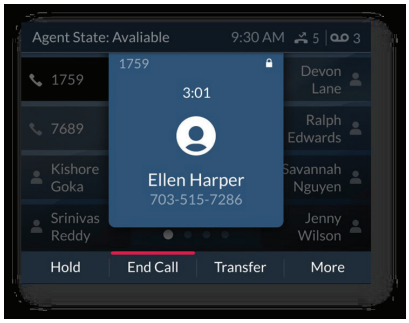
Poly Edge E450
QUICK START GUIDE

This guide covers the basic features and operation of the Poly Edge E450 business phone.

Home Screen
Displays menu options, keys and settings

In Call Display
Displays menu options and keys

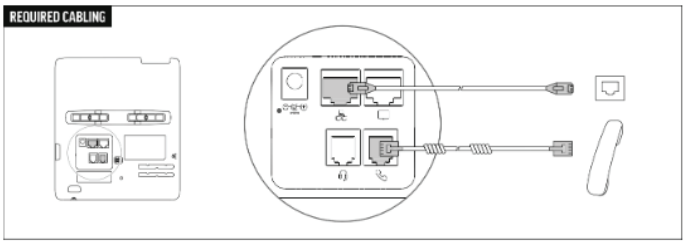


HOW TO:

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**.