

IP Telephone User Guide

Business Voice over IP

Polycom SoundPoint IP® 550 and 670



Making a Call

Placing a call requires only two steps which can be performed in any order:

- Dial the number.
- Pick up the handset, or press **[Answer]** or **[Speaker]**.
- If your organization has extension dialing:
 - For external calls, dial 9 plus a full national or international number (if allowed by your administrator).
 - For calls within your organization, dial the 4-digit extension number.
- Otherwise, simply dial a full national or international number.

Note: You can switch to a different call mode while a call is in progress by lifting the handset or pressing **[Answer]** or **[Speaker]**.

Answering a Call

- For calls to your Primary Line—Lift the handset or press **[Answer]** or **[Speaker]** (if connected) key.
- For calls on other lines assigned to your phone—Lift the handset or press the Speakerphone or Handset (if connected) key and press the button beside the flashing phone line.

Releasing a Call (Hang Up)

- Replace the handset or press the End Call soft key.

Hold/Returning a Call

- To place a call on Hold—Press the Hold soft key or **[Hold]** on the phone unit.
- While the call is on hold, you can hang up the receiver.
- To reconnect—Press the Resume soft key.

Ad-hoc Conferencing

All users have the ability to add up to 5 parties to an active call.

- Press the Confere. soft key or **[Conference]** on the phone unit.
- Enter the number of another party (existing call had been placed on hold).
- When the call is answered, you may now converse with the other party while the existing call remains on hold.
- Press the Confere. soft key to join all parties together.

Transfer a Call

All users have the ability to transfer active calls to other numbers (internal or external). Transfers can be done either as "Blind" or unmonitored, or as "Consultative" or "Supervised", where you can consult or announce the transfer before transferring a call.

To initiate a "Consultative/Supervised" transfer (Preferred method):

- During a call, press the Transfer soft key or **[Transfer]** on the phone unit (1st party has been placed on hold).
- Enter the number of the party to whom you want to transfer the call.
- After speaking with the 2nd party, press the Transfer soft key to complete the call.

To initiate a "Blind" transfer:

- During a call, press the Transfer soft key or **[Transfer]** on the phone unit (1st party has been placed on hold).
- Press the Blind soft key.
- Enter the number of the party to whom you want to transfer the call.

Note: Transfer can be cancelled during establishment by pressing the Cancel soft key. The original call is resumed.

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Yijin Wang



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Embracing the Song of Expression: An Emotional Symphony within **Polycom Phone User Guide Ip 55**

In some sort of taken by displays and the ceaseless chatter of instant connection, the melodic beauty and emotional symphony developed by the prepared term frequently disappear into the background, eclipsed by the relentless sound and interruptions that permeate our lives. But, located within the pages of **Polycom Phone User Guide Ip 55** a marvelous literary prize overflowing with organic emotions, lies an immersive symphony waiting to be embraced. Constructed by a wonderful musician of language, this captivating masterpiece conducts visitors on a psychological trip, skillfully unraveling the hidden melodies and profound affect resonating within each carefully crafted phrase. Within the depths of the moving examination, we will explore the book is key harmonies, analyze their enthralling writing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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... Dec 5, 2009 — Hi, below are the diagrams for the battery junction box under the hood and the centre junction box under the drivers side dash, thanks.

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