



SoundPoint® IP 32x/33x

Quick User Guide

Basic Phone Features. Customizing Your Phone

Applies to phones running Polysum UC. Software 3.3.0 or later.

The content in this guide may vary: depending on phone configuration. Platfoutiers and monu options may view For detailed information please consult. the comprehensive SoundPoint IP Stheft the User Guide invaligable at: www.pidycom.com/subgorftyoloadocum THE RESERVE

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BASIC PHONE FEATURES

PLACING A CALL

Union the Hundard

Pick up the handset, and then did the number. Or, did 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 MourCall soft key. Then, enter the mumber.

 Dial the number, and then press. or 19 3

Distance the continued Meaders:

 With the headset connected, press. Q any essigned line key, or the Move Call soft key.

Dial the number, and then press Q.



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

ANSWERING A CALL

Handset Pick up the handset. Speakerphone: Press: S. the line key, or the Answer soft key. Headed instructs Press Q

Incoming calls may be deried by precising the Reject soft key during ringing.

ENDING A CALL

Press the EndCall and law or the line. key compapending to the line. Ot. depending on the call mode, press (4). press Q, or hand up the handset.

REFERENCE.

Press To deciay the Placed Cad but Scrot to peloct the desired.

MICROPHONE MUTE

During a call, press (E). Mute applies. to all modes. You can hear all other number white Make is engineed but other parties cannot hear you.

To un-Mute, press (4) proper.

CALL HOLD AND RESUME.

During a cost, press (*) Press (again, the Resume soft law. or the line key to resume the call.

LOCAL CONFERENCE CALLS" To create a three-way local

poofernoon salt:

- Contract to the first party.
- 2. Press the Coeff soft key to create a new call the active call is placed on
- 3. Place a call to the second party.
- 4. When the second party answers. press the Cost exit key again to join. all parties in the conference.

Contenence Between

- Placing the conference call on hold. will place the other conference. plactical on holds
- Pressing the Split soft key will split. the conference into two separate coding on body.
- A conference may be created. behieved an active call and a call on hold by preissing the John soft key.

DO NOT DISTURB (DIVO)

Press See and select Features 2 Do Not Disturb > Enable to prevent the phone from ringing for incoming. calls. An icon appears for all lines to confirm that DMD is availabled.

Press and select Features > Do Mar Disturb is Dissable to have Co. Mod Chiefusts of III

CALL TRANSPER

- t. Chang a calt, pross 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 calf without speaking to the around

Transfer can be cancelled during extablishment by pressing the Concet soft key. The original call is resumed.

CALL FORWARDING!

To enable out forwardings

- 1. Press 201 and select Features
- > Forward.
- Belief a Forwarding Type, Forward Abways, on No Answer, or on Busy.
- 3. For all types, enter a number to forming all future code to:
- For No Answer, exter the number of stress before foregetion.
- 4. Press the Enable soft key to confirm Call Forwarding, A moving arrow icon. appears for that line.

To disable call forwarding: Perform steps 1 and 2, but select! Charles ...

Call forwarding is not available on showed lines.

Optional bance: Most be configured from the call

Organization on call server configuration.

detailed will vary if the besture is configured from the staff service.

Polycom Soundpoint Ip 331 User Guide

Joe Yeung

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