POLYCOM

TOGETHER, GREAT THINGS HAPPEN.

SoundPoint® IP 32x/33x

Quick User Guide

Basic Phone Features
Customizing Your Phone

Applies to phones running Polycom UC Software 3.3.0 or later.

The content in this guide may vary depending on phone configuration. Particulars and menu options may vary. For detailed information please consult the comprehensive SoundPoint IP 32x/33x User Guide available at: www.polycom.com/support/voice/documentation/

NAVIGATION

Scrolling: ▲ or ▼
Step in/out of menus, toggle enabled/disabled: ▶ or ◀
Enter/Select: ●
Back/Delete: ⊗

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BASIC PHONE FEATURES

PLACING A CALL

Using the Handset:
Pick up the handset, and then dial the number. Or, dial the number first, and then pick up the handset.

Using the hands-free Speakerphone:

- With the handset on-hook, press ●, any assigned line key, or the **NewCall** soft key. Then, enter the number.

or

- Dial the number, and then press ● or Dial.

Using the optional Headset:

- With the headset connected, press ○, any assigned line key, or the **NewCall** soft key.

or

- Dial the number, and then press ○.

During a call, you can alternate between modes by pressing ● or ○ or picking up the handset.

ANSWERING A CALL

Handset: Pick up the handset.

Speakerphone: Press ●, the line key, or the **Answer** soft key.

Headset (optional): Press ○.

*Incoming calls may be denied by pressing the **Reject** soft key during ringing.*

ENDING A CALL

Press the **EndCall** soft key or the line key corresponding to the line. Or, depending on the call mode, press ●, press ○, or hang up the handset.

REDIAL

Press Redial to display the Placed Call list. Scroll to select the desired recipient and press Redial again.

MICROPHONE MUTE

During a call, press ●. Mute applies to all modes. You can hear all other parties while Mute is enabled, but other parties cannot hear you.

To un-Mute, press ● again.

CALL HOLD AND RESUME

During a call, press Hold.

Press Hold again, the **Resume** soft key, or the line key to resume the call.

LOCAL CONFERENCE CALLS*

To create a three-way local conference call:

1. Connect to the first party.
2. Press the **Conf** soft key to create a new call (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers, press the **Conf** soft key again to join all parties in the conference.

Conference Behavior:

- Placing the conference call on hold will place the other conference parties on hold.
- Pressing the **Split** soft key will split the conference into two separate calls on hold.
- A conference may be created between an active call and a call on hold by pressing the **Join** soft key.

DO NOT DISTURB (DND)†

Press Menu and select **Features** > **Do Not Disturb** > **Enable** to prevent the phone from ringing for incoming calls. An icon appears for all lines to confirm that DND is enabled.

Press Menu and select **Features** > **Do Not Disturb** > **Disable** to turn Do Not Disturb off.

CALL TRANSFER

1. During a call, press the **Trans** soft key (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press the **Trans** soft key to complete the transfer.

*Press the **Blind** soft key to transfer the call without speaking to the second party.*

*Transfer can be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.*

CALL FORWARDING†

To enable call forwarding:

1. Press Menu and select **Features** > **Forward**.
2. Select a **Forwarding Type**. Forward **Always**, on **No Answer**, or on **Busy**.
3. For all types, enter a number to forward all future calls to.

For **No Answer**, enter the number of rings before forwarding.

4. Press the **Enable** soft key to confirm Call Forwarding. A moving arrow icon appears for that line.

To disable call forwarding:
Perform steps 1 and 2, but select **Disable**.

Call forwarding is not available on shared lines.

* - Optional feature. Must be configured from the call server.
† - Dependant on call server configuration.
‡ - Behavior will vary if this feature is configured from the call server.

Soundpoint Ip 331 User Guide

Michael F. Finneran

Soundpoint Ip 331 User Guide:

VOIP - A practical guide for the non-telephone engineer Joe Yeung,2015-05-04 This is a practical guide for business and IT managers on implementing a Voice over IP telephone system **Standard and Poor's MidCap 400 Guide** Standard & Poor's,2001-12 What do individual investors money managers analysts brokers and financial writers and editors have in common All turn to Standard Poor s a division of the McGraw Hill Companies for securities information that is second to none S P s Guides totally updated for 2002 deliver the same data and analyses used by today s top investment professionals Each book puts these unique features at the reader s fingertips Vital data on earnings dividends and share prices Key income and balance sheet statistics Exclusive S P buy sell or hold recommendations for each stock Exclusive S P outlook for every stock s price Computer generated screens showing superior stock picks in different categories Company addresses and numbers and names of top officers Key information on America s medium size fast growing companies **Voice Over WLANS** Michael F. Finneran,2011-04-08 For networking and RF wireless engineers and graduate students who want a solid overview of voice over WLANs VoIP technology wireless local area networks voice over internet protocol this book covers voice coding packet loss delay and jitter and echo control and shows how to combine both WLAN and VoIP technology to create effective voice over WLAN systems Finneran also describes how to integrate voice over WLAN systems with cellular networks This is not just another WLAN only book nor a VoIP only book instead it integrates both topics into a coherent whole Gives complete details on integrating voice and data services on WLANs including wide area networks Explores quality of service QoS and security issues Step by step descriptions of how to plan and implement voice over WLAN networks

Signal ,2004 *Guide to the World Dental Industry* ,2003 Standard & Poor's Stock Reports ,2010-03

Bloomington/Spencer White & Yellow Pages ,2002 Bloomington Elletsville Gosport Lake Monroe Nashville Patricksburg Poland Smithville Spencer Stanford Cloverdale Ninevah Trafalgar White pages coverage only for Morgantown **F&S Index United States Annual** ,1999

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