

Quick Reference Guide

Model: SimplePhone SP-400



Key	Description
1 Message Waiting Indicator	Indicates when you have messages.
2 Line Indicators	Multi-line LCD displays the type of call and indicates when calling line is busy.
3 Line / Speed Dial	Press these buttons to access up to three phone extensions or speed dial.
4	Speed Dial/Speed Information or options
5	Select a No-CO display mode
6 SpeedPhone Button	Toggle the phone for speedphone mode.
7 Feature Buttons	Access important features using these buttons.
8	Access phone features and customization.
9	Access hold key.
10	Access most recently dialed party.
11 Microphone Mute	Toggle the phone's handset on or off.
12 Handset Microphone	Phone's microphone for handset/speakerphone call. Place the phone on a table for optimal best results.
13 Volume Keys	Adjust the volume of the handset, headset, ring and speakerphone.
14 Repeat	Repeat the digits before and after the number in a number sequence.
15 Headset Button	Toggle the headset mode for the optional headset.
16 Hold Button	Place a call on hold or resume a hold call.
17 Answer	For single and multi-line auto-answering.
18 Redial Key	Auto redial automatically re-dialing last number entered. Features, shows information about calls, messages, call logs, time, date and other system info.
19 LCD Screen	Shows information about calls, messages, call logs, time, date and other system info.
20 Headset	When the handset is returned to the cradle, the caller is depressed to hang up the call (off).

Basic Features

To Place a Call

- 1. Lift the handset, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then lift the handset.
- 2. Press the **Call** button, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then press the **Call** button.
- 3. Press the **Call** button, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then press the **Call** button.

To Answer a Call

- 1. Lift the handset to answer the call.
- 2. Press the **Call** button **-OR-** press the **Answer** soft key **-OR-** press the **Waiting Line** key.
- 3. Press the **Call** button **-OR-** with the handset mode activated, press the **Answer** soft key **-OR-** with the handset mode activated, press the **Waiting Line** key.

To Repeat a Call

- 1. Press the **Repeat** soft key—the call will immediately be connected to the voice mail configured for the ringing extension.

To End a Call

- 1. Hang up the handset **-OR-** press the **End Call** soft key.
- 2. Press the **Call** button **-OR-** press the **End Call** soft key.
- 3. Press the **Call** button **-OR-** press the **End Call** soft key.

To Redial the Last Call Placed

- 1. Press the **Redial** button—a call to the last number dialed is attempted.

To Make a Call

- 1. Press the **Call** button—the call will be muted and the LCD screen will indicate that the call is muted.

To Place a Call on Hold

- 1. Press the **Call** button **-OR-** press the **Hold** soft key—the call will be placed on hold, the LCD display on the phone will change to indicate that the call is on hold, and the hold icon **||** will display for the line that is on hold.

To Resume a Call on Hold

- 1. Press the **Call** button **-OR-** press the **Resume** soft key **-OR-** press the **Line** key for the hold call.

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Jiyuan Zhang



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Polycom Ip 450 Quick User Guide Book Review: Unveiling the Power of Words

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