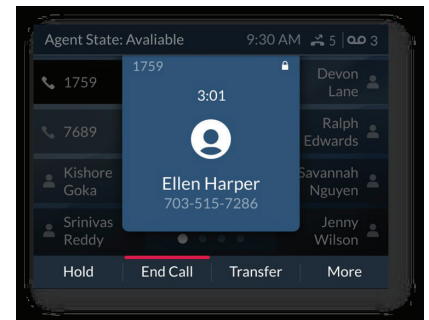
## QUICK START GUIDE



**Home Screen**  
Displays menu options, keys and settings



**In Call Display**  
Displays menu options and keys



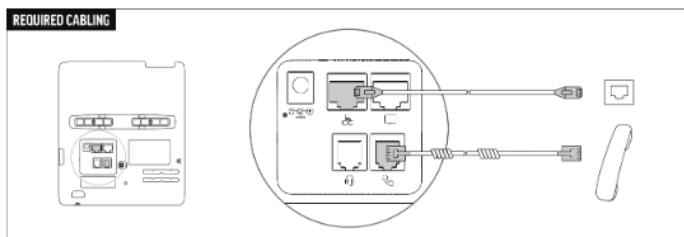
This guide covers the basic features and operation of the Poly Edge E350 business phone.

## 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.

### ✓ Connect



### ✓ View Recent Calls

Press the **Recent Call** softkey  
or  
Go to **Home Menu > Recent Calls**  
to view the call lists.



### ✓ Speed Dial

Speed Dials can only be added to the phone by the Admin or by using the Call Manager.

<https://voice.myastoundphone.net>





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



## Answer a Call

- To answer with the speakerphone, press the **Answer** softkey or .
- To answer with the handset, pick up the handset.
- To answer with a headset, press .




## Hold & Resume a Call

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

To Hold a Call:

- Press the **Hold** softkey or press .



To Resume a Call:

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



## Transfer a Call

Consultative Transfer:

1. Press the Transfer softkey or .
2. Dial a number or choose a contact.
3. Press the Transfer softkey or .
4. After speaking with you contact.

Blind Transfer:

1. Press and Hold the Transfer softkey or transfer key to choose Blind.
2. Dial a number or choose a contact. The call is transferred immediately.



## End 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 the speakerphone or headset key, or press the **End Call** softkey.

To End a Held Call:

1. Highlight the held call and press **Resume**.