



# Polycom SoundPoint IP 650

## Quick User Guide



Applies to phones running SIP 2.2 or later


### Using the Speakerphone

Press

-  or
- the line key, or
- the Answer soft key

Using the optional Headset

Press 

Incoming calls may be ignored by pressing the Reject soft key or  during ringing.

### ENDING A CALL

#### Using the Handset

4. When the second party answers, press  or the Confere soft key again to join all parties in the conference.

When a conference has been established, pressing the Split soft key will split the conference into two calls on hold.

Placing the call on hold on the conference organizer's phone will place the other parties in the conference on hold.

A conference may be ended at any

### CALL FORWARDING

To enable call forwarding:

1. Press the Forward soft key from the phone's idle display or press  and select Features, and then Forward.
2. Select a Forwarding Type from Always, No Answer, and 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 confirm Call Forwarding is enabled.

# Polycom Soundpoint Ip 650 Quick User Guide

**Lauren Gardner**



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