



# Polycom SoundPoint IP 32x/33x

## Quick User Guide



### Basic Phone Features Customizing Your Phone

Application phone: [www.polycom.com/phones/32x33x](http://www.polycom.com/phones/32x33x)

The contents of this guide may vary depending on phone configuration. Particulars and more information may be obtained from the phone manual. The comprehensive SoundPoint® 32x/33x User Guide available at: [www.polycom.com/phones/32x33x](http://www.polycom.com/phones/32x33x)

### REGISTRATION

Scrolling or :  
Step 1: Press to enter the registration menu.

Enter Select:   
Back/Cancel:

### OTHER PHONE FEATURES

#### PLACING A CALL

Using the Handset:  
Pick up the handset, enter the station 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 **NextCall** softkey. Then, enter the number.
- Or
- Dial the number, and then press or .

#### Using the optional Redial:

- With the handset on-hook, press or any assigned line key, or the **NextCall** softkey.
- Or
- Dial the number, and then press .

During a call, you can alternate between modes by pressing or or by toggling the handset.

#### ANSWERING A CALL

**Handset:** Pick up the handset.  
**Speakerphone:** Press or the line key or the **AnswerCall** key.  
**Redial:** (optional) Press .

Incoming calls may be directly answered by pressing the **Direct** call key during ringing.

#### ENDING A CALL

Press the **EndCall** key or the line key corresponding to the line. Or, depending on the call mode, press or or .

#### REDIAL

Press to display the Recent Call list. Scroll to select the desired recipient and press again.

#### MICROPHONE MUTE

During a call, press . Mute applies to all modes. You can hear either better while Mute is enabled, including parties connected to you.

To re-Mute, press again.

#### CALL HOLD AND RESUME

During a call, press .

Press again, or the **Resume** softkey, or the line key to resume the call.

#### LEGAL CONFERENCE CALLS<sup>1</sup>

- To create a three-way legal conference call:
- 1. Connect to the first party.
- 2. Press the **Conf** key to create a second (the active call is placed on hold).
- 3. Place a call to the second party.
- 4. When the second party answers, press the **Conf** key again to join all parties to the conference.

**Conference Selection:**

- Placing the conference call on hold will place the other conference parties on hold.
- Pressing the **Split** call 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** softkey.

#### DO NOT DISTURB (DND)<sup>2</sup>

Press and select **Features** > **Do Not Disturb** > **Enable** to prevent the phone from ringing for incoming calls. An icon appears for all lines for which DND is enabled.

Press and select **Features** > **Do Not Disturb** > **Disable** to turn Do Not Disturb off.

#### CALL TRANSFER

1. During a call, press the **Trans** softkey (the active call is placed on hold).
2. Press a softkey for the party to which you want to transfer the call.
3. After speaking with the second party, press the **Transfer** key to complete the transfer.

Press the **End** softkey to transfer the call without speaking to the second party.

Transfer can be automatically established by pressing the **Cancel** softkey. The original call is resumed.

#### CALL FORWARDING<sup>3</sup>

To enable call forwarding:

1. Press > **Forward**.
2. Select a Forwarding Type. Forward always, in the absence, in a sleep.
3. For sleep, enter a number to forward all future calls to.

For **No Answer**, enter the number of rings before forwarding.

4. Press the **Enable** softkey to enable 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 short lines.

<sup>1</sup> Conf. feature status is dependent on the call type.

<sup>2</sup> Dependent on call state configuration.

<sup>3</sup> Depends on whether the feature is configured for all lines.

# Polycom Soundpoint Ip 33user Guide

**Marcel A. Müller**



## **Polycom Soundpoint Ip 33user Guide:**

The book delves into Polycom Soundpoint Ip 33user Guide. Polycom Soundpoint Ip 33user Guide is an essential topic that must be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Polycom Soundpoint Ip 33user Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
  - Chapter 1: Introduction to Polycom Soundpoint Ip 33user Guide
  - Chapter 2: Essential Elements of Polycom Soundpoint Ip 33user Guide
  - Chapter 3: Polycom Soundpoint Ip 33user Guide in Everyday Life
  - Chapter 4: Polycom Soundpoint Ip 33user Guide in Specific Contexts
  - Chapter 5: Conclusion
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6. In chapter 5, the author will draw a conclusion about Polycom Soundpoint Ip 33user Guide. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Polycom Soundpoint Ip 33user Guide.

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