



### Quick Reference Guide for Polycom\* SoundPoint IP\* 550/560, 650/670

Voice over Internet Protocol (VoIP)

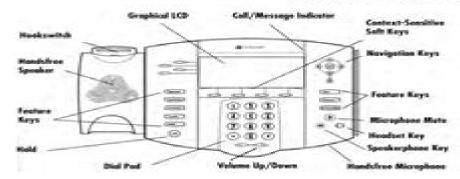




#### SoundPoint\* IP 550/560 and 650/670

The SoundPoint\* IP 550/560 model can display up to four line appearances, while the SoundPoint\* IP 650/670 model offers up to six line appearances.

This guick reference guide applies to standard phone configurations. Menu options and functionality may vary based on the actual phone setup. Comprehensive SoundPoint\* IP 550/560 and SoundPoint\* IP 650/670 user guide are available at: doit missouri edultelecom/volp.



There are four content-sensitive soft keys across the bottom of your phone's LCD display. Soft keys: change based on the current state of the phone (lidle, ringing, active call, etc.) and by what optional features are installed on the phone. Soft keys commonly provide the following options:

Jickin.

Standing.

Answer incoming call via speaker phone American . Billionet Transfer call without annoucement Continue Althoropation to the production builder End Call. Disconnect an active call. Set up call forwarding Florrestandi. Howell Place active call on hold

Combine calls into a conference call New Call Phace a new call Decline to answer incoming Pletie ct. Renume Rietrieve a held call. Divide a conference call Attenuative to the transfer button

#### NAVIGATION KEYS

- Press (F) or (R) to scrott.
- Press (ii) or (iii) to step in/out of menus or toggle emaibled/disabled.
- Press @ for enter or select.
- Press (6) for back or delete.

#### CALL LISTS

#### From the idle screen:

- Press @ for Speed Dial.
- Press (ii) for Missed Calls.
- Press (i) for Received Calls.
- Press (R) for Placed Calls.

#### Speed Dist List

Charles and the second Colf Link



#### Missed Call List

 Alternately, press (Frener ) followed by Call Lists and Missed, Received, or Placed Calls. are descioned.

Content stored in call lists is deleted when the phone loses power or is rebooted.

#### PLACING A CALL

#### Local Calls:

Dial the 7-digit phone number.

#### Long Distance Calls:

· Dial the 10-digit phone number. You will be prompted to enter your long-distance authorization code.

#### Using the Handset:

 Pick up the handset, and then dial the number. Alternatively, 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 New Call soft key. Then, enter the number.
- Dial the number, and then press (\*) or the Dial work kery.

#### Using the optional Headset:

- With the headset connected, press \(\Omega\), any. assigned line key, or the New Call soft key. 4540
- Dial the number, and then press (1).

During a call, you can alternate between modes by pressing @ or Q or picking up

#### ANSWERING A CALL

Handset: Pick up the handset. Speakerphone: Press (4), the line key, or the Answer soft key. Headset (optional): Press (1)

Incoming calls may be ignored by pressing the Reject soft key or [a walliams] during minigrings.

#### CALL WAITING

#### To answer a call waiting call:

- 1. Press @ to highlight the call.
- 2. Press the Answer soft key.
- 3. The original call is now on hold and you are connected with the new call.

You can toggle between calls by using the (A) or (A) and pressing the Resume soft key. You can also conference the calls together by pressing the John soft key:

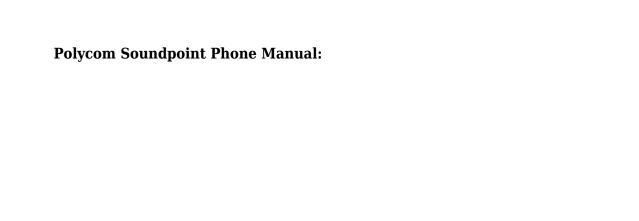
#### ENDING A CALL

Press the End Call soft key or, depending on the call mode, press (4), press (1), or hang up the Insundset.

Continued on the next page.

# **Polycom Soundpoint Phone Manual**

Shasha Hu



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