



# Polycom SoundPoint IP 32x/33x

## Quick User Guide



### Basic Phone Features Customizing Your Phone

Application phone settings/Polycom soft features 1-32 website

The contents of this guide may vary depending on phone configuration. Particulars and more information may be obtained from the phone manual. The comprehensive SoundPoint® 32x/33x User Guide available at: [www.polycom.com/Products/Products/32x33x.htm](http://www.polycom.com/Products/Products/32x33x.htm)

### REGISTRATION

Scrolling or :  
Step 1: Press to enter the registration menu.

Enter/Select:   
Back/Cancel:

### OTHER PHONE FEATURES

#### PLACING A CALL

Using the Handset:  
Pick up the handset, enter the station number. Or, 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 **NextCall** softkey. Then, enter the number.
- Or
- Dial the number, and then press or .

#### Using the optional Redial:

- With the handset on-hook, press any assigned line key, or the **NextCall** softkey.
- Or
- Dial the number, and then press .

During a call, you can alternate between modes by pressing or or by toggling the handset.

#### ANSWERING A CALL

**Handset:** Pick up the handset.

**Speakerphone:** Press the line key or the **Answer** softkey.

**Redial:** (optional) Press .

Incoming calls may be directly answered by pressing the **Direct** softkey during ringing.

#### ENDING A CALL

Press the **EndCall** softkey or the line key corresponding to the line. Or, depending on the call mode, press or to hang up the handset.

#### REDIAL

Press to display the **Recent Call list**. Scroll to select the desired recipient and press again.

#### MICROPHONE MUTE

During a call, press . Mute applies to all modes. You can hear either better while Mute is enabled, including parties connected to you.

To re-Mute, press again.

#### CALL HOLD AND RESUME

During a call, press .

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

#### LEGAL CONFERENCE CALLS<sup>1</sup>

To create a three-way legal conference call:

1. Connect to the first party.
2. Press the **Conf** softkey to create a second (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers, press the **Conf** softkey again to join all parties to the conference. Conference Session:

- Placing the conference call on hold will place the other conference parties on hold.
- Pressing the **Split** softkey 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** softkey.

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

Press and select **Features > Do Not Disturb > Enable** to prevent the phone from ringing for incoming calls. An icon appears for all lines for which DND is enabled.

Press and select **Features > Do Not Disturb > Disable** to turn Do Not Disturb off.

#### CALL TRANSFER

1. During a call, press the **Trans** softkey (the active call is placed on hold).
2. Press a softkey for the party to which you want to transfer the call.
3. After speaking with the second party, press the **Transfer** softkey to complete the transfer.

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

Transfer can be automatically established by pressing the **Cancel** softkey. The original call is resumed.

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

To enable call forwarding:

1. Press **Advanced Features > Forward**.
2. Select a Forwarding Type. Forward **Always**, **On the Answer**, **Time/Day**.
3. For **Always**, enter a number to forward all future calls to.

For **On the Answer**, enter the number of rings before forwarding.

4. Press the **Enable** softkey to enable 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 short lines.

<sup>1</sup> Conf. feature. Feature is dependent on the call plan.

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

<sup>3</sup> Feature is only available if feature is configured for the call center.

# Polycom Soundpoint Ip 33admin Guide

**G Orfield**



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## **Table of Contents Polycom Soundpoint Ip 33admin Guide**

1. Understanding the eBook Polycom Soundpoint Ip 33admin Guide
  - The Rise of Digital Reading Polycom Soundpoint Ip 33admin Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Soundpoint Ip 33admin 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 Soundpoint Ip 33admin Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Soundpoint Ip 33admin Guide
  - Personalized Recommendations
  - Polycom Soundpoint Ip 33admin Guide User Reviews and Ratings
  - Polycom Soundpoint Ip 33admin Guide and Bestseller Lists
5. Accessing Polycom Soundpoint Ip 33admin Guide Free and Paid eBooks
  - Polycom Soundpoint Ip 33admin Guide Public Domain eBooks
  - Polycom Soundpoint Ip 33admin Guide eBook Subscription Services
  - Polycom Soundpoint Ip 33admin Guide Budget-Friendly Options

