

Polycom SoundPoint IP 550/560

Quick User Guide




Basic Phone Features Customizing Your Phone

Applies to phones running Polycom I.C.
Software 5.9.1 or later

or

- Dial the number, and then press  or the **Speed** 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.


CALL HOLD AND RESUME

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

Press  again, the **Resume** soft key, or the line key to resume the call.

LOCAL CONFERENCE CALLS¹

To create a three-way local conference call:

1. Connect to the first party.
2. Press  or the **Conference** soft key to create a new call (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers,

Press the **Blend** soft key to transfer the call without speaking to the second party.

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

CALL FORWARDING²

To enable call forwarding:

1. Press the **Forward** soft key from the idle screen or press  and select **Features > Forward**.
2. Select a Forwarding Type: **Forward Always**, **Do Not Answer**, or **Do Not**

Polycom Soundpoint Ip 560 User Guide

**Greg Adams, Telecommunications
Users Association of New Zealand**



Polycom Soundpoint Ip 560 User Guide:

Polycom Soundpoint Ip 560 User Guide: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels enthralling the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have enthralled audiences this year. Polycom Soundpoint Ip 560 User Guide : Colleen Hoover's "It Ends with Us" This heartfelt tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Polycom Soundpoint Ip 560 User Guide : Taylor Jenkins Reid's "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reid's absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens' "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Pape, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and gripping novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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
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