

## Quick Reference Guide

Model: SimplePhone SP-400



Key	Description
1 Message Waiting Indicator	Indicates when you have messages.
2 Line Indicators	Multi-line LCDs display the telephone call state and provide user status.
3 Line / Speed Dial Menu	Use these buttons to access up to three phone extensions or speed dial.
4	Scroll through displayed information or options.
5	Select a Hold/Display button.
6 Speedphone Button	Flipped the phone for speedphone mode.
7 Feature Buttons	Access telephone features using these buttons.
8	Access phone features and customization.
9	Access speed dial.
10	View most recently called party.
11 Microphone Mute	Flipped the phone handset on or off.
12 Handset Microphone	Provides audio during a handset or speedphone call. Place the phone on a table, for hands-free use.
13 Volume Keys	Adjust the volume of the handset, headset, ring and speedphone.
14 Repeat	Provides multiple redial and repeat redial in conference call applications.
15 Headset Button	Flipped the headset mode for the optional headset.
16 Hold Button	Places a call on hold or resumes a hold call.
17 Answer	For single and hands-free answering.
18 Soft Keys	Labels change automatically to identify most common screen features.
19 LCD Screen	Shows information about calls, messages, call logs, time, date and other screen data.
20 Hookswitch	When the handset is returned to the cradle, the cradle is depressed to hang up the active call.

### Basic Features

#### To Place a Call

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

#### To Answer a Call

- Lift the handset to answer the call.
- Press the button **-OR-** press the Answer soft key **-OR-** press the Flashing Line key.
- Press the 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 button **-OR-** press the End Call soft key.
- Press the button **-OR-** press the End Call soft key.

#### To Redial the Last Call Placed

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

#### To Mute a Call

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

# Polycom Soundpoint 450 Manual

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