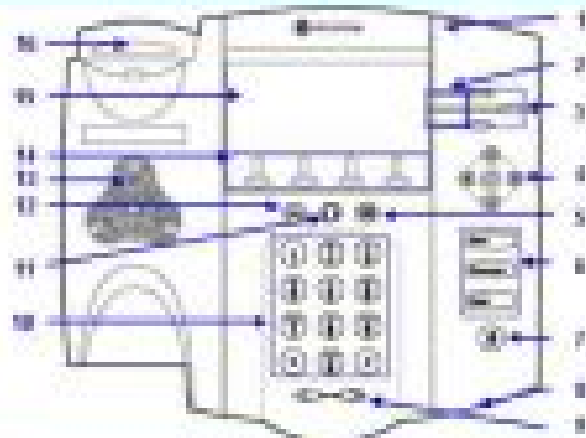
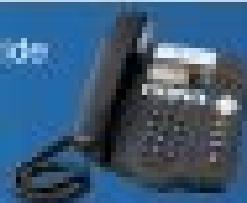


Quick Reference Guide

Polycom SoundPoint IP 400



Key	Function
1. Handset	Answering, making and receiving calls.
2. LCD	Displays call status, LCD screen displays the telephone call status and provides user status.
3. Line / Speed Dial	Line / Speed Dial buttons are used to dial the phone extension or speed dial.
4. Navigation buttons	Navigation buttons are used to navigate through the phone's menu.
5. Transfer/Forward	Transfer/Forward button is used to transfer or forward a call.
6. Hold	Hold button is used to hold a call.
7. End Call	End Call button is used to end a call.
8. Repeat	Repeat button is used to repeat a call.
9. Mute	Mute button is used to mute a call.
10. Speakerphone	Speakerphone button is used to toggle the phone's speakerphone on or off.
11. Feature buttons	Feature buttons are used to access various features such as call transfer, call forwarding, and call waiting.
12. Line keys	Line keys are used to select a specific line for a call.
13. Volume keys	Volume keys are used to adjust the volume of the handset, headset, and speakerphone.
14. Headset	Headset button is used to toggle the headset mode on or off.
15. Hold	Hold button is used to hold a call or to place a call on hold.

Basic Features

To Place a Call

- 1. Lift the handset, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then lift the handset.
- 2. Press the **Hold** button, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then press the **Hold** button.
- 3. Press the **Transfer** button, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then press the **Transfer** button.

To Answer a Call

- 1. Lift the handset to answer the call.
- 2. Press the **Hold** button **-OR-** press the **Answer** soft key **-OR-** press the **Waiting Line** key.
- 3. Press the **Transfer** button **-OR-** with the handset mode activated, press the **Answer** soft key **-OR-** with the handset mode activated, press the **Waiting Line** key.

To Repeat a Call

- 1. Press the **Repeat** soft key—the call will immediately be connected to the voice mail configured for the ringing extension.

To End a Call

- 1. Hang up the handset **-OR-** press the **End Call** soft key.
- 2. Press the **Hold** button **-OR-** press the **End Call** soft key.
- 3. Press the **Transfer** button **-OR-** press the **End Call** soft key.

To Redial the Last Call Placed

- 1. Press the **Redial** button—a call to the last number dialed is attempted.

To Mute a Call

- 1. Press the **Mute** button—the call will be muted and the LCD screen will indicate that the call is muted.

To Place a Call on Hold

- 1. Press the **Hold** button **-OR-** press the **Hold** soft key—the call will be placed on hold, the LCD display on the phone will change to indicate that the call is on hold, and the hold icon **||** will display for the line that is on hold.

To Resume a Call on Hold

- 1. Press the **Hold** button **-OR-** press the **Resume** soft key **-OR-** press the **Line** key for the held call.

Polycom Soundpoint 450 Manual

Daniela Niemeyer



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