Figure 1: Poly Edge B Series Hardware
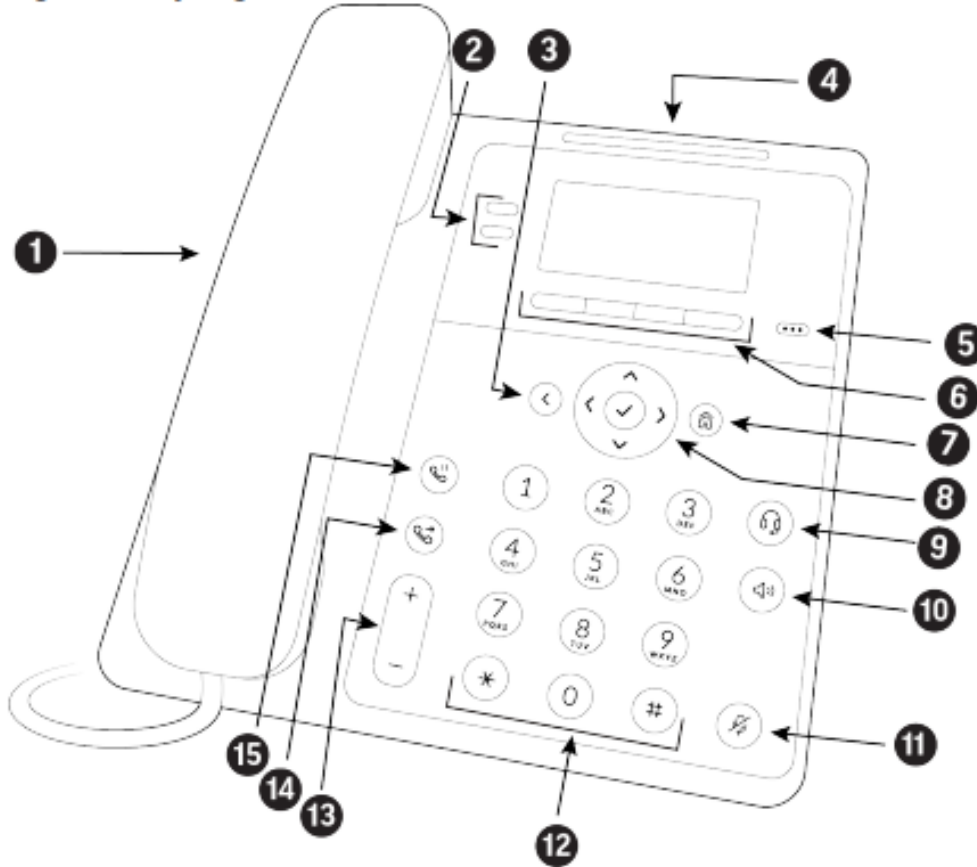
1	Hook switch	Holds the handset and ends calls.
2	Line keys	Select a phone line, view calls on a line or quickly call a favorite contact. Note: Edge B10 and edge B20 phones have two-line keys. Edge B30 phones have four-line keys
3	Back Key	Return to the previous screen
4	Status indicator	Alerts you to changes in the phones status such as missed calls voicemails and call status
5	Page Key	Enables you to navigate between virtual line keys
6	Softkeys	Select context-sensitive keys that display along the bottom of screen.
7	Home key	Display the Home screen from other screens or display the lines and calls screen from the home screen
8	Navigation keys/select key	Scroll through information or options displayed on the phones screen or select field of displayed data
9	Headset key	Place and receive calls through a headset.

10	Speakerphone key	Place and receive calls using
11	Mute key	Mute or unmute the microphone during an active call
12	Dialpad	Enter numbers, letters, and special characters. Use the Dialpad keys to select menu items that have index numbers.
13	Volume key	Adjust the volume of the handset, headsets, speaker, and ringer.
14	Transfer key	Transfer an active call to a contact
15	Hold key	Hold an active call or resume a held call

Placing Calls Place calls on Edge B Series IP phones in numerous ways

Place a Call Make basic calls by using the handset, speakerphone, or headset.

Procedure » Do one of the following:

- Lift the handset from the cradle, enter the number, and press the Dial softkey.
- Enter a number using the dial pad, then press the speakerphone button.
- Enter a number using the dial pad, then press the headset button.

Answering Calls

When you receive an incoming call, you can choose to answer the call-in various ways, including answering calls automatically and answering a call while you're already in a call.

Answer an Incoming Call

When you receive an incoming call, the phone rings and the Call screen displays. Answer the incoming call using a variety of methods.

Do one of the following:

- Pick up the handset.
- Press the speakerphone button.
- Press the headset button.
- Press the call key to which the incoming call is assigned.
- Press the Answer softkey.

Answer a Call When in a Call

When you're in an active call and an incoming call arrives on the same or a different line, a call waiting tone beeps and the Incoming Call screen displays.

Do one of the following:

- Press the Answer softkey.
- Press the call key to which the incoming call is assigned. The active call goes on hold, and the incoming call becomes active.

Holding and Resuming Calls

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

Hold a Call

While a call is connected, place the call on hold.

- Press the Hold softkey. This holds only the highlighted call on the screen.
- Press the Hold feature key. This holds all calls that are in a holdable state.

Resume a Call View and resume a held call

- Press the Resume softkey. This resumes only the highlighted call on the screen.
- Press the call key that hosts the call to resume. This resumes the call only if it is in the holding state.

End a Call

End active calls at any time.

To end a held call, resume the call and then end it.

1. On the Calls screen, highlight the call.
2. Press the End softkey.

Enable Do Not Disturb

Enable Do Not Disturb (DND) when you don't want calls to interrupt you. Procedure:

1. Do Not Disturb.
2. Press the Enable softkey.

Transferring Calls

Transfer a call to another contact and choose the transfer type you want to use for the call.

1. Select a highlighted entry on the Calls screen.
2. Do one of the following:
   a. Press the Trnsfr softkey.
   b. Press the Blind Transfer softkey.

Cancel a Transfer

If a contact doesn't answer the transfer or if you want to remain speaking with the contact on your line, cancel the transfer before it completes.

Do one of the following:

- Select Home.
- Press Back .

The call doesn't transfer and becomes active.

Call Park and Call Retrieve

To park a call, while on the call, blind transfer the caller to one of the available call park orbit extensions.

For example, extension 901 (blind transfer to extension 901)

To retrieve the parked call, dial **96 plus the orbit extension where the call is parked. For example, a call parked on extension 901 you would dial** *96901 and then dial

Conference Calls

When you initiate a conference call, you can manage conference participants, join calls into a conference, or split your conference into individual calls.

Start a Conference Call

The phone supports five-way conferencing using local bridging. All connected parties are available after you start the conference call.

1. Call a contact.
2. When the contact answers, press the Conference softkey.
3. Call additional contacts.
4. When the contacts answer, highlight the held call on the Calls screen and select Cf now.