IP Telephone User Guide Business Voice over IP

Polycom SoundPoint IPP 550 et 670





Making a Call

Placing a cult regions only five steps which can be performed in any order:

- Did the number.
- Pick up the handaut, or press (4) or (2)



- If your organization has extension dising:
 - For external calls, dol 17 pt.s. a full redonal or international number (fishwed by your adminishator).
 - For calls within your organization, dist the 4-digit oxforsion hamber.
- Otherwise, simply-dist a full restored or interestional number.

Note: You can switch its a different call mode while a call is its progress by liting the headast or pressing (4) or (1)

Answering a Cali

- For calls to your Primary Line—Lift the headast or press (a) or (3) it connected key
- For calls on other lines assigned to your phone—Lift the headed or price the Speakerphone or Healtest & connected. key and press the button baside the Rashing phone line.

Releasing a Call (Hang Up)

Registion the heactast or press the End Coll soft Any.

Hold/Resuming a Call

- To place a cut on Hors-Pleas the Hors and lew. or (w) on the phone unit.
- While the call is on hold, you can hang up the received.
- To recomed—Press the Persuns soft key.

Ad-hoc Conferencing

All covers have the ability to add up to 5 parties to innactive call.

- Phosp the Contine soft key or feature. For the phone unit.
- Enter the number of another party locating call. had been placed on holds.
- When the col is answered, you may now converse with: the other party while the existing call remains on hold.
- Press the Contine soft key to join at parties trigather.

Transfer a Call

All users have the ability to handle active calls to other numbers. intimal or external. Transfers can be done either as "Bind" or unmonitored, or as "Consultative" or "Supervised", where you can: consult or announce the transfer before transferring a call.

To initiate a "Consultative/Supervised" transfer Preferred methods:

- During a coll, gives the Transfer soft key or Number phone unit flat party has been placed on hold.
- Enter the number of the party to whom you want to transfer.
- After speaking with the Zhat party, press the Transfer soft key. to complete the call.

To betiate a "Dies!" transfer:

- During a call, press the Transfer soft key or Thesis AND THE phone unit that purly has been placed on hold.
- Press the Bind bolt key.
- Enter the number of the party to whom you want to transfer. the cod.

Motes. Transfer can be concelled during instablishment by present the Carcol with key. The original coll is resumed.



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Table of Contents Polycom Phone User Guide Ip 550

- 1. Understanding the eBook Polycom Phone User Guide Ip 550
 - The Rise of Digital Reading Polycom Phone User Guide Ip 550
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Polycom Phone User Guide Ip 550
 - 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 Phone User Guide Ip 550
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Polycom Phone User Guide Ip 550
 - Personalized Recommendations
 - Polycom Phone User Guide Ip 550 User Reviews and Ratings
 - Polycom Phone User Guide Ip 550 and Bestseller Lists

- 5. Accessing Polycom Phone User Guide Ip 550 Free and Paid eBooks
 - Polycom Phone User Guide Ip 550 Public Domain eBooks
 - Polycom Phone User Guide Ip 550 eBook Subscription Services
 - Polycom Phone User Guide Ip 550 Budget-Friendly Options
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 - Polycom Phone User Guide Ip 550 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
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 - Highlighting and Note-Taking Polycom Phone User Guide Ip 550
 - Interactive Elements Polycom Phone User Guide Ip 550
- 8. Staying Engaged with Polycom Phone User Guide Ip 550
 - o Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - $\circ\,$ Following Authors and Publishers Polycom Phone User Guide Ip $550\,$
- 9. Balancing eBooks and Physical Books Polycom Phone User Guide Ip 550
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom Phone User Guide Ip 550
- 10. Overcoming Reading Challenges
 - o Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom Phone User Guide Ip 550
 - Setting Reading Goals Polycom Phone User Guide Ip 550
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom Phone User Guide Ip 550
 - Fact-Checking eBook Content of Polycom Phone User Guide Ip 550
 - 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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