



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 CALLS¹

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 FORWARDING²

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 Disturb**.

Polycom 560 User Guide

Puja Mehta



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Table of Contents Polycom 560 User Guide

1. Understanding the eBook Polycom 560 User Guide
 - The Rise of Digital Reading Polycom 560 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Polycom 560 User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Polycom 560 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom 560 User Guide
 - Personalized Recommendations
 - Polycom 560 User Guide User Reviews and Ratings
 - Polycom 560 User Guide and Bestseller Lists
5. Accessing Polycom 560 User Guide Free and Paid eBooks

- Polycom 560 User Guide Public Domain eBooks
- Polycom 560 User Guide eBook Subscription Services
- Polycom 560 User Guide Budget-Friendly Options
- 6. Navigating Polycom 560 User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Polycom 560 User Guide Compatibility with Devices
 - Polycom 560 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom 560 User Guide
 - Highlighting and Note-Taking Polycom 560 User Guide
 - Interactive Elements Polycom 560 User Guide
- 8. Staying Engaged with Polycom 560 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom 560 User Guide
- 9. Balancing eBooks and Physical Books Polycom 560 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom 560 User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom 560 User Guide
 - Setting Reading Goals Polycom 560 User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom 560 User Guide
 - Fact-Checking eBook Content of Polycom 560 User Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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