



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

Vicemail 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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Table of Contents Polycom 335 Quick Start Guide

1. Understanding the eBook Polycom 335 Quick Start Guide
 - The Rise of Digital Reading Polycom 335 Quick Start Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Polycom 335 Quick Start Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Polycom 335 Quick Start Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom 335 Quick Start Guide

- Personalized Recommendations
- Polycom 335 Quick Start Guide User Reviews and Ratings
- Polycom 335 Quick Start Guide and Bestseller Lists
- 5. Accessing Polycom 335 Quick Start Guide Free and Paid eBooks
 - Polycom 335 Quick Start Guide Public Domain eBooks
 - Polycom 335 Quick Start Guide eBook Subscription Services
 - Polycom 335 Quick Start Guide Budget-Friendly Options
- 6. Navigating Polycom 335 Quick Start Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Polycom 335 Quick Start Guide Compatibility with Devices
 - Polycom 335 Quick Start Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom 335 Quick Start Guide
 - Highlighting and Note-Taking Polycom 335 Quick Start Guide
 - Interactive Elements Polycom 335 Quick Start Guide
- 8. Staying Engaged with Polycom 335 Quick Start Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom 335 Quick Start Guide
- 9. Balancing eBooks and Physical Books Polycom 335 Quick Start Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom 335 Quick Start Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom 335 Quick Start Guide
 - Setting Reading Goals Polycom 335 Quick Start Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom 335 Quick Start Guide

- Fact-Checking eBook Content of Polycom 335 Quick Start Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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