

Quick Reference Guide

Polycom SoundPoint IP 400



Key	Description
1	Message Waiting Indicator – Indicates when you have messages.
2	Line Indicators – Main color LCDs display the telephone call state and provide user status.
3	Line / Speed Dial Keys – Use these buttons to access up to three phone extensions or speed dial.
4	Navigation Buttons – Scroll through displayed information or options.
5	Transfer/Forward Button – Select a Next-Call disposition button.
6	Speakerphone Button – Toggles the mode for speakerphone mode.
7	Feature Buttons – Access telephone features using these buttons.
8	Hold Button – Access phone features and customizations.
9	Repeat Button – Access hold key.
10	End Call Button – Place most recently held party.
11	Microphone Mute – Toggles the mute feature on or off.
12	Handset Microphone – Pick-up audio during a traditional speakerphone call. Place the phone on a table, for conference, best results.
13	Volume Keys – Adjust the volume of the handset, headset, ring and speakerphone.
14	Headset – Provides the high volume and spatial experience in conferencing applications.
15	Headset Button – Toggles the headset mode for the optional headset.
16	Hold Button – Places a call on hold or resumes a held call.
17	Answer – For single and hands-free pick-up.
18	Red Keys – Lines change automatically to reflect their current assigned features.
19	LCD Screen – Shows information about calls, messages, call keys, time, date and other network data.
20	Microswitch – When the handset is returned to the cradle, the button is depressed to hang up the active call.

Basic Features

To Place a Call

- Handset** – Lift the handset, dial the extension or phone number, and then press the **Send** soft key.
- Speakerphone** – Press the **SPK** button, dial the extension or phone number, and then press the **Send** soft key.
- Headset** – Press the **HS** button, dial the extension or phone number, and then press the **Send** soft key.

To Answer a Call

- Handset** – Lift the handset to answer the call.
- Speakerphone** – Press the **SPK** button -OR- press the **Answer** soft key -OR- press the flashing **Line** key.
- Headset** – Press the **HS** button -OR- with the handset mode activated, press the **Answer** soft key -OR- with the handset mode activated, press the flashing **Line** key.

To Repeat a Call

- Press the **Repeat** soft key—the call will immediately be connected to the voice mail configured for the ringing extension.

To End a Call

- Handset** – Hang up the handset -OR- press the **End Call** soft key.
- Speakerphone** – Press the **SPK** button -OR- press the **End Call** soft key.
- Headset** – Press the **HS** button -OR- press the **End Call** soft key.

To Redial the Last Call Placed

- Press the **Redial** button—a call to the last number dialed is attempted.

To Make a Call

- Press the **g** button—the call will be muted and the LCD screen will indicate that the call is muted.

To Place a Call on Hold

- Press the **Hold** button -OR- press the **Hold** soft key—the call will be placed on hold, the LCD display on the phone will change to indicate that the call is on hold, and the hold icon  will display for the Line that is on Hold.

To Resume a Call on Hold

- Press the **Hold** button -OR- press the **Resume** soft key -OR- press the **Line** key for the held call.

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