



# Polycom SoundPoint IP 650

## Quick User Guide



Applies to phones running SIP 2.2 or later


### Using the Speakerphone

Press

-  or
- the **Line** key, or
- the **Answer** soft key

Using the optional Headset

Press 

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

### ENDING A CALL

#### Using the Handset

4. When the second party answers, press  or the **End** soft key again to join all parties in the conference.

When a conference has been established, pressing the **Split** soft key will split the conference into two calls on hold.

Placing the call on hold on the conference organizer's phone will place the other parties in the conference on hold.

A conference may be conducted in any

### CALL FORWARDING

To enable call forwarding:

1. Press the **Forward** soft key from the phone's idle display or press  and select **Features**, and then **Forward**.
2. Select a Forwarding Type from **Always**, **No Answer**, and **Busy**.
3. For all types, enter a number to forward all future calls to.
4. For **No Answer**, enter the number of rings before forwarding.
5. Press the **Enable** soft key to confirm Call Forwarding. A moving arrow icon appears for that line to confirm Call Forwarding is enabled.

# Polycom Soundpoint Ip 650 Quick User Guide

**Wenbin Ji**



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