



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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