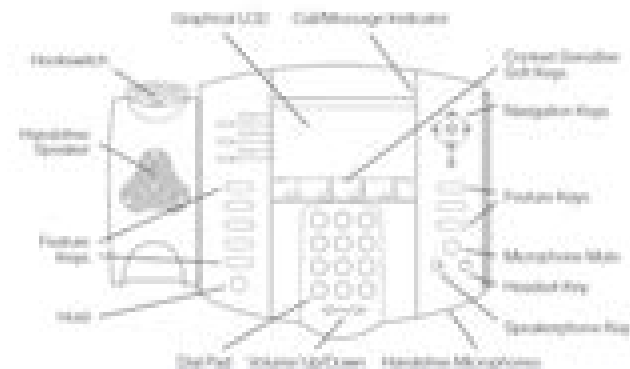


# IP Telephone User Guide

## Business Voice over IP

### Polycom SoundPoint IP® 550 and 670



## Making a Call

Placing a call requires only two steps which can be performed in any order:

- Dial the number.
- Pick up the handset, or press or .
- If your organization has extension dialing:
  - For external calls, dial 9 plus a full national or international number (if allowed by your administrator).
  - For calls within your organization, dial the 4-digit extension number.
- Otherwise, simply dial a full national or international number.

**Note:** You can switch to a different call mode while a call is in progress by lifting the handset or pressing or .

## Answering a Call

- For calls to your Primary Line—Lift the handset or press or (if connected) key.
- For calls on other lines assigned to your phone—Lift the handset or press the Speeddial or Handset (if connected) key and press the button beside the flashing phone line.

## Releasing a Call (Hang Up)

- Replace the handset or press the End Call soft key.

## Hold/Returning a Call

- To place a call on Hold—Press the Hold soft key or on the phone unit.
- While the call is on hold, you can hang up the receiver.
- To reconnect—Press the Resume soft key.

## Ad-hoc Conferencing

All users have the ability to add up to 5 parties to an active call.

- Press the Confere. soft key or on the phone unit.
- Enter the number of another party (existing call had been placed on hold).
- When the call is answered, you may now converse with the other party while the existing call remains on hold.
- Press the Confere. soft key to join all parties together.

## Transfer a Call

All users have the ability to transfer active calls to other numbers (internal or external). Transfers can be done either as "Blind" or unmonitored, or as "Consultative" or "Supervised", where you can consult or announce the transfer before transferring a call.

### To initiate a "Consultative/Supervised" transfer (Preferred method):

- During a call, press the Transfer soft key or on the phone unit (1st party has been placed on hold).
- Enter the number of the party to whom you want to transfer the call.
- After speaking with the 2nd party, press the Transfer soft key to complete the call.

### To initiate a "Blind" transfer:

- During a call, press the Transfer soft key or on the phone unit (1st party has been placed on hold).
- Press the Blind soft key.
- Enter the number of the party to whom you want to transfer the call.

**Note:** Transfer can be cancelled during establishment by pressing the Cancel soft key. The original call is resumed.

# Polycom Phone User Guide Ip 550

**Thomas Griffiths**



## **Polycom Phone User Guide Ip 550:**

## Enjoying the Melody of Appearance: An Mental Symphony within **Polycom Phone User Guide Ip 550**

In some sort of used by displays and the ceaseless chatter of instantaneous conversation, the melodic splendor and emotional symphony produced by the published word usually fade in to the back ground, eclipsed by the relentless sound and disruptions that permeate our lives. Nevertheless, nestled within the pages of **Polycom Phone User Guide Ip 550** a wonderful literary treasure full of natural thoughts, lies an immersive symphony waiting to be embraced. Crafted by an elegant musician of language, that interesting masterpiece conducts readers on an emotional trip, skillfully unraveling the concealed tunes and profound affect resonating within each carefully crafted phrase. Within the depths of this poignant examination, we will investigate the book is central harmonies, analyze their enthralling writing design, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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### **Table of Contents Polycom Phone User Guide Ip 550**

1. Understanding the eBook Polycom Phone User Guide Ip 550
  - The Rise of Digital Reading Polycom Phone User Guide Ip 550
  - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Phone User Guide Ip 550
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Polycom Phone User Guide Ip 550
  - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Phone User Guide Ip 550
  - Personalized Recommendations

- Polycom Phone User Guide Ip 550 User Reviews and Ratings
- Polycom Phone User Guide Ip 550 and Bestseller Lists
- 5. Accessing Polycom Phone User Guide Ip 550 Free and Paid eBooks
  - Polycom Phone User Guide Ip 550 Public Domain eBooks
  - Polycom Phone User Guide Ip 550 eBook Subscription Services
  - Polycom Phone User Guide Ip 550 Budget-Friendly Options
- 6. Navigating Polycom Phone User Guide Ip 550 eBook Formats
  - ePub, PDF, MOBI, and More
  - Polycom Phone User Guide Ip 550 Compatibility with Devices
  - Polycom Phone User Guide Ip 550 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom Phone User Guide Ip 550
  - Highlighting and Note-Taking Polycom Phone User Guide Ip 550
  - Interactive Elements Polycom Phone User Guide Ip 550
- 8. Staying Engaged with Polycom Phone User Guide Ip 550
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom Phone User Guide Ip 550
- 9. Balancing eBooks and Physical Books Polycom Phone User Guide Ip 550
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Polycom Phone User Guide Ip 550
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom Phone User Guide Ip 550
  - Setting Reading Goals Polycom Phone User Guide Ip 550
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom Phone User Guide Ip 550
  - Fact-Checking eBook Content of Polycom Phone User Guide Ip 550

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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