



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/colldocum/etation.

NAVIGATION

Scrolling: or
Stop-in/out of menus, toggle enabled/disabled: or
Enter/Select:
Back/Cancel:

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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 or the **NewCall** soft key. Then, enter the number.

or

- Dial the number, and then press or .

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 hanging up the handset.

REDIAL

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

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

LOCAL CONFERENCE CALLS¹

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)²

Press 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 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 canceled during establishment by pressing the **Cancel** soft key. The original call is resumed.

CALL FORWARDING³

To enable call forwarding:

1. Press 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.
4. For **No Answer**, enter the number of rings before forwarding.
5. 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.

¹ Optional feature. Must be configured from the call server.

² Dependent on call server configuration.

³ Behavior will vary if this feature is configured from the call server.

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Jack B. Weinstein



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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 *The Essential Guide to Telecommunications* Annabel Z. Dodd, 2012 Telecom guide for businesspeople and nontechnical professionals Updated for cloud services social media and advanced mobile networks **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 *Teaching in Nursing* Diane M. Billings, Judith A. Halstead, 2015-12-01 Set yourself up for success as a nurse educator with the award winning *Teaching in Nursing A Guide for Faculty* 5th Edition Recommended by the NLN for comprehensive CNE prep this insightful text is the only one of its kind to cover all three components of teaching instruction curriculum and evaluation As it walks through the day to day challenges of teaching readers will benefit from its expert guidance on key issues such as curriculum and test development diverse learning styles the redesign of healthcare systems and advancements in technology and information This new edition contains all the helpful narrative that earned this title an AJN Book of the Year award along with updated information on technology empowered learning the flipped classroom interprofessional collaborative practice and much more Coverage of concept based curricula includes strategies on how to approach and implement concept based lessons Extensive information on online education discusses the use of webinars and other practical guidance for effective online instruction Evidence based teaching boxes cover issues such as how to do evidence based teaching applications of evidence based teaching implications for faculty development administration and the institution and how to use the open ended application questions at the end of each chapter for faculty guided discussion Strategies to promote critical thinking and active learning are incorporated throughout the text highlighting various evaluation techniques lesson planning insights and tips for developing examinations Updated research and references address forward thinking approaches to education and trends for the future Guidance on teaching in diverse settings addresses topics such as the models of clinical teaching teaching in interdisciplinary settings how to evaluate students in the clinical setting and how to adapt teaching for community based practice Strong focus on practical content including extensive coverage of curriculum development equips future educators to handle the daily challenges and opportunities of teaching NEW Chapter on Interprofessional Education and Collaborative Practice

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Table of Contents Polycom 331 User Guide

1. Understanding the eBook Polycom 331 User Guide
 - The Rise of Digital Reading Polycom 331 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Polycom 331 User 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 331 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom 331 User Guide
 - Personalized Recommendations

- Polycom 331 User Guide User Reviews and Ratings
- Polycom 331 User Guide and Bestseller Lists
- 5. Accessing Polycom 331 User Guide Free and Paid eBooks
 - Polycom 331 User Guide Public Domain eBooks
 - Polycom 331 User Guide eBook Subscription Services
 - Polycom 331 User Guide Budget-Friendly Options
- 6. Navigating Polycom 331 User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Polycom 331 User Guide Compatibility with Devices
 - Polycom 331 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom 331 User Guide
 - Highlighting and Note-Taking Polycom 331 User Guide
 - Interactive Elements Polycom 331 User Guide
- 8. Staying Engaged with Polycom 331 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom 331 User Guide
- 9. Balancing eBooks and Physical Books Polycom 331 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom 331 User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom 331 User Guide
 - Setting Reading Goals Polycom 331 User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom 331 User Guide
 - Fact-Checking eBook Content of Polycom 331 User 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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