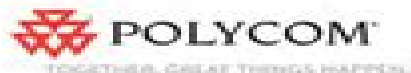


Quick Reference Guide for Polycom® SoundPoint IP® 550/560, 650/670

Voice over Internet Protocol (VoIP)



SoundPoint® IP 550/560 and 650/670

The SoundPoint® IP 550/560 model can display up to four line appearances, while the SoundPoint® IP 650/670 model offers up to six line appearances.

This quick reference guide applies to standard phone configurations. Menu options and functionality may vary based on the actual phone setup. Comprehensive SoundPoint® IP 550/560 and SoundPoint® IP 650/670 user guide are available at: dolt.missouri.edu/telecom/voip.



There are four content-sensitive soft keys across the bottom of your phone's LCD display. Soft keys change based on the current state of the phone (idle, ringing, active call, etc.) and by what optional features are installed on the phone. Soft keys commonly provide the following options:

Answer Answer incoming call via speaker phone
Blind Transfer call without announcement
Conf Alternative to the conference button
End Call Disconnect an active call
Forward Set up call forwarding
Hold Place active call on hold

Join Combine calls into a conference call
New Call Place a new call
Reject Decline to answer incoming
Resume Retrieve a held call
Split Divide a conference call
Transfer Alternative to the transfer button

NAVIGATION KEYS

- Press or to scroll.
- Press or to step in/out of menus or toggle enabled/disabled.
- Press for enter or select.
- Press for back or delete.

CALL LISTS

From the idle screen:

- Press for **Speed Dial**.
- Press for **Missed Calls**.
- Press for **Received Calls**.
- Press for **Placed Calls**.



- Alternatively, press followed by Call Lists and Missed, Received, or Placed Calls, as desired.

Content stored in call lists is deleted when the phone loses power or is rebooted.

PLACING A CALL

Local Calls:

- Dial the 7-digit phone number.

Long Distance Calls:

- Dial the 10-digit phone number. You will be prompted to enter your long-distance authorization code.

Using the Handset:

- Pick up the handset, and then dial the number. Alternatively, dial 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 **New Call** soft key. Then, enter the number.
or
- Dial the number, and then press or the **Dial** 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.

ANSWERING A CALL

Handset: Pick up the handset.

Speakerphone: Press , the line key, or the **Answer** soft key.

Headset (optional): Press .

Incoming calls may be ignored by pressing the **Reject** soft key or during ringing.

CALL WAITING

To answer a call waiting call:

- Press to highlight the call.
- Press the **Answer** soft key.
- The original call is now on hold and you are connected with the new call.

You can toggle between calls by using the or and pressing the **Resume** soft key. You can also conference the calls together by pressing the **Join** soft key.

ENDING A CALL

Press the **End Call** soft key or, depending on the call mode, press , press , or hang up the handset.

Continued on the next page.

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Table of Contents Polycom Ip 67user Guide

1. Understanding the eBook Polycom Ip 67user Guide
 - The Rise of Digital Reading Polycom Ip 67user Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Ip 67user 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 Ip 67user Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Ip 67user Guide
 - Personalized Recommendations
 - Polycom Ip 67user Guide User Reviews and Ratings
 - Polycom Ip 67user Guide and Bestseller Lists
5. Accessing Polycom Ip 67user Guide Free and Paid eBooks
 - Polycom Ip 67user Guide Public Domain eBooks
 - Polycom Ip 67user Guide eBook Subscription Services
 - Polycom Ip 67user Guide Budget-Friendly Options

6. Navigating Polycom Ip 67user Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Polycom Ip 67user Guide Compatibility with Devices
 - Polycom Ip 67user Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom Ip 67user Guide
 - Highlighting and Note-Taking Polycom Ip 67user Guide
 - Interactive Elements Polycom Ip 67user Guide
8. Staying Engaged with Polycom Ip 67user Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom Ip 67user Guide
9. Balancing eBooks and Physical Books Polycom Ip 67user Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom Ip 67user Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Polycom Ip 67user Guide
 - Setting Reading Goals Polycom Ip 67user Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Polycom Ip 67user Guide
 - Fact-Checking eBook Content of Polycom Ip 67user 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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