



# Polycom SoundPoint IP 32x/33x

## Quick User Guide



### Basic Phone Features Customizing Your Phone

Application: [www.polycom.com/quickstart](http://www.polycom.com/quickstart)  
Software: 3.0(1) or later

The contents of this guide may vary depending on phone configuration. Particulars and menu options may vary. For detailed information please refer to the comprehensive SoundPoint® IP 32x/33x User Guide available at: [www.polycom.com/quickstart](http://www.polycom.com/quickstart)

### REGISTRATION

Scrolling or   
Step 1: Press to enter the registration menu.

Enter Select:   
Back/Cancel:

### OTHER PHONE FEATURES

#### PLACING A CALL

**Using the Handset:**  
Pick up the handset, enter the station number. Or, dial the number first, and then pick up the handset.

#### Using the hands-free Speakerphone:

- With the handset on-hook, press any assigned line key, or the **NextCall** softkey. Then, enter the number.
- Or
- Dial the number, and then press or .

#### Using the optional Headset:

- With the handset on-hook, press any assigned line key, or the **NextCall** softkey.
- Or
- Dial the number, and then press .

During a call, you can alternate between modes by pressing or or by toggling the handset.

#### ANSWERING A CALL

**Handset:** Pick up the handset.  
**Speakerphone:** Press the line key or the **AnswerCall** key.  
**Headset (optional):** Press .

Incoming calls may be directly answered by pressing the **Direct** call key during ringing.

#### ENDING A CALL

Press the **EndCall** key or the line key corresponding to the line. Or, depending on the call mode, press or to hang up the handset.

#### REDIAL

Press to display the Recent Call list. Scroll to select the desired recipient and press again.

#### MICROPHONE MUTE

During a call, press . Mute applies to all modes. You can hear either better while Mute is enabled, including parties connected to you.

To re-Mute, press again.

#### CALL HOLD AND RESUME

During a call, press .

Press again, the **Resume** soft key, or the line key to resume the call.

#### LEGAL CONFERENCE CALLS<sup>1</sup>

- To create a three-way legal conference call:
- 1. Connect to the first party.
- 2. Press the **Conf** key to create a second (the active call is placed on hold).
- 3. Place a call to the second party.

4. When the second party answers, press the **Conf** soft key again to join all parties in the conference.  
**Conference Selection:**

- Placing the conference call on hold will place the other conference parties on hold.
- Pressing the **Split** soft key will split the conference into two separate calls on hold.
- A conference may be created between an active call and a call on hold by pressing the **Join** softkey.

#### DO NOT DISTURB (DND)<sup>2</sup>

Press and select **Features > Do Not Disturb > Enable** to prevent the phone from ringing for incoming calls. An icon appears for all lines for which DND is enabled.

Press and select **Features > Do Not Disturb > Disable** to turn Do Not Disturb off.

#### CALL TRANSFER

1. During a call, press the **Trans** soft key (the active call is placed on hold).
2. Press a softkey for the party to which you want to transfer the call.
3. After speaking with the second party, press the **Transfer** key to complete the transfer.

Press the **Blind** softkey to transfer the call without speaking to the second party.

Transfer can be automatically established by pressing the **Cancel** softkey. The original call is resumed.

#### CALL FORWARDING<sup>3</sup>

To enable call forwarding:

1. Press > **Advanced Features > Forward**.
2. Select a Forwarding Type. Forward **Always**, **On the Answer**, **After Sleep**.
3. For **Always**, enter a number to forward all future calls to.

For **On Answer**, enter the number of rings before forwarding.  
4. Press the **Enable** soft key to confirm. Call forwarding is now active and appears for that line.

To disable call forwarding:

Perform steps 1 and 2, but select **Disable**.

Call forwarding is not available on short lines.

<sup>1</sup> Conf. feature (DND) is dependent on the call plan.

<sup>2</sup> Dependent on call center configuration.

<sup>3</sup> Forwarding only if the feature is configured for the call center.

# Polycom Soundpoint Ip 33admin Guide

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