Polycom SoundPoint IP 32x/33x
Quick User Guide

Basic Phone Features
Customizing Your Phone

Applies to phones running Polycom UC Software 3.3.0 or later.

The content in this guide may vary depending on phone configuration. Particulars and menu options may vary. For detailed information please consult the comprehensive SoundPoint 32x/33x User Guide available at:
[link]

NAVIGATION

Scrolling and
Stay at last of menus, toggle
and localization
Enter/Select
Back/Cancel

BASIC PHONE FEATURES

PLACING A CALL

Using the Handset:
Pick up the handset, and then dial the number. Or, dial the number first, and then pick up the handset.

Using the hands-free Speakerphone:

- With the handset on-hook, press, any assigned line key, or the **NewCall** softkey. Then, enter the number.

or

- Dial the number, and then press or.

Using the optional Headset:

- With the headset connected, press any assigned line key, or the **NewCall** softkey.

or

- Dial the number, and then press.

During a call, you can alternate between modes by pressing or by picking up the handset.

ANSWERING A CALL

Handset: Pick up the handset.
Speakerphone: Press the line key or the **Answer** call key.
Headset (optional): Press.

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

ENDING A CALL

Press the **EndCall** soft key or the line key corresponding to the line. Depending on the call mode, press, press on hang up the handset.

REDIAL

Press to display the Placed Call list. Scroll to select the desired recipient and press again.

MICROPHONE MUTE

During a call, press. Mute applies to all modes. You can hear all other parties while Mute is enabled, but other parties cannot hear you.

To re-Mute, press again.

CALL HOLD AND RESUME

During a call, press.

Press again, the **Resume** call key, or the line key to resume the call.

LOCAL CONFERENCE CALLS[1]

To create a three-way local conference call:

1. Connect to the first party.
2. Press the **Conf** call key to create a new call (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers, press the **Conf** call key again to join all parties in the conference.

Conference behavior:
- Placing the conference call on hold will place the other conference parties on hold.
- Pressing the **Split** soft key 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)[1]

Press and select **Features** > **Do Not Disturb** > **Enable** to prevent the phone from ringing for incoming calls. An icon appears for all lines to confirm that 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** soft key (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press the **Trans** soft key to complete the transfer.

Press the **Blind** soft key to transfer the call without speaking to the second party.

Transfer can be canceled being established by pressing the **Cancel** soft key. The original call is resumed.

CALL FORWARDING[1]

To enable call forwarding:

1. Press and select **Feature** > **Forward**.
2. Select a **Forwarding Type**: Forward **Always**, on **No Answer**, or on **Busy**.
3. For all types, enter a number to forward all future calls to.
   For **No Answer**, enter the number of rings before forwarding.
4. Press the **Enable** soft key to confirm Call Forwarding, to moving press icon appears for that line.

To disable call forwarding:
Perform steps 1 and 2 but select **Disable**.

Call forwarding is not available on shared lines.

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[1] Optional feature. May be configured for the call server.

[2] Requires an call server configuration.

[3] Between all may if the feature is configured on the call server.

[Polycom Soundpoint Ip 33user Guide](#)

Ensheng Dong

Polycom Soundpoint Ip 33user Guide:

The Enigmatic Realm of **Polycom Soundpoint Ip 33user Guide**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Polycom Soundpoint Ip 33user Guide** a literary masterpiece penned with a renowned author, readers attempt a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book is core themes, assess its distinct writing style, and delve into its lasting effect on the hearts and minds of those that partake in its reading experience.

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