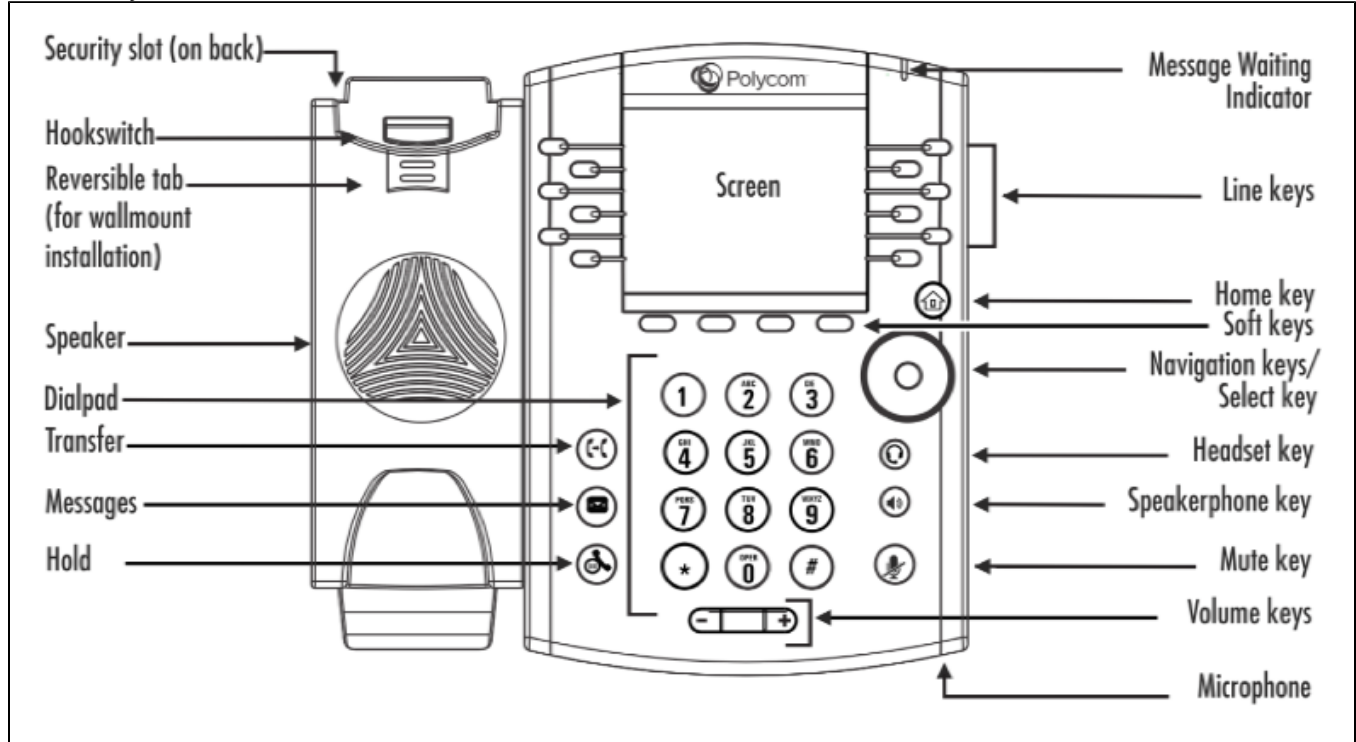




Desk Phones

Summary



Feature	Description
Speaker	Provides ringer and hands-free (speakerphone) audio output.
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.
Security slot	The connector on the back of your phone that enables you to attach a laptop cable lock to your phone so you can secure it to a desktop.
Home key	Press  from any screen to display Home view. From Home view, press  to display other phone views.
Screen	The 3.5-inch diagonal screen is backlit.
Navigation keys/Select key	Scroll through displayed information or options. Select a field of displayed data.
Headset key	Enables you to place and receive calls through a headset. The key glows green when an analog headset is activated.
Speakerphone key	Enables you to place and receive calls using the speakerphone. The key glows green when activated.
Mute key	Mutes local audio during calls and conferences. The key glows red when activated.
Volume keys	Adjust the volume of the handset, headset, speaker, and phone's ringer.
Microphone	Transmits sound to other phones.

If a phone is malfunctioning (buttons not responding, echo in the handset, can't make/receive calls), you can hold the 1-3-0 keys when not on the phone to reboot it. If the issue is still occurring, please contact the Help Desk with details of the problem, the extension and location of the phone, and the name of caller.

Desk Phone requests should go through the [Desk Phone Request](#) on our service site (JIRA). This form can be used to update an existing phone to a new employee as well. Just list the existing extension of the phone to be changed to the new employee in the comments section of the form.

- [Using your Polycom Phone](#)
- [Voicemail](#)
- [Evolve IP OSSmosis Personal Portal](#)