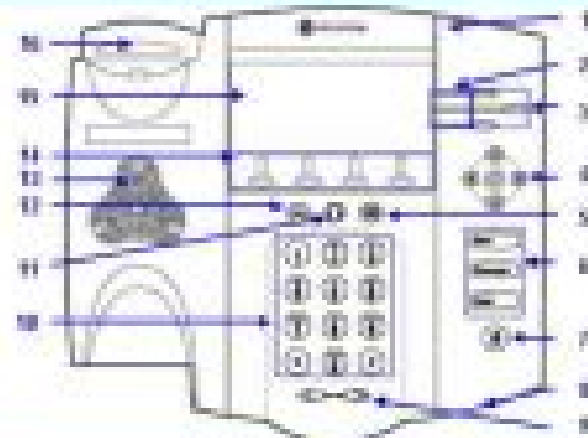


Quick Reference Guide

Polycom SoundPoint IP 400



Key	Function
1. Handset	Answer, make, hold, and transfer calls.
2. LCD Indicator	Main color LCD displays the telephone call state and screen user status.
3. Line / Speed Dial Keys	Line keys allow you to answer up to three phone extensions or speed dial.
4. Navigation Buttons	Scroll through displayed information or options.
5. Transfer/Forward Button	Select a Next-Call disposition button.
6. Speakerphone Button	Toggles the mode for speakerphone mode.
7. Feature Buttons	Access telephone features using these buttons.
8. Line Keys	Access phone features and customization.
9. Repeat Button	Access hold key.
10. Hold Button	Place most recently held party.
11. Mute Button	Toggles the mute feature on or off.
12. Handset Speakerphone	Place or participate in a hands-free speakerphone call. Place the phone on a table, lift receiver, and ready.
13. Volume Keys	Adjust the volume of the handset, headset, ring, and speakerphone.
14. Headset	Provides the high quality and superior sound in conference applications.
15. Headset Button	Toggles the headset mode for the optional headset.
16. Hold Button	Place a call on hold or resume a held call.
17. Answer	For single and hands-free answering.
18. Red Key	Cancel change automatically, including third context-sensitive features.
19. LCD Screen	Shows information about calls, messages, call keys, time, date and other system data.
20. Microphone	When the handset is returned to the cradle, the caller is prompted to hang up the other call.

Basic Features

To Place a Call

- 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.
- Press the **SPK** 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 **SPK** button.
- Press the **HS** 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 **HS** button.

To Answer a Call

- Lift the handset to answer the call.
- Press the **SPK** button **-OR-** press the **Answer** soft key **-OR-** press the flashing **Line** key.
- Press the **HS** button **-OR-** with the handset mode activated, press the **Answer** soft key **-OR-** with the handset mode activated, press the flashing **Line** key.

To Repeat a Call

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

To End a Call

- Hang up the handset **-OR-** press the **End Call** soft key.
- Press the **SPK** button **-OR-** press the **End Call** soft key.
- Press the **HS** button **-OR-** press the **End Call** soft key.

To Redial the Last Call Placed

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

To Make a Call

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

To Place a Call on Hold

- 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

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

Polycom Soundpoint Ip 450 Guide

Patrick Vollmar



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