

Polycom SoundPoint IP 550/560

Quick User Guide





 Dial the number, and then press ® or the Send soft key.

Using the optional Headust:

- With the headset connected, press
- Q, any assigned line key, or the New Call not key

i

Dail the number, and then press Q.

During a call, you can alternate between modes by pressing ® or C

or picking up the handball.

CALL HOLD AND RESUME

During a call, press To or the Hold soft key.

Press Supply, the Resume softings, or the line key to resume the cod.

LOCAL CONFERENCE CALLS'

To create a three-way local conference cuit

- I. Connect to the first party
- Proce (Conting coft key to create a new call (the active call is classed on hold).
- 3. Place a call to the second party.
- 4. When the second party anciens,

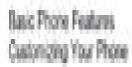
Fress the **Blind** out key to harmler the call without speaking to the second barly.

Transfer can be conceiled during establishment by pressing the **Concel** soft key. The original cut is resumed.

CALL FORWARDING

To enable call forwarding

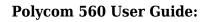
- Press the Forward soft key from the ide screen or press and select Features - Forward.
- 2. Select a Forwarding Type. Forward Marcon on No Amuser or on Story



Applies to phones running Polycon UC Software 5.3 flor later

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