



# Polycom SoundPoint IP 32x/33x

## Quick User Guide



### Basic Phone Features Customizing Your Phone

Application: [www.polycom.com/quickstart](http://www.polycom.com/quickstart)  
Software: 3.0(1) or later

The contents of this guide may vary depending on phone configuration. Particulars and menu options may vary. For detailed information please refer to the comprehensive SoundPoint® IP 32x/33x User Guide available at: [www.polycom.com/quickstart](http://www.polycom.com/quickstart)

### REGISTRATION

Scrolling or   
Step 1: Press or 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 **Answer** softkey.  
**Redial:** (optional) Press .

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

#### ENDING A CALL

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

Press the **Blind** 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 to enter **Features > Forward**.
2. Select a Forwarding Type. Forward **Always**, **in the Absence**, **in a Sleep**.
3. For **Always**, enter a number to forward all future calls to.

For **In the Absence**, 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 (DND) is dependent on the call plan.

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

<sup>3</sup> Forwarding only if the feature is configured for the call center.

# Polycom Soundpoint Ip 33admin Guide

**JR Anderson**



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

## **Polycom Soundpoint Ip 33admin Guide** Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the energy of words has be more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such may be the essence of the book **Polycom Soundpoint Ip 33admin Guide**, a literary masterpiece that delves deep into the significance of words and their impact on our lives. Published by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall affect readers.

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### **Table of Contents Polycom Soundpoint Ip 33admin Guide**

1. Understanding the eBook Polycom Soundpoint Ip 33admin Guide
  - The Rise of Digital Reading Polycom Soundpoint Ip 33admin Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Soundpoint Ip 33admin Guide
  - 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 Soundpoint Ip 33admin Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Soundpoint Ip 33admin Guide
  - Personalized Recommendations
  - Polycom Soundpoint Ip 33admin Guide User Reviews and Ratings

- Polycom Soundpoint Ip 33admin Guide and Bestseller Lists
- 5. Accessing Polycom Soundpoint Ip 33admin Guide Free and Paid eBooks
  - Polycom Soundpoint Ip 33admin Guide Public Domain eBooks
  - Polycom Soundpoint Ip 33admin Guide eBook Subscription Services
  - Polycom Soundpoint Ip 33admin Guide Budget-Friendly Options
- 6. Navigating Polycom Soundpoint Ip 33admin Guide eBook Formats
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  - Polycom Soundpoint Ip 33admin Guide Compatibility with Devices
  - Polycom Soundpoint Ip 33admin Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom Soundpoint Ip 33admin Guide
  - Highlighting and Note-Taking Polycom Soundpoint Ip 33admin Guide
  - Interactive Elements Polycom Soundpoint Ip 33admin Guide
- 8. Staying Engaged with Polycom Soundpoint Ip 33admin Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom Soundpoint Ip 33admin Guide
- 9. Balancing eBooks and Physical Books Polycom Soundpoint Ip 33admin Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Polycom Soundpoint Ip 33admin Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom Soundpoint Ip 33admin Guide
  - Setting Reading Goals Polycom Soundpoint Ip 33admin Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom Soundpoint Ip 33admin Guide
  - Fact-Checking eBook Content of Polycom Soundpoint Ip 33admin Guide
  - 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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