#### RECOAL.

Press E to display the Placed Call list. Press © and ⊕ or hold down ⊕ to scrall to search for the desired number, and then press the Dial key acain.

#### GO NOT ON TURN.

Press and select Features, and then select **Do not disturb** to prevent the phone than ringing on incoming calls. A Do Not Disturb icon appears for all lines to confirm that Do Not Disturb is enabled.

Press and select Features, and then select Do not disturb again to turn of Do Not Debuts.

If Do Not Disturb is configured on the call service, then particulars may vary.

#### CALL LIGHTS

Phone and select Features, and then select Call Lists. The Received and Placed Call lists can be viewed. Information on respective calls will be displayed.

# From this screen, choose the appropriate soft key:

- I. Infe to view detailed call information.
- Save to store the contact to the Contact Directory.
- 3. Delete to delete the call from the fer.
- Press <sup>10</sup> repeatedly to return to the kills display. Or press the **Callies** soft key to view the Received Call list.

#### WORDS MAIL!

The Message Waiting Indicator on the front of the phone and individual line indicators will flash and the studer distone in place of inormal dust one will sound to indicate that message(s) are waiting at the message center.

#### To listers to voice messaspes:

- 1. Press the Mage out has
- Follow voice prompts to listen to messages.

 Voice Mel' is an optional bullow that that like surfigured on the call person. Furticulars and transsortion may very.

#### SPEED DIALING

To assign a speed dial index, see CONTACT DIRECTORY below.

To dial a contact assigned to a line key, press the corresponding line key.

#### To dial a contact associated with a speed dial index:

- Using the dial pad, enter the speed dial index followed by the #.
- 2. Press Dor pick up the handust.

## CUSTOMIZING YOUR PHONE

#### CONTACT DIRECTORY

To add a contact in your local phone descripty:

- Press the Dir soft key, and then press
- Press © to enter a contact into the phone's distabase.
- Enter first name from the dial pad.
   Press the **Ob** or **Cancel** soft keys to
- accept or cancel changes.

  5. Phess 

  to display the next field in the contact's entry.
- Piepeat steps 2 through 5 to enter last name and a unique contact phone number and already in the directory.
- Change the Speed Dial Index if depined, it will automatically be assigned the next available index value.
- Modify the remainder of the fields (Ring Type, Divert Contact, Auto Resect, and Auto Divert) if desired.
- 9. Press ® to end data erroy.
- 10. Press the Yes or Cancel soft keys to accept or cancel changes.
- Press Prepostedly to return to the idle display.

Contacts can be easily added from Gall Lists. For more information, see CALL LISTS section above.

#### To seemth for a portact:

- 1. Press the Dir soft key.
- Using the dislipad, enter the first characters for the Last name. For

example, to find the first directory entry with the fast name starting with J. gress the 5 key once. Searches are case mannistry. Dail the successful match from the resulting search screen.

#### To edit a contact:

- 1. Press the Direct key.
- 2. Search for contact have above).
- Press the Edit soft key and make the recessary changes.
- 4. Press 10 to end data entry
- Press the Yes or Canoni soft keys to accept or canoni changes.
- 6. Press <sup>(1)</sup> repeatedly to return to the idle declar.

#### VOLUME ADJUSTMENT

Press the CD+CD volume keys to adjust handset, headed, and handstree speaker volume during a call. Presspeaker volume in ide state adjusts the triger volume.

To conform to regulatory requirements, handset and headtest volume will return to a preset level after each sall, but the configuration can be changed by your system administrator. Hands-hee volume settings will be maintained across calls.

#### HIPMA TYPES

You can select different rings to match your preferences and distinguish between calls on lines.

#### To change the incoming ring:

- S. Press See
- Select Settings, followed by Basic, and then Ring Type.
- Using <sup>™</sup> and <sup>™</sup> , highlight the desired ring type. Press the Play soft key to hear the edicted ring type.
- Press the Select soft key to change to the selected ring how.
- 5. Press or S repeatedly to return to the ide deplay.

If you saled Silent ring, press the Line key or **Answer** soft key to answer incoming calls.

#### DISTINCTIVE RINGING / CALL TREATMENT

You can set districtive incoming ringing tones for different contacts in your local directory.

## To set a distinctive ring for a local confact:

- 1. Press the Dir soft key.
- Search for the contact (see CONTACT DIRECTORY above).
- Press the Edit soft key and scroll down to Ring Type.
- Enter a number corresponding to one of the ring types available (see FIRIG).

  TYPE above.
- 5. Prece (i) to end data entry
- Press the Yes or Cancel soft keys to accept or carcel changes.
- Press (i) repeatedly to return to the idle display.

#### READRET MEMORY MODE

For permanent or full-time headest users, there is an option to default all calls to the headest.

#### To enable Headset Memory Mode:

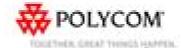
- Press and select Settings followed by Basis: Preferences, and then Headed Memory.
- 2. Use <sup>⊕</sup> and ⊕ and press <sup>⊕</sup> to enable Headest Memory Mode.

## To activate Headast Memory Mode:

Press O twice. The Headast icon will feel.

#### To disable Meadset Memory Mode: Repeat steps 1 and 2 and select Deadle.





# **Polycom Soundpoint 331 User Manual**

**AN Whitehead** 

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