



# Polycom SoundPoint IP 550/560

## Quick User Guide



### Basic Phone Features Customizing Your Phone

Applies to phones running Polycom I.C.  
Software 5.9.1 or later

or

- Dial the number, and then press  or the **Speed** 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.


### 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 CALLS<sup>1</sup>

To create a three-way local conference call:

1. Connect to the first party.
2. Press  or the **Conference** 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 **Blend** soft key to transfer the call without speaking to the second party.

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

### CALL FORWARDING<sup>2</sup>

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**, **Do Not Answer**, or **Do Not**

# Polycom Soundpoint Ip 560 User Guide

**Haythornthwaite, Caroline, I.P. Sharp  
Associates**

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