



SoundPoint® IP 32x/33x

Quick User Guide

Basic Phone Features Customizing Your Phone

Applies to phones running Polysom 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 SoundPost IP 30x/30x User Guide available at ware polysom.com/support/societoum entation.

MANAGATION

Scrolling (P. or (E) Step involut of menus, toggleenabled/diseated (E) or (E)

EnterSelect: © Back/Delete S

§ 20% Papinon, Dr., Minghin respond PAS KOSAF And Palacine Transport Ingar Service and an extending control of the control policies and baginness perior spring region and a Palacine. 10: An air last department profes common an experior Palacine. 10: An air last department profes common and region of the phart Service department of the control of the palacine to place the palacine of the responsibility of the control transfer and a palacine of the palacine of the palacine of the palacine region. Or any positions of the control on appeals controlled on.

BASIC PHONE FEATURES

PERCINO A CALL

Uning the Hundard

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 (E), any assigned line key, or the NewCall soft key. Then, enter the number.

Dist the number, and then press

United the collisional Meadure:

With the headset connected, press
 O, any assigned line key, or the
 NewCall soft key.

Dial the number, and then press Q.

· U

Outing a call, you can alternate between modes by pressing (*) or Of or picking up the handset.

ANSWERING A CALL

Handset Pick up the handset. Speakerphone: Press: S. the line lay, or the America soft key. Headed (noticeal): Press. Q.

Incoming calls may be derived by precising the Reject soft key during ringing.

ENDING A CALL

Press the EndCall soft key or the line key corresponding to the line. Or, depending on the call mode, press Θ , press Q, or hang up the handset.

REPORAL.

Press to deplay the Placed Call list. Scroll to select the desired recipient and press page 1.

MICROPHONE MUTE

During a call, press

Mute applies to all modes. You can hear all other parties while Mute is enabled, but other perfee cannot hear you.

To un-Mule, press (E) arguin.

CALL HOLD AND RESUME.

During a calt press (*).

Press (*) again, the Resume soft key, or the line key to resume the call.

LOCAL CONFERENCE CALLS' To create a three-way local

conference radi:

- 1. Contract to the first party.
- Press the Conf soft key to create a new call (the active call is placed on hold).
- 3. Place a call to the second party.
- When the second perty answers, press the Conflect key again to join all parties in the conference.

Contenence Between

- 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 (DIVO)

Press Permand salect Features = Do Not Disturb > Enable to prevent the phone from ringing for incoming cells. An icon agreems for all trees to confirm that DND is enabled.

Press and select Features > Do Not Disturb > Disable to lum Co Not Disturb of

CALL TRANSPER

- Ching a call, press the Trans soft key (the active call is placed on hold).
- Place a call to the party to which you went to transfer the call.
- After speaking with the second party, press the Trans soft key to complete the transfer.

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

Number can be cancelled skiring establishment by preceing the **Cancel** and key. The original call is resumed.

CALL FORWARDING

To enable call forwarding:

- 1. Press and select Features
- > Forward.
- Belect a Forwarding Type, Forward Always, on No Answer, or on Busy.
- For all types, enter a number to forward all future calls to.
- For No Answer, enter the number of rings before forwarding.
- Press the Enable soft key to confirm Cell 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 showed lines.

Optional basine. Must be configured from the call

Organization on call server configuration.

^{* -} Setupior will vary if the besture is configured from the configured from

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Diane M. Billings, Judith A. Halstead

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