



Polycom IP-321/331/335 VoIP Phone - Quick Start Guide



Soft Keys

- The three buttons immediately below the LCD display are called "soft keys"
- Each soft key will perform the action that is described immediately above it on the display.
- The behavior of soft keys is context sensitive -- the action associated with each soft key will change depending on the phone's current state.

To Place A Call

- Dial the internal extension or external number you want to reach
- Pick up the receiver or press the speakerphone button to start the call

VoiceMail Access

- To access voicemail messages, press the "Messages" key to the right of the keypad. If no "messages" key is installed, dial *98
- Depending on your system configuration, you may or may not be asked for your voicemail passcode.

Last Number Redial

- Lift the receiver or press the speakerphone or headset button.
- Press the "Dial" button twice.

Call Hold

- To place a call on hold, press the "Hold" soft key.
- Press "Hold" again to resume the call.

Call Transfer

- To transfer a call, press the "Trans" soft key.

- For attended transfer, dial the destination number and then press "Dial." When the destination answers the call, announce the caller, and press "Trans" again to complete the transfer.
- For blind transfer, press the "Blind" soft key and enter the destination number. Pressing "Dial" will disconnect you and connect the remote party to the destination.

Ad-Hoc Conference / 3 Way Calling

- Place a call
- To add another party to the call, press the "Conf" soft key.
- Enter the destination number or extension and press "Dial"
- Once the destination extension is answered, press the "Conf" soft key again.
- All parties will now joined in a 3 way call.

Do Not Disturb

- Press "Menu" then select "Features" and then "Do Not disturb" to enable "Do Not Disturb Mode"
- To resume normal operation, select "Do Not Disturb" again. The phone will now receive calls normally.

Call Forwarding

- To enable call forwarding, press "Menu" then select "Features" and then "Forward"
- Next select the type of forwarding to enable and select a destination.
- The phone display will indicate when call forwarding is enabled.

Ringer and Handset Volume

- To change the ringer volume, press the "-" or "+" buttons at the bottom of the keypad while not on a call.
- During an active call, these buttons will change the volume of the handset, speakerphone or headset, whichever is active.

Directories

- Pressing "Menu," then "Features" and then "Directories" will allow you to browse the phone's contact list or call lists.
- The call lists will show missed, placed, and received calls.



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Security Owner's Stock Guide Standard and Poor's Corporation,2009 **Teaching in Nursing** Diane M. Billings,Judith A. Halstead,2015-12-01 Set yourself up for success as a nurse educator with the award winning Teaching in Nursing A Guide for Faculty 5th Edition Recommended by the NLN for comprehensive CNE prep this insightful text is the only one of its kind to cover all three components of teaching instruction curriculum and evaluation As it walks through the day to day challenges of teaching readers will benefit from its expert guidance on key issues such as curriculum and test development diverse learning styles the redesign of healthcare systems and advancements in technology and information This new edition contains all the helpful narrative that earned this title an AJN Book of the Year award along with updated information on technology empowered learning the flipped classroom interprofessional collaborative practice and much more Coverage of concept based curricula includes strategies on how to approach and implement concept based lessons Extensive information on online education discusses the use of webinars and other practical guidance for effective online instruction Evidence based teaching boxes cover issues such as how to do evidence based teaching applications of evidence based teaching implications for faculty development administration and the institution and how to use the open ended application questions at the end of each chapter for faculty guided discussion Strategies to promote critical thinking and active learning are incorporated throughout the text highlighting various evaluation techniques lesson planning insights and tips for developing examinations Updated research and references address forward thinking approaches to education and trends for the future Guidance on teaching in diverse settings addresses topics such as the models of clinical teaching teaching in interdisciplinary settings how to evaluate students in the clinical setting and how to adapt teaching for community based practice Strong focus on practical content including extensive coverage of curriculum development equips future educators to handle the daily challenges and opportunities of teaching NEW Chapter on Interprofessional Education and Collaborative Practice focuses on the collaboration of care across patient care providers emphasizing clear communication and shared patient outcomes NEW Renamed unit on Curriculum as a Process better reflects the latest QSEN competencies and other leading national standards NEW Renamed unit on Technology Empowered Learning covers the use of technology for learning including non traditional course formats active learning flipped classrooms and more **Stock Guide** ,2010-07 Monthly statistical summary of 5100 stocks **Teaching in Nursing - E-Book** Diane M. Billings,Judith A. Halstead,2015-10-31 Set yourself up for success as a nurse educator with the award winning Teaching in Nursing A Guide for Faculty 5th Edition Recommended by the NLN for comprehensive CNE prep this insightful text is the only one of its kind to cover all three components of teaching instruction curriculum and evaluation As it walks through the day to day challenges of teaching readers will benefit from its expert guidance on key issues such as curriculum and test development diverse learning styles the redesign of healthcare systems and advancements in technology and information This new edition contains all the helpful

narrative that earned this title an AJN Book of the Year award along with updated information on technology empowered learning the flipped classroom interprofessional collaborative practice and much more Coverage of concept based curricula includes strategies on how to approach and implement concept based lessons Extensive information on online education discusses the use of webinars and other practical guidance for effective online instruction Evidence based teaching boxes cover issues such as how to do evidence based teaching applications of evidence based teaching implications for faculty development administration and the institution and how to use the open ended application questions at the end of each chapter for faculty guided discussion Strategies to promote critical thinking and active learning are incorporated throughout the text highlighting various evaluation techniques lesson planning insights and tips for developing examinations Updated research and references address forward thinking approaches to education and trends for the future Guidance on teaching in diverse settings addresses topics such as the models of clinical teaching teaching in interdisciplinary settings how to evaluate students in the clinical setting and how to adapt teaching for community based practice Strong focus on practical content including extensive coverage of curriculum development equips future educators to handle the daily challenges and opportunities of teaching NEW Chapter on Interprofessional Education and Collaborative Practice focuses on the collaboration of care across patient care providers emphasizing clear communication and shared patient outcomes NEW Renamed unit on Curriculum as a Process better reflects the latest QSEN competencies and other leading national standards NEW Renamed unit on Technology Empowered Learning covers the use of technology for learning including non traditional course formats active learning flipped classrooms and more

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