



# Polycom SoundPoint IP 32x/33x

## Quick User Guide



### Basic Phone Features Customizing Your Phone

Application phone: [www.polycom.com/phones/ip32x33x](http://www.polycom.com/phones/ip32x33x)

The contents of this guide may vary depending on phone configuration. Particulars and more information may be obtained from the phone manual. The comprehensive SoundPoint® 32x/33x User Guide available at: [www.polycom.com/phones/ip32x33x](http://www.polycom.com/phones/ip32x33x)

### REGISTRATION

Scrolling or :  
Step 1: Press to enter the registration menu.

Enter Select:   
Back/Cancel:

### OTHER PHONE FEATURES

#### PLACING A CALL

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

#### Using the hands-free Speakerphone

- With the handset on-hook, press or any assigned line key, or the **Redial** softkey. Then, enter the number.
- Or
- Dial the number, and then press or .

#### Using the optional Redial:

- With the handset on-hook, press or any assigned line key, or the **Redial** softkey.
- Or
- Dial the number, and then press .

During a call, you can alternate between modes by pressing or or by toggling the handset.

#### ANSWERING A CALL

**Handset:** Pick up the handset.

**Speakerphone:** Press or the line key or the **Answer** softkey.

**Redial:** (optional) Press .

Incoming calls may be directly answered by pressing the **Direct** softkey during ringing.

#### ENDING A CALL

Press the **EndCall** softkey or the line key corresponding to the line. Or, depending on the call mode, press or or or .

#### REDIAL

Press to display the **Redial** Call log. Select the selected desired recipient and press again.

#### MICROPHONE MUTE

During a call, press . Mute applies to all modes. You can hear either better while Mute is enabled, including parties connected to you.

To re-Mute, press again.

#### CALL HOLD AND RESUME

During a call, press .

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

#### LEGAL CONFERENCE CALLS<sup>1</sup>

To create a three-way legal conference call:

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

- Placing the conference call on hold will place the other conference parties on hold.
- Pressing the **Split** softkey 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** softkey.

#### DO NOT DISTURB (DND)<sup>2</sup>

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

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

#### CALL TRANSFER

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

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

Transfer can be automatically established by pressing the **Cancel** softkey. The original call is resumed.

#### CALL FORWARDING<sup>3</sup>

To enable call forwarding:

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

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

4. Press the **Enable** softkey to enable 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 short lines.

<sup>1</sup> Conf. feature. Feature is dependent on the call plan.

<sup>2</sup> Dependent on call center configuration.

<sup>3</sup> Feature is only available if feature is configured for the call center.

# Polycom Soundpoint Ip 33user Guide

**Thomas Griffiths**



## **Polycom Soundpoint Ip 33user Guide:**

This book delves into Polycom Soundpoint Ip 33user Guide. Polycom Soundpoint Ip 33user Guide is a vital topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Polycom Soundpoint Ip 33user Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
    - Chapter 1: Introduction to Polycom Soundpoint Ip 33user Guide
    - Chapter 2: Essential Elements of Polycom Soundpoint Ip 33user Guide
    - Chapter 3: Polycom Soundpoint Ip 33user Guide in Everyday Life
    - Chapter 4: Polycom Soundpoint Ip 33user Guide in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, this book will provide an overview of Polycom Soundpoint Ip 33user Guide. The first chapter will explore what Polycom Soundpoint Ip 33user Guide is, why Polycom Soundpoint Ip 33user Guide is vital, and how to effectively learn about Polycom Soundpoint Ip 33user Guide.
  3. In chapter 2, the author will delve into the foundational concepts of Polycom Soundpoint Ip 33user Guide. The second chapter will elucidate the essential principles that must be understood to grasp Polycom Soundpoint Ip 33user Guide in its entirety.
  4. In chapter 3, the author will examine the practical applications of Polycom Soundpoint Ip 33user Guide in daily life. The third chapter will showcase real-world examples of how Polycom Soundpoint Ip 33user Guide can be effectively utilized in everyday scenarios.
  5. In chapter 4, the author will scrutinize the relevance of Polycom Soundpoint Ip 33user Guide in specific contexts. The fourth chapter will explore how Polycom Soundpoint Ip 33user Guide is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, the author will draw a conclusion about Polycom Soundpoint Ip 33user Guide. This chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Polycom Soundpoint Ip 33user Guide.

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## **Table of Contents Polycom Soundpoint Ip 33user Guide**

1. Understanding the eBook Polycom Soundpoint Ip 33user Guide
  - The Rise of Digital Reading Polycom Soundpoint Ip 33user Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Soundpoint Ip 33user Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Polycom Soundpoint Ip 33user Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Soundpoint Ip 33user Guide
  - Personalized Recommendations
  - Polycom Soundpoint Ip 33user Guide User Reviews and Ratings
  - Polycom Soundpoint Ip 33user Guide and Bestseller Lists
5. Accessing Polycom Soundpoint Ip 33user Guide Free and Paid eBooks
  - Polycom Soundpoint Ip 33user Guide Public Domain eBooks
  - Polycom Soundpoint Ip 33user Guide eBook Subscription Services
  - Polycom Soundpoint Ip 33user Guide Budget-Friendly Options
6. Navigating Polycom Soundpoint Ip 33user Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Polycom Soundpoint Ip 33user Guide Compatibility with Devices
  - Polycom Soundpoint Ip 33user Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom Soundpoint Ip 33user Guide
  - Highlighting and Note-Taking Polycom Soundpoint Ip 33user Guide
  - Interactive Elements Polycom Soundpoint Ip 33user Guide

8. Staying Engaged with Polycom Soundpoint Ip 33user Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom Soundpoint Ip 33user Guide
9. Balancing eBooks and Physical Books Polycom Soundpoint Ip 33user Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Polycom Soundpoint Ip 33user Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Polycom Soundpoint Ip 33user Guide
  - Setting Reading Goals Polycom Soundpoint Ip 33user Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Polycom Soundpoint Ip 33user Guide
  - Fact-Checking eBook Content of Polycom Soundpoint Ip 33user Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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