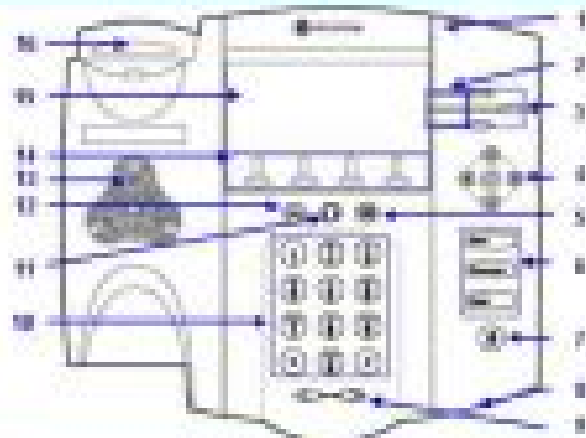


## Quick Reference Guide

Model: SimplePhone SP-400



| Key                         | Description                                                                                           |
|-----------------------------|-------------------------------------------------------------------------------------------------------|
| 1 Message Waiting Indicator | Indicates when you have messages.                                                                     |
| 2 Line Indicators           | Multi-line LCD displays the telephone call state and current call status.                             |
| 3 Line / Speed Dial         | Use these buttons to access up to three phone extensions or speed dial.                               |
| 4                           | Speed Dial/Speed Information or options                                                               |
| 5                           | Select a No-CO display mode                                                                           |
| 6 SpeedPhone Button         | Toggle the mode for speedphone mode.                                                                  |
| 7 Feature Buttons           | Access telephone features using these buttons.                                                        |
| 8                           | Access phone features and customization.                                                              |
| 9                           | Access hold key.                                                                                      |
| 10                          | Access most recently dialed party.                                                                    |
| 11 Microphone Mute          | Toggle the mute feature on or off.                                                                    |
| 12 Handset Microphone       | Phone microphone for handset/speakerphone call. Place the phone on a table, for conference call, etc. |
| 13 Volume Keys              | Adjust the volume of the handset, headset, ring and speakerphone.                                     |
| 14 Repeat                   | Repeat the digits before and after the number in a conference call.                                   |
| 15 Headset Button           | Toggle the headset mode for the optional headset.                                                     |
| 16 Hold Button              | Place a call on hold or resume a hold call.                                                           |
| 17 Answer                   | For single and multi-line auto-answering.                                                             |
| 18 Redial Key               | Auto redial automatically re-dialing last stored number feature.                                      |
| 19 LCD Screen               | Shows information about calls, messages, call logs, time, date and other system data.                 |
| 20 Headset                  | When the handset is returned to the cradle, the caller is depressed to hang up the other call.        |

## Basic Features

### To Place a Call:

- Lift the handset, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then lift the handset.
- Press the **SP** button, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then press the **SP** button.
- Press the **HP** button, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then press the **HP** button.

### To Answer a Call:

- Lift the handset to answer the call.
- Press the **SP** button **-OR-** press the **Answer** soft key **-OR-** press the flashing **Line** key.
- Press the **HP** button **-OR-** with the handset mode activated, press the **Answer** soft key **-OR-** with the handset mode activated, press the flashing **Line** key.

### To Repeat a Call:

- Press the **Repeat** soft key—the call will immediately be connected to the voice mail configured for the ringing extension.

### To End a Call:

- Hang up the handset **-OR-** press the **End Call** soft key.
- Press the **SP** button **-OR-** press the **End Call** soft key.
- Press the **HP** button **-OR-** press the **End Call** soft key.

### To Redial the Last Call Placed:

- Press the **Redial** button—a call to the last number dialed is attempted.

### To Make a Call:

- Press the **M** button—the call will be muted and the LCD screen will indicate that the call is muted.

### To Place a Call on Hold:

- Press the **Hold** button **-OR-** press the **Hold** soft key—the call will be placed on hold, the LCD display on the phone will change to indicate that the call is on hold, and the hold icon will display for the line that is on hold.

### To Resume a Call on Hold:

- Press the **Hold** button **-OR-** press the **Resume** soft key **-OR-** press the **Line** key for the hold call.

# Polycom Soundpoint 450 Manual

**Russell Bryant, Leif Madsen, Jim Van  
Meggelen**



## **Polycom Soundpoint 450 Manual:**

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building excel expertise with the excel skills for business specialization from macquarie university