



## Polycom IP-321/331/335 VoIP Phone - Quick Start Guide



### Soft Keys

- The three buttons immediately below the LCD display are called "soft keys"
- Each soft key will perform the action that is described immediately above it on the display.
- The behavior of soft keys is context sensitive -- the action associated with each soft key will change depending on the phone's current state.

### To Place A Call

- Dial the internal extension or external number you want to reach
- Pick up the receiver or press the speakerphone button to start the call

### Vicemail Access

- To access voicemail messages, press the "Messages" key to the right of the keypad. If no "messages" key is installed, dial \*98
- Depending on your system configuration, you may or may not be asked for your voicemail passcode.

### Last Number Redial

- Lift the receiver or press the speakerphone or headset button.
- Press the "Dial" button twice.

### Call Hold

- To place a call on hold, press the "Hold" soft key.
- Press "Hold" again to resume the call.

### Call Transfer

- To transfer a call, press the "Trans" soft key.

- For attended transfer, dial the destination number and then press "Dial." When the destination answers the call, announce the caller, and press "Trans" again to complete the transfer.
- For blind transfer, press the "Blind" soft key and enter the destination number. Pressing "Dial" will disconnect you and connect the remote party to the destination.

### Ad-Hoc Conference / 3 Way Calling

- Place a call
- To add another party to the call, press the "Conf" soft key.
- Enter the destination number or extension and press "Dial"
- Once the destination extension is answered, press the "Conf" soft key again.
- All parties will now joined in a 3 way call.

### Do Not Disturb

- Press "Menu" then select "Features" and then "Do Not disturb" to enable "Do Not Disturb Mode"
- To resume normal operation, select "Do Not Disturb" again. The phone will now receive calls normally.

### Call Forwarding

- To enable call forwarding, press "Menu" then select "Features" and then "Forward"
- Next select the type of forwarding to enable and select a destination.
- The phone display will indicate when call forwarding is enabled.

### Ringer and Handset Volume

- To change the ringer volume, press the "-" or "+" buttons at the bottom of the keypad while not on a call.
- During an active call, these buttons will change the volume of the handset, speakerphone or headset, whichever is active.

### Directories

- Pressing "Menu," then "Features" and then "Directories" will allow you to browse the phone's contact list or call lists.
- The call lists will show missed, placed, and received calls.



# Polycom 335 Quick Start Guide

**Diane M. Billings, Judith A. Halstead**

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the authors' names.

## **Polycom 335 Quick Start Guide:**

## **Polycom 335 Quick Start Guide** Book Review: Unveiling the Power of Words

In a world driven by information and connectivity, the ability of words has are more evident than ever. They have the capability to inspire, provoke, and ignite change. Such is the essence of the book **Polycom 335 Quick Start Guide**, a literary masterpiece that delves deep in to the significance of words and their effect on our lives. Compiled 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 will explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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