6. Navigating Polycom Soundpoint Ip 33admin Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Polycom Soundpoint Ip 33admin Guide Compatibility with Devices
  - Polycom Soundpoint Ip 33admin Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom Soundpoint Ip 33admin Guide
  - Highlighting and Note-Taking Polycom Soundpoint Ip 33admin Guide
  - Interactive Elements Polycom Soundpoint Ip 33admin Guide
8. Staying Engaged with Polycom Soundpoint Ip 33admin Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom Soundpoint Ip 33admin Guide
9. Balancing eBooks and Physical Books Polycom Soundpoint Ip 33admin Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Polycom Soundpoint Ip 33admin Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Polycom Soundpoint Ip 33admin Guide
  - Setting Reading Goals Polycom Soundpoint Ip 33admin Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Polycom Soundpoint Ip 33admin Guide
  - Fact-Checking eBook Content of Polycom Soundpoint Ip 33admin 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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pharmaceutical, biotech, and medical device industries to provide documented evidence that equipment and facilities ... draft working document for comments Sep 21, 2020 — Aspects of cleaning validation and cleaning verification should be considered in quality metrics, with. 471 performance indicators identified ... Cleaning Validation Guidelines - A Complete List 2022 [May 2020] Points to consider on the different approaches -including HBEL - to establish carryover limits in cleaning validation for identification of ... Technical Report No. 49 Points to Consider for ... by TF Contributors — Cleaning validation plays an important role in reducing the possibility of product contamination from biopharmaceutical manufacturing equipment. It demonstrates ... Cleaning Validation: Protocol & Guidelines Cleaning validation is a procedure of establishing evidence that cleaning processes for manufacturing equipment prevents product contamination. Cleaning ... Hilton 9E Global Edition Solutions Manual Chapter10 | PDF Hilton 9E Global Edition Solutions Manual Chapter10 - Free download as PDF File ... McGraw-Hill/Irwin Managerial Accounting, 9/e Global Edition. SOLUTIONS TO ... Hilton 9E Global Edition Solutions Manual Chapter03 | PDF CHAPTER 3. Product Costing and Cost Accumulation in a. Batch Production Environment ANSWERS TO REVIEW QUESTIONS 3-1. (a) Use in financial accounting: In ... Hilton 9E Global Edition Solutions Manual Chapter01 CHAPTER 1 The Changing Role of Managerial Accounting in a Global Business Environment ANSWERS TO REVIEW QUESTIONS 1-1T... 8.Hilton 9E Global Edition Solutions Manual Chapter07 ... Cost-volume-profit analysis shows the effect on profit of changes in expenses, sales prices, and sales mix. A change in the hotel's room rate (price) will ... Managerial Accounting Solution Manual Author: David Platt, Ronald Hilton. 766 solutions available. Textbook Solutions for Managerial Accounting. by. 9th Edition. Author: Ronald W. Hilton, Ronald ... Solutions Manual for Managerial Accounting: Creating ... Oct 18, 2023 — Solutions Manual for Managerial Accounting: Creating Value in a Dynamic Business Environment, 13th Edition by Hilton | Verified Chapter's 1 - 17 ... Managerial Accounting Creating Value in a Dynamic ... Apr 14, 2019 — Managerial Accounting Creating Value in a Dynamic Business Environment Global 10th Edition Hilton Solutions Manu Full Download: ... 369916022 managerial accounting 10th edition hilton ... 369916022 managerial accounting 10th edition hilton solution manual doc ; Chapter 02 - Basic Cost Management Concepts ; BASIC COST MANAGEMENT CONCEPTS ; Learning O ... 8.Hilton 9E Global Edition Solutions Manual Chapter07 ... 7-18 Cost-volume-profit analysis shows the effect on profit of changes in expenses, sales prices, and sales mix. A change in the hotel's room rate (price) will ... Epub free Managerial accounting hilton 9th edition solutions ... Jul 6, 2023 — International Edition Management Accounting Ebook: Managerial Accounting - Global Edition Accounting for Decision Making and Control ...