

# Polycom VVX 400-Series Phone

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The Polycom VVX 400-series phone is easy to use. Below are some simple videos on how to use it. [Quick User Guide](#) is 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 calls 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.

*Hold and resume*

*Make a blind transfer*

*Make a warm transfer*

*Create a three way 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.

*Check 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*

