

# Polycom VVX 250 Phone

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The Polycom VVX 250 phone is easy to use. Below are some simple videos on how to use it [Polycom VVX 250 Quick Tips](#) are also available in PDF format.

## *Before using your phone, you need to activate it*

Here's how. Remember, you need to have the phone plugged into a network connection that provides access to the internet and offers Power Over Ethernet (POE). If you don't have POE, then you need to get a power adapter.

## *Make and answer calls*

Remember, you don't need to dial a "9" or other access code to dial an external number. Just dial the number. Also, while you can use extensions to dial people, using the UC client directory to find the number is much faster.

## *How to hold a call and call waiting*

*Make a blind transfer*

*Make to make a warm transfer*

### *How to make a conference call*

Remember, ad-hoc conference calls are 3 party. Use Virtual Office Meetings for multi-party conferences. These can be audio only, content sharing, or video.

### *How to access voicemail*

### *Use the contact directory*

The phone also has a built-in company directory of all users. It's usable in the same way as the contact directory.

*Add a speed dial to your phone*