



Polycom SoundPoint IP 32x/33x

Quick User Guide



Basic Phone Features Customizing Your Phone

Application phone: www.polycom.com/phones/ip32x33x

The contents of this guide may vary depending on phone configuration. Particulars and more information may be obtained from the phone manual. The comprehensive SoundPoint® IP 32x/33x User Guide available at: www.polycom.com/phones/ip32x33x

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 or any assigned line key, or the **Redial** softkey. Then, enter the number.
- Or
- Dial the number, and then press or .

Using the optional Redial:

- With the handset on-hook, press or any assigned line key, or the **Redial** 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 or the line key or the **Answer** softkey.

Redial: (optional) Press .

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

ENDING A CALL

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

REDIAL

Press to display the **Redial** Call log. Select the selected 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, or the **Resume** softkey, or the line key to resume the call.

LEGAL CONFERENCE CALLS¹

To create a three-way legal conference call:

1. Connect to the first party.
2. Press the **Conf** softkey 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** softkey again to join all parties in the conference. Conference Session:

- Placing the conference call on hold will place the other conference parties on hold.
- Pressing the **Split** softkey 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)²

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** softkey (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** softkey 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 FORWARDING³

To enable call forwarding:

1. Press to enter **Features > Forward**.
2. Select a Forwarding Type. Forward **Always**, **On No Answer**, **On Busy**.
3. For **Always**, enter a number to forward all future calls to.

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

4. Press the **Enable** softkey to enable 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 short lines.

¹ Conf. feature. Feature is dependent on the call plan.

² Dependent on call center configuration.

³ Feature is only in the feature & configuration for all lines.

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Lingjun Ying



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Table of Contents Polycom Soundpoint Ip 33user Guide

1. Understanding the eBook Polycom Soundpoint Ip 33user Guide
 - The Rise of Digital Reading Polycom Soundpoint Ip 33user Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Soundpoint Ip 33user 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 Soundpoint Ip 33user Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Soundpoint Ip 33user Guide
 - Personalized Recommendations
 - Polycom Soundpoint Ip 33user Guide User Reviews and Ratings
 - Polycom Soundpoint Ip 33user Guide and Bestseller Lists
5. Accessing Polycom Soundpoint Ip 33user Guide Free and Paid eBooks
 - Polycom Soundpoint Ip 33user Guide Public Domain eBooks
 - Polycom Soundpoint Ip 33user Guide eBook Subscription Services
 - Polycom Soundpoint Ip 33user Guide Budget-Friendly Options

6. Navigating Polycom Soundpoint Ip 33user Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Polycom Soundpoint Ip 33user Guide Compatibility with Devices
 - Polycom Soundpoint Ip 33user Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom Soundpoint Ip 33user Guide
 - Highlighting and Note-Taking Polycom Soundpoint Ip 33user Guide
 - Interactive Elements Polycom Soundpoint Ip 33user Guide
8. Staying Engaged with Polycom Soundpoint Ip 33user Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom Soundpoint Ip 33user Guide
9. Balancing eBooks and Physical Books Polycom Soundpoint Ip 33user Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom Soundpoint Ip 33user Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Polycom Soundpoint Ip 33user Guide
 - Setting Reading Goals Polycom Soundpoint Ip 33user Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Polycom Soundpoint Ip 33user Guide
 - Fact-Checking eBook Content of Polycom Soundpoint Ip 33user 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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