



SoundPoint® IP 450

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 450
User Guide available at:

www.polycom.com/support/voicedocuments

NAVIGATION

Scrolling: or
Step in/out of menus, toggle
enabled/disabled: or
Enter/Select:
Back/Delete:

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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
any assigned line-key, or the **New Call** soft key. Then, enter the
number.
- or
- Dial the number, and then press or the **Send** soft key.

Using the optional Headset

- With the headset connected, press , any assigned line-key, or the **New Call** 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 ignored by
pressing the **Reject** soft key or
 during ringing.

ENDING A CALL

Press the **End Call** soft key or the line
key corresponding to the line. Or,
depending on the call mode, press ,
press , or hang up the handset.

REDIAL

Press to call the most recently
dialed number.

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 or the **Hold**
soft key.

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 **Confere** 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 **Confere** 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

To prevent your phone from ringing:

Press and then select
Features > Do Not Disturb. An icon
appears for all lines to confirm that DND
is enabled. To disable DND, select **Do
Not Disturb** again.

CALL TRANSFER

1. During a call, press the **Transfer** soft
key (the active call is placed on hold).
2. Place a call to the party to whom you
want to transfer the call.
3. After speaking with the second party,
press the **Transfer** soft key.

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 the **Forward** soft key from the
idle screen or 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.
For **No Answer**, enter the number of
rings before forwarding.
4. 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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