



## SoundPoint® IP 450

### Quick User Guide

#### Basic Phone Features Customizing Your Phone

Applies to phones running Polycom UC  
Software 3.3.0 or later.

The content in this guide may vary  
depending on phone configuration.  
Particulars and menu options may vary.  
For detailed information, please consult  
the comprehensive SoundPoint IP 450  
User Guide available at:

[www.polycom.com/support/voicedocuments](http://www.polycom.com/support/voicedocuments)

#### NAVIGATION

Scrolling: or   
Step in/out of menus, toggle  
enabled/disabled: or   
Enter/Select:   
Back/Delete:

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## BASIC PHONE FEATURES

### PLACING A CALL

#### Using the Handset:

Pick up the handset, and then dial the  
number. Or, dial the number first, and  
then pick up the handset.

#### Using the hands-free Speakerphone:

- With the handset on-hook, press or  
any assigned line-key, or the **New Call** soft key. Then, enter the  
number.
- or
- Dial the number, and then press or the **Send** 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.

### ENDING A CALL

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

### REDIAL

Press to call the most recently  
dialed number.

### MICROPHONE MUTE

During a call, press . Mute applies  
to all modes. You can hear all other  
parties while Mute is enabled, but other  
parties cannot hear you.

To un-Mute, press again.

### 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 CALLS<sup>1</sup>

To create a three-way local  
conference call:

1. Connect to the first party.
2. Press the **Confere** 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 **Confere** soft key again to  
join all parties in the conference.

#### Conference Behavior:

- Placing the conference call on hold  
will place the other conference  
parties on hold.
- Pressing the **Split** soft key will split  
the conference into two separate  
calls on hold.
- A conference may be created  
between an active call and a call on  
hold by pressing the **Join** soft key.

### DO NOT DISTURB (DND)<sup>2</sup>

To prevent your phone from ringing:

Press and then select  
**Features > Do Not Disturb**. An icon  
appears for all lines to confirm that DND  
is enabled. To disable DND, select **Do  
Not Disturb** again.

### CALL TRANSFER

1. During a call, press the **Transfer** soft  
key (the active call is placed on hold).
2. Place a call to the party to whom you  
want to transfer the call.
3. After speaking with the second party,  
press the **Transfer** soft key.

Press the **Blind** soft key to transfer the  
call without speaking to the second  
party.

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

### CALL FORWARDING<sup>3</sup>

#### 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**, **on No Answer**, or **on Busy**.
3. For all types, enter a number to  
forward all future calls to.  
For **No Answer**, enter the number of  
rings before forwarding.
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  
**Disable**.

Call forwarding is not available on  
shared lines.

<sup>1</sup> Optional feature. Must be configured from the call  
server.

<sup>2</sup> Dependent on call server configuration.

<sup>3</sup> Behavior will vary if this feature is configured from  
the call server.

# Polycom Cordless Telephone Manual

**JR Anderson**



## **Polycom Cordless Telephone Manual:**

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web weiterbildung und lebenslanges lernen machen es möglich erfahren sie hier wie sie schritt für schritt mit beruflicher qualifizierung fortbildung umschulung oder

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web nutzen sie ein persönliches Beratungsgespräch bei ihrer agentur für arbeit oder ihrem jobcenter erfahren sie mehr darüber wie sie mit einer beruflichen weiterbildung oder

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web eine berufliche weiterbildung kann gefördert werden wenn bestimmte voraussetzungen erfüllt sind dazu gehört zunächst die beratung vor der teilnahme an einer

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web bevor es im nächsten abschnitt um den gegenstandsbereich der beruflichen weiterbildung geht wird in diesem kapitel das konzept des lebenslangen lernens skizziert in dem die berufliche weiterbildung ein bedeutendes element darstellt

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web die berufliche weiterbildung findet zum teil während der arbeitszeit zum teil in der freizeit z b am wochenende statt der arbeitnehmer beteiligt sich somit auch zeitlich

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web aug 21 2023 geht eine weiterbildung vom unternehmen oder arbeitgeber aus wird von der betrieblichen weiterbildung

gesprächen folgende Ausformungen sind an dieser Stelle zu erwähnen: Einarbeitung, Fortbildung, Umschulung, Erwerb einer Zusatzqualifikation, autodidaktische Weiterbildung, berufsbegleitende Weiterbildung, sonstige berufliche

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web welche Voraussetzungen müssen erfüllt sein, damit ihre berufliche Weiterbildung gefördert werden kann 11 1 1

Notwendigkeit der Weiterbildung 11 1 2 Beratung 11 1 3

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web um so mehr ist es geboten, die sozialen, gesetzlichen, finanziellen und strukturellen Rahmenbedingungen sowie die Qualität bestehender Weiterbildungsmaßnahmen und Konzepte kritisch zu untersuchen. Dieses Buch reflektiert die berufliche Weiterbildung aus Arbeitnehmerorientierter Perspektive.

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web Abbildung 4: berufliche Gründe der Weiterbildung Abbildung 5: Rechtsgültigkeit und Hierarchie der Rechtsnormen

Abbildung 6: Zusammenhang wirtschaftliche Lage des

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web wie das Arbeit von morgen Gesetz regelt das BeschäftigungssicherungsGesetz unter anderem das Instrument der Kurzarbeit zum anderen stärkt das Gesetz den Anreiz

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web aug 3 2020 Bildungsmaßnahmen, die der Arbeitgeber aufgrund Bundes- oder Landesrechtlicher Regelungen durchführen muss z.B. Schulungen zur Unfallverhütung

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web im Beruf die Kompetenzen erweitern, neue berufliche Wege austesten und eine passende Weiterbildung finden. New Plan: Das Erkundungstool der Bundesagentur für Arbeit. Finden Sie den richtigen Ansprechpartner für Ihre berufliche Orientierung gleich einen Termin vereinbaren.