POLYCOM

TOGETHER, GREAT THINGS HAPPEN.

SoundPoint® IP 32x/33x

Quick User Guide

Basic Phone Features
Customizing Your Phone

Applies to phones running Polycom UC Software 3.3.0 or later.

The content in this guide may vary depending on phone configuration. Particulars and menu options may vary. For detailed information please consult the comprehensive SoundPoint IP 32x/33x User Guide available at: www.polycom.com/support/voice/documentation/

NAVIGATION

Scrolling: ▲ or ▼
Step in/out of menus, toggle enabled/disabled: ▶ or ◀
Enter/Select: ●
Back/Delete: ⊗

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BASIC PHONE FEATURES

PLACING A CALL

Using the Handset:
Pick up the handset, and then dial the 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 **NewCall** soft key. Then, enter the number.

or

- Dial the number, and then press ● or Dial.

Using the optional Headset:

- With the headset connected, press ○, any assigned line key, or the **NewCall** 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.

ANSWERING A CALL

Handset: Pick up the handset.

Speakerphone: Press ●, the line key, or the **Answer** soft key.

Headset (optional): Press ○.

*Incoming calls may be denied by pressing the **Reject** soft key during ringing.*

ENDING A CALL

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

REDIAL

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

MICROPHONE MUTE

During a call, press ●. Mute applies to all modes. You can hear all other parties while Mute is enabled, but other parties cannot hear you.

To un-Mute, press ● again.

CALL HOLD AND RESUME

During a call, press Hold.

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

LOCAL CONFERENCE CALLS*

To create a three-way local conference call:

1. Connect to the first party.
2. Press the **Conf** 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 **Conf** soft key again to join all parties in the conference.

Conference Behavior:

- 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** soft key.

DO NOT DISTURB (DND)†

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

Press Menu 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. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press the **Trans** soft key to complete the transfer.

*Press the **Blind** 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†

To enable call forwarding:

1. Press Menu and select **Features** > **Forward**.
2. Select a **Forwarding Type**. Forward **Always**, on **No Answer**, or on **Busy**.
3. For all types, enter a number to forward all future calls to.

For **No Answer**, enter the number of rings before forwarding.

4. Press the **Enable** soft key to confirm Call Forwarding. A moving arrow icon appears for that line.

To disable call forwarding:
Perform steps 1 and 2, but select **Disable**.

Call forwarding is not available on shared lines.

* - Optional feature. Must be configured from the call server.
† - Dependant on call server configuration.
‡ - Behavior will vary if this feature is configured from the call server.

Polycom 331 Admin Guide

David Kirk

Polycom 331 Admin Guide:

VOIP - A practical guide for the non-telephone engineer Joe Yeung,2015-05-04 This is a practical guide for business and IT managers on implementing a Voice over IP telephone system **The Essential Guide to Telecommunications** Annabel Z. Dodd,2012 Telecom guide for businesspeople and nontechnical professionals Updated for cloud services social media and advanced mobile networks **APAIS, Australian Public Affairs Information Service** ,1986 Vol for 1963 includes section Current Australian serials a subject list **Pennsylvania Technology Directory** ,1991 **Revenge of the Latchkey Kids** Ted Rall,1998 Angry unappeasable and funny as hell Ted Rall is a mind to pay attention to a one on one freelance revolutionary who sees through the hyperbole and hypocrisies of our society with a clear and unflinching eye Syndicated as both a cartoonist and columnist through Universal Press Syndicate he reaches more than 100 papers and magazines and his most recent graphic novel The Worst Thing I ve Ever Done won a Firecracker Alternative Book Award Formerly titled Kill Your Parents Before They Kill You Revenge of the Latchkey Kids is an illustrated manifesto for surviving the 90s and beyond with 24 chapters of edgy insight personal histories advice and cartoons It is in the words of Jules Feiffer a spicy stew of high handed judgments part drawing part essay part memoir confession part tantrum The text is the thing Funny fractious here and there nasty now and then brilliant Among topics on Ted s mind are College Is for Suckers Gen Xploitation Making the Most of Your Dead End Job Relationship Tips for the Sexless and in a rallying cry only a true subversive could love Bring On the Stock Market Crash Bring on Ted Rall Introduction by Jules Fieffer The Advertising Red Books ,2005 **J. D. Edwards One World** Greg Panza,Arnie Edelstein,2000 This volume offers in depth technical coverage of administrating and troubleshooting a World ERP system **Look Smarter Than You Are with Hyperion Planning 11.1.2: Administrator's Guide** Edward Roske,Tracy McMullen, *Administrator's Guide* Primavera Systems, Inc,2005 Administrator's Guide to Active Directory TechRepublic (Firm),TechRepublic, Incorporated,2001-04-01

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Administrator's Guide to X.400 Addressing Roger Mizumori,1995-05-01 Presented in layman terms this guide provides everything a system administrator needs to understand the often confusing address scheme used in X 400 addressing With a practical overview it includes enough information on the standards to assist administrators in helping their users

Microsoft Mail ,1990

Polycom 331 Admin Guide Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has be evident than ever. They have the ability to inspire, provoke, and ignite change. Such may be the essence of the book **Polycom 331 Admin Guide**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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