

Polycom SoundPoint IP 550/560

Quick User Guide




Basic Phone Features Customizing Your Phone

Applies to phones running Polycom I.C.
Software 5.9.1 or later

or

- Dial the number, and then press  or the **Speed** soft key

Using the optional headset:

- With the headset connected, press , any assigned line key, or the **New Call** soft key

or

- Dial the number, and then press 

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

CALL HOLD AND RESUME

During a call, press  or the **Hold** soft key.

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

LOCAL CONFERENCE CALLS¹

To create a three-way local conference call:


1. Connect to the first party
2. Press  or the **Conference** soft 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 **Blend** soft key to transfer the call without speaking to the second party.

Transfer can be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.

CALL FORWARDING²

To enable call forwarding:

1. Press the **Forward** soft key from the idle screen or press  and select **Features > Forward**
2. Select a Forwarding Type: **Forward Always** or **No Answer** or **No Busy**

Polycom 560 User Guide

Richard Bailey



Polycom 560 User Guide:

Unveiling the Magic of Words: A Overview of "**Polycom 560 User Guide**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Polycom 560 User Guide**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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