



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/voicedownload

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 hanging 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 CALLS¹

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)²

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 FORWARDING³

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.

¹ Optional feature. Must be configured from the call
server.

² Dependent on call server configuration.

³ Behavior will vary if this feature is configured from
the call server.

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LaFleur Brooks' Health Unit Coordinating Elaine A. Gillingham, Monica Wadsworth Seibel, 2013-01-24 Get the most comprehensive in depth coverage on health unit coordinating from the industry s most popular text Expert authors Elaine Gillingham and Monica Wadsworth Seibel offer in depth discussion of key theories and concepts surrounding the profession and guide you through the common responsibilities of a health unit coordinator in both traditional and electronic medical record environments From greeting new patients and dealing with visitors to transcribing physicians orders maintaining statistical reports and preparing patient charts this text will prepare you for success across all areas of health unit coordination Certification Review Guide with mock certification exam is included on the Evolve site with every purchase of the book Step by step instructions on how to perform important procedures include in depth explanations of key tasks and possible modifications that would meet special requirements High Priority boxes throughout the text offer useful information such as lists of addresses organizations laboratory studies hospital specialties health unit coordinator career ladders helpful hints and more related to chapter discussions Example boxes in the Communication chapters present real life scenarios that outline the responsibilities of the health unit coordinator in each situation and offer tips on how you can conduct yourself in a professional and helpful manner Bad handwriting examples give you experience deciphering hard to read handwriting that you will encounter in practice Student friendly features such as outlines chapter objectives vocabulary and abbreviations are included at the beginning of each chapter to set the stage for the important information to be covered later in the chapter References within the text to the companion skills practice manual and online tools direct you to hands on exercises that stress the practical applications of skills and procedures in a simulated health care environment NEW Expanded coverage of the EMR CPOE explains how the implementation of the electronic medical record CPOE is changing the role of the Health Unit Coordinator UPDATED Coverage of medications diagnostic procedures therapies surgical procedures and new health care trends keep you up to date on how to perform your role effectively in today s medical environment NEW Hot topics in health unit coordinating keep you abreast of issues currently affecting the health unit coordinator such as the electronic health record CPOE physician order entries preceptorships and interviewing background checks are addressed NEW Additional student activities are included in each chapter to help reinforce material expand your critical thinking and application skills and prepare you for exams NEW Flashcards on Evolve help you review important terminology and abbreviations that you will use on the job *Pacific Magazine* ,2001 *Uniden Extend-a-phone* Uniden Extend-a-phone. Telecommunications division,1982 Cordless Telephone 4400 AT & T.,American Telephone and Telegraph Company,1985 **Modern Telephone & Cordless Service Manual** Lotia,2003-02-01 BT Diverse 2010 Digital Cordless Telephone British Telecom,1998 User manual for a cordless telephone **Sound-powered Telephone Talkers' Manual** ,1968 *U.S. Navy SOUND-POWERED TELEPHONE TALKERS' MANUAL* , Supplies the basic knowledge necessary for the sound

powered telephone talker in any situation or condition The manual is designed for individual study and is designed to meet the E 2 3 naval standards but also applies to all ratings and paygrades *Telephone Manual* Philadelphia Company,1933
BT Synergy 3505 [digital Cordless Telephone and Answering Machine] British Telecom,2003 The text provides a manual for use of the Synergy 3505 digital cordless telephone and answering machine **Manual Telephones Systems** R. E. Rahmes,1929 **Farm Telephone Manual** ,193? A Manual of Telephony William Henry Preece,Arthur James Stubbs,1893 *Technical Manual* ,1942 **Central Office, Telephone, Manual AN/MTC-9** ,1961 **Telephone Engineering and Construction Manual** United States. Rural Electrification Administration, **PBX Cord-type Switchboard Manual** Southern California Telephone Company,1944 **Dialtech User Manual** ,1977 Aitken's Manual of the Telephone William Aitken,1911 **Aitken's Manual of the Telephone** William AITKEN (M.I.E.E.),1912

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