

Put a Call on Hold

1. In a call, tap the **three dots**.
2. Tap Put call on hold.

Retrieve

- Tap **Resume** from the Call screen.

Blind Transfer Call

1. In a call, tap **the three dots**.
2. Tap **Transfer**.
3. Tap **Transfer now**.
4. Search for a **contact** and tap the **name**.

Consult Transfer

1. In a call, tap **the three dots**.
2. Tap **Transfer**.
3. Search for a **contact** and tap the **name**.
4. **Consult** with the contact and then tap the **phone** icon.
5. Tap **OK** to confirm transfer.

Join Scheduled Meeting

Join a Meeting from the Calendar Screen

- Tap **Calendar**, then select **Join**.

Check your Voicemail

1. On the **Home** screen, select **Voicemail**.
2. Tap the blue **Play** button to hear the voicemail.

Start a Conference Call

1. Call a **contact**.
2. Tap the **People** icon.
3. Tap **Add people**.
4. Search for the **contact** and tap the **name** when it appears.
5. Tap the **checkmark**.

Forward Incoming Calls

Forward all Incoming Calls

1. On the Home screen, tap **Your profile pic**.
2. Tap **Settings**.
3. Tap **Calling**.
4. Tap **Call forwarding**.
5. Tap **Forward to**.
6. Tap **Contact or number**.
7. Tap **New contact or number**.
8. Search for a **contact** and tap the **name**.

Poly CCX600

Quick Reference Guide

This quick reference guide is intended for the Poly CCX600. For more detailed information about its features, see the UIT document "Poly CCX600 Manual".

Using this Guide

- ◇ Complete numbered items in sequence.
- ◇ Where there are bulleted items, choose only one.

Technology Services and Support

MD Anderson Library Tech Commons

Hours of Operation:

8 a.m. — 8 p.m.

Sunday — Saturday

Text or Call: 713-743-1411

Fax: 713-743-1410

Email: uitsupport@uh.edu

www.uh.edu/uit

Make a Call

1. Tap **Calls** and use the phone **keypad** OR tap **Recent Calls** and choose a contact.
2. Tap **People**, choose a contact and then tap the **phone** icon.
3. Pick up the **Headset**, tap the **Headphone** or **Speakerphone** icon.

Answer a Call

- Pick up the **Handset**.
- Tap the **Speakerphone** icon.
- Tap the **Headset** icon.
- Tap **Accept** on the phone screen.

End a Call

- Return the **handset** to the phone cradle if it was used to make a call – or – press **headset** – or – press **speakerphone**.

View Contact Directory

1. Tap **People** from the Home screen.
2. Tap the **magnifying glass**.
3. Type a **contact name** and tap the **name**.

