

Quick Reference Guide for Polycom® SoundPoint IP® 550/560, 650/670

Voice over Internet Protocol (VoIP)



SoundPoint® IP 550/560 and 650/670

The SoundPoint® IP 550/560 model can display up to four line appearances, while the SoundPoint® IP 650/670 model offers up to six line appearances.

This quick reference guide applies to standard phone configurations. Menu options and functionality may vary based on the actual phone setup. Comprehensive SoundPoint® IP 550/560 and SoundPoint® IP 650/670 user guide are available at: dolt.missouri.edu/telecom/voip.



There are four content-sensitive soft keys across the bottom of your phone's LCD display. Soft keys change based on the current state of the phone (idle, ringing, active call, etc.) and by what optional features are installed on the phone. Soft keys commonly provide the following options:

Answer	Answer incoming call via speaker phone	Join	Combine calls into a conference call
Blind	Transfer call without announcement	New Call	Place a new call
Confere	Alternative to the conference button	Reject	Decline to answer incoming
End Call	Disconnect an active call	Resume	Retrieve a held call
Forward	Set up call forwarding	Split	Divide a conference call
Hold	Place active call on hold	Transfer	Alternative to the transfer button

NAVIGATION KEYS

- Press or to scroll.
- Press or to step in/out of menus or toggle enabled/disabled.
- Press for enter or select.
- Press for back or delete.

CALL LISTS

From the idle screen:

- Press for **Speed Dial**.
- Press for **Missed Calls**.
- Press for **Received Calls**.
- Press for **Placed Calls**.



- Alternately, press followed by Call Lists and Missed, Received, or Placed Calls, as desired.

Content stored in call lists is deleted when the phone loses power or is rebooted.

PLACING A CALL

Local Calls:

- Dial the 7-digit phone number.

Long Distance Calls:

- Dial the 10-digit phone number. You will be prompted to enter your long-distance authorization code.

Using the Handset:

- Pick up the handset, and then dial the number. Alternatively, dial the number first, and then pick up the handset.

Using the hands-free Speakerphone:

- With the handset on-hook, press , any assigned line key, or the **New Call** soft key. Then, enter the number.
- or
- Dial the number, and then press or the **Dial** soft key.

Using the optional Headset:

- With the headset connected, press , any assigned line key, or the **New Call** soft key.
- or
- Dial the number, and then press .

During a call, you can alternate between modes by pressing or or picking up the handset.

ANSWERING A CALL

Handset: Pick up the handset.

Speakerphone: Press , the line key, or the **Answer** soft key.

Headset (optional): Press .

Incoming calls may be ignored by pressing the **Reject** soft key or during ringing.

CALL WAITING

To answer a call waiting call:

1. Press to highlight the call.
2. Press the **Answer** soft key.
3. The original call is now on hold and you are connected with the new call.

You can toggle between calls by using the or and pressing the **Resume** soft key. You can also conference the calls together by pressing the **Join** soft key.

ENDING A CALL

Press the **End Call** soft key or, depending on the call mode, press , press , or hang up the handset.

Continued on the next page.

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Shasha Hu



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Table of Contents Polycom Soundpoint 670 Manual

1. Understanding the eBook Polycom Soundpoint 670 Manual
 - The Rise of Digital Reading Polycom Soundpoint 670 Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Soundpoint 670 Manual
 - 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 a Polycom Soundpoint 670 Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Soundpoint 670 Manual
 - Personalized Recommendations
 - Polycom Soundpoint 670 Manual User Reviews and Ratings

-
- Polycom Soundpoint 670 Manual and Bestseller Lists
 - 5. Accessing Polycom Soundpoint 670 Manual Free and Paid eBooks
 - Polycom Soundpoint 670 Manual Public Domain eBooks
 - Polycom Soundpoint 670 Manual eBook Subscription Services
 - Polycom Soundpoint 670 Manual Budget-Friendly Options
 - 6. Navigating Polycom Soundpoint 670 Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Polycom Soundpoint 670 Manual Compatibility with Devices
 - Polycom Soundpoint 670 Manual Enhanced eBook Features
 - 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom Soundpoint 670 Manual
 - Highlighting and Note-Taking Polycom Soundpoint 670 Manual
 - Interactive Elements Polycom Soundpoint 670 Manual
 - 8. Staying Engaged with Polycom Soundpoint 670 Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom Soundpoint 670 Manual
 - 9. Balancing eBooks and Physical Books Polycom Soundpoint 670 Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom Soundpoint 670 Manual
 - 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 - 11. Cultivating a Reading Routine Polycom Soundpoint 670 Manual
 - Setting Reading Goals Polycom Soundpoint 670 Manual
 - Carving Out Dedicated Reading Time
 - 12. Sourcing Reliable Information of Polycom Soundpoint 670 Manual
 - Fact-Checking eBook Content of Polycom Soundpoint 670 Manual
 - 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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