



SmartCOMM™ Hosted IP Complete

Polycom Soundpoint IP 550 Phone Reference Guide

grid4
communications

Directories

DIRECTORIES KEY

Access Contact Directory to find a contact and select dial to place the call.

Applications

APPLICATIONS KEY

Connects to enabled web based applications if available.

Conference

CONFERENCE KEY

Call first party & press Conference to place the new call idle. Next, call the second party. Press Conference to join all parties.

Transfer

TRANSFER KEY

During the call press Transfer, select Blind with your soft keys, enter number you wish to transfer to, & hang up.

Redial

REDIAL KEY

Redial previously used number.

LINES

4 lines.

NAVIGATION KEYS

From the Home screen, press left arrow to quickly access received calls, right for placed calls, down for missed calls & up for speed dial.

Menu

MENU KEY

Houses options such as call directories, missed calls, & preferences.

Messages

MESSAGES KEY

If you have a voicemail the indicator light will flash red. Press Messages to listen; enter password, proceed with instructions.

Do Not Disturb

DO NOT DISTURB

Enable to send calls to voicemail or call forwarding. Calls received will be listed under missed calls.



HOLD KEY

Hold your call.

SOFT KEYS

4 programmable soft keys.

VOLUME KEYS

Adjusts volume.



SPEAKER KEY

Press to answer or place call over speaker.



MUTE KEY

Places a call on mute so caller cannot hear you.



HEADSET KEY

Activates hands free for making and receiving calls without lifting the handset.

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Zhe Xu



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