



# SmartCOMM™ Hosted IP Complete

Polycom Soundpoint IP 550 Phone Reference Guide

**grid4**  
communications

## Directories

### DIRECTORIES KEY

Access Contact Directory to find a contact and select dial to place the call.

## Applications

### APPLICATIONS KEY

Connects to enabled web based applications if available.

## Conference

### CONFERENCE KEY

Call first party & press Conference to place the new call idle. Next, call the second party. Press Conference to join all parties.

## Transfer

### TRANSFER KEY

During the call press Transfer, select Blind with your soft keys, enter number you wish to transfer to, & hang up.

## Redial

### REDIAL KEY

Redial previously used number.

## LINES

4 lines.

## NAVIGATION KEYS

From the Home screen, press left arrow to quickly access received calls, right for placed calls, down for missed calls & up for speed dial.

## Menu

### MENU KEY

Houses options such as call directories, missed calls, & preferences.

## Messages

### MESSAGES KEY

If you have a voicemail the indicator light will flash red. Press Messages to listen; enter password, proceed with instructions.

## Do Not Disturb

### DO NOT DISTURB

Enable to send calls to voicemail or call forwarding. Calls received will be listed under missed calls.



### HOLD KEY

Hold your call.

### SOFT KEYS

4 programmable soft keys.

### VOLUME KEYS

Adjusts volume.



### SPEAKER KEY

Press to answer or place call over speaker.



### MUTE KEY

Places a call on mute so caller cannot hear you.



### HEADSET KEY

Activates hands free for making and receiving calls without lifting the handset.

# Polycom Soundpoint Ip 550 Voip Phone Manual

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## **Polycom Soundpoint Ip 550 Voip Phone Manual:**

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