

### Pick Up Held Calls

You can place an intercom call to quickly relay a message to a contact.

#### Procedure

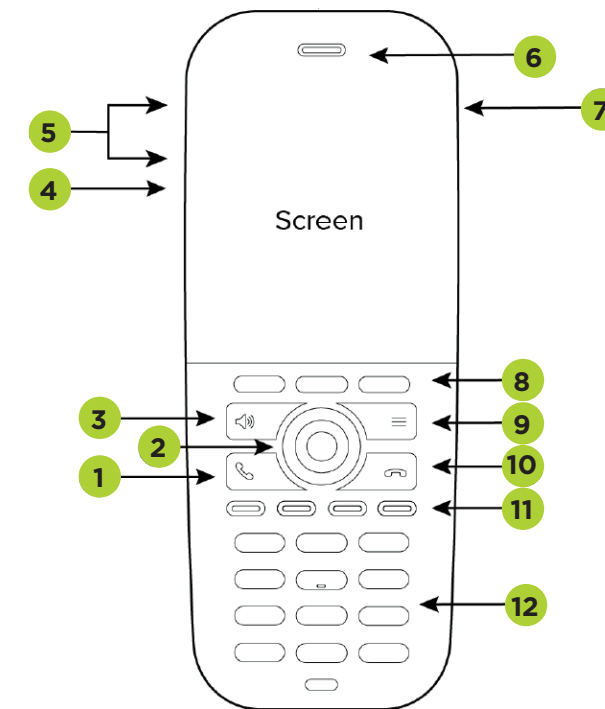
1. Go to Menu > Intercom, then choose the wireless handset you want to connect with.
2. Do one of the following:
  - Press the Speakerphone button.
  - Select Call.
  - Select OK.
3. When you're done with your message, select End.

### Place an Intercom Call During a Call

You can place an intercom call to another contact during an active call.

#### Procedure

1. During a call, go to Options > Hold.
2. Select New Call > Intercom, then choose the wireless handset you want to connect with.
3. When you're done with your message, select End.
4. Resume the held call



- 1 CALL KEY** Place a call, answer a call, or view recent calls.
- 2 NAVIGATION KEYS / SELECT KEY** Scrolls through information or options displayed on the phone's screen. Selects a field of displayed data.
- 3 SPEAKERPHONE key** Place or answer a call using the wireless handset speakerphone, and switch between the speakerphone and the earpiece during a call.
- 4 MUTE KEY** Mute or unmute the microphone during an active call.
- 5 VOLUME KEYS** Adjusts the volume of the handset, headset, speaker, and ringer.
- 6 SPEAKER** Provides ringer, status light, and audio output.
- 7 HEADSET PORT** Connect a headset to the phone.
- 8 SOFT KEYS** Enables you to select context sensitive keys that display along the bottom of the screen.
- 9 MENU KEY** Press to view the menu.
- 10 END KEY** Hang up a call or cancel the handset software update. Press and hold to power the wireless handset on or off.
- 11 FUNCTION KEYS** Select to perform programmed functions. Check with your system administrator for the functionality of this feature in your company's deployment. Getting Started with Poly Rove DECT IP Phones 6.
- 12 DIALPAD** Enables you to enter numbers, letters, and special characters. You can also use the dialpad keys to select menu items that have index numbers.

### ▶ Forwarding Calls on an Extension

1. With the handset on the hook dial \*72 followed by the 10-digit number. (\*72XXX.XXX.XXXX)
2. The phone will call the provided number and enable call forwarding once the end user has picked up.  
After the initial setup, use \*73 to deactivate forwarding.

**Note:** You can use \*72 alone to enable forwarding again to the same number that you previously entered.

### ▶ Access Voicemail Messages

You can access and listen to new voicemail messages from the wireless handset.

#### Procedure

1. Go to Menu> Messages and follow the menu prompt for setting up and/or listening to voice messages.
2. If you wish to check your messages from another phone, dial \*15 on the keypad and follow the menu prompts.

### ▶ Initiate a Conference Call

You can initiate a conference call with up to two contacts.

#### Procedure

1. Call your first contact.
2. During the call, go to Options > Conference. The first call is placed on hold.
3. Enter a number or select a contact from a directory or the recent calls list.
4. Go to Options > Conference.

The two calls are joined into a conference call.

#### Join Calls to Create a Conference Call

You can join one active call and one held call into a conference call.

#### Procedure

1. When you have an active call and a held call, go to Options > Conference.
2. Select "Select."

The phone joins the calls into a conference call. If you have multiple held calls, the other held calls on the line remain held.

#### Split a Conference Call

When you split a conference, you end the conference call and place the other two people on hold. After you split a conference call, you can resume one of the held calls.

#### Procedure

- During a conference call, select Split.

The conference call ends, and phone places the two participants on hold in two separate calls.

### ▶ Transferring Call

You can transfer a call to another wireless handset, to a directory contact, or to a designated number.

#### Transfer a Call to Another Wireless Headset

You can transfer a call on your wireless handset to another contact to enable someone else to take the call or to resume the call on another handset.

#### Procedure

1. During a call, select Options > Transfer.
2. Enter a number or select a contact from a directory or the recent calls list.
3. Select Call.
4. Talk with your contact, then select Options > Transfer again to complete the transfer.

#### Blind Transfer a Call to a Contact

Blind transferring a call sends the call to another contact without your speaking to the contact first.

#### Procedure

1. During a call, select Options > Blind Transfer.
2. Enter a number or select a contact from a directory or the recent calls list.
3. Select Transfer.

The phone transfers the call when the contact answers the call.

### ▶ Holding and Resuming Calls

When you are in a call, you can place an active audio call on hold and resume the call.

#### Hold a Call

You can place up to two active calls on hold at any time.

#### Procedure

- During a call, select Options > Hold.

#### Resume a Call

You can resume any held call on the wireless handset.

#### Procedure

- Select Options > Resume.

### ▶ Parking Calls

When you park a call, you can put the call on hold and resume it on another wireless handset. You can park a call locally on the Rove base station or in a parking lot on your service provider's network, if available. You can retrieve a parked call on a wireless handset by entering a dedicated retrieval code. This feature is only available for lines registered with a service that supports call park.

#### Park a Call on an Extension

You can park active calls from your wireless handset directly onto a contact's line extension. When you park a call on an extension, the call is moved from the handset's line, and the phone notifies the contact that a call is parked.

#### Procedure

1. During the call, go to Options > Call Park.
2. Enter the extension where you want to park the call. For example, enter 6889.
3. Select Park.

### Retrieve a Call Parked on an Extension

You can retrieve a parked call from any phone or wireless handset on the network.

#### Procedure

1. If function key is configured for call park, the key will be lit up red, press the indicated soft key to retrieve the parked call.

OR

1. Parked call icon will appear in the middle of screen, click top middle function to pull up the parked call.
2. Press Pick up to initiate the call again.

### ▶ Barge In

You can barge in on an active call on another wireless handset on the shared line.

#### Procedure

1. During an active call, select Lines.
2. Choose the shared line that contains the active call.
3. Go to Options > Barge In.

#### Pick Up Held Calls

When you place a call on hold on a shared line, you can pick up and resume the call from your wireless handset.

#### Procedure

1. On the wireless handset, select Lines.
2. Choose the shared line that contains the held call.
3. Go to Options > Resume.

### ▶ Placing Intercom Calls

Intercom calls enable you to place a call to a contact that the contact's phone answers automatically as long as the contact isn't in an active call. If the contact is in an active call, the contact can choose to answer the intercom call, or the phone answers the intercom call automatically after the active call ends.