IP Telephone User Guide Business Voice over IP

Polycom SoundPoint IPP 550 et 670





Making a Call

Placing a cut requires only two steps which can be performed in any order:

- Did the number.
- Pick up the handaut, or press (4) or (2)



- If your organization has extension dising:
 - For external calls, dol 17 pt.s. a full redonal or international number (fishwed by your adminishator).
 - For calls within your organization, dist the 4-digit oxforsion hamber.
- Otherwise, simply-dist a full restored or interestional number.

Note: You can switch its a different call mode while a call is its progress by liting the headast or pressing (4) or (1)

Answering a Cali

- For calls to your Primary Line—Lift the headast or press (a) or (3) it connected key
- For calls on other lines assigned to your phone—Lift the headed or price the Speakerphone or Healtest & connected. key and press the button baside the Rashing phone line.

Releasing a Call (Hang Up)

Registion the heactast or presss the End Cost soft Any.

Hold/Resuming a Call

- To place a cut on Hors-Pleas the Hors and lew. or (w) on the phone unit.
- While the call is on hold, you can hang up the received.
- To recomed—Press the Persuns soft key.

Ad-hoc Conferencing

All covers have the ability to add up to 5 parties to innactive call.

- Phosp the Contine soft key or feature. For the phone unit.
- Enter the number of another party locating call. had been placed on holds.
- When the col is answered, you may now converse with: the other party while the existing call remains on hold.
- Press the Contine soft key to join at parties trigather.

Transfer a Call

All users have the ability to handler active calls to other numbers. intimal or external. Transfers can be done either as "Bind" or unmonitored, or as "Consultative" or "Supervised", where you can: consult or announce the transfer before transferring a call.

To initiate a "Consultative/Supervised" transfer Preferred methods:

- During a coll, gives the Transfer soft key or Number phone unit flat party has been placed on hold.
- Enter the number of the party to whom you want to transfer.
- After speaking with the Zhat party, press the Transfer soft key. to complete the call.

To betiate a "Dies!" transfer:

- During a call, press the Transfer soft key or Thesis AND THE phone unit that purly has been placed on hold.
- Press the Bind bolt key.
- Enter the number of the party to whom you want to transfer. the cod.

Motes. Transfer can be concelled during instablishment by present the Carcol with key. The original coll is resumed.



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VM Jensen

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Sound Forge 5.0 Sonic Foundry,2001 Reference guide for Sound Forge 5.0

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