



# SoundPoint® IP 32x/33x

### Quick User Guide

Basic Phone Features. Customizing Your Phone

Applies to phones running Polysom UC. Software 3.3.0 or later.

The content in this guide may vary: depending on phone configuration. Platfoutiers and monu options may view For detailed information please consult. the comprehensive SoundPoint IP Stheft the User Guide invaligable at: www.pidycom.com/subgorftyoloadocum THE RESERVE

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#### BASIC PHONE FEATURES

#### PLACING A CALL

#### Union the Hundard

Pick up the handset, and then did the number. Or, did 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 MourCall soft key. Then, enter the mumber.

 Dial the number, and then press. or 19 3

### Delen the onthonal Meaders:

 With the headset connected, press. Q any essigned line key, or the Move Call soft key.

Dial the number, and then press Q.



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

#### ANSWERING A CALL

Handset Pick up the handset. Speakerphone: Press: S. the line key, or the Answer soft key. Headed instructs Press Q

Incoming calls may be deried by precising the Reject soft key during ringing.

#### ENDING A CALL

Press the EndCall and law or the line. key compapending to the line. Ot. depending on the call mode, press (4). press Q, or hand up the handset.

#### REFERENCE.

Press De to display the Placed Cad but Scrot to peloct the desired. 

#### MICROPHONE MUTE

During a call, press (E). Mute applies. to all modes. You can hear all other number white Make is engineed but other parties cannot hear you.

To un-Mute, press (4) proper.

#### CALL HOLD AND RESUME.

During a cost, press (\*) Press ( again, the Resume soft law. or the line key to resume the call.

### LOCAL CONFERENCE CALLS" To create a three-way local

### poofernoon salt:

- Contract to the first party.
- 2. Press the Coeff soft key to create a new call the active call is placed on
- 3. Place a call to the second party.
- 4. When the second party answers. press the Cost exit key again to join. all parties in the conference.

Contenence Between

- Placing the conference call on hold. will place the other conference. plactical on holds
- Pressing the Split soft key will split. the conference into two separate coding on body.
- A conference may be created. behieved an active call and a call on hold by preissing the John soft key.

#### DO NOT DISTURB (DIVO)

Press See and select Features 2 Do Not Disturb > Enable to prevent the phone from ringing for incoming. calls. An icon appears for all lines to confirm that DMD is availabled.

Press and select Features > Do Mar Disturb is Dissable to have Co. Mod Chiefusts of III

#### CALL TRANSPER

- t. Chang a calt, pross the Trans soft. key (the active call is placed on hold).
- 2. Place a call to the party to which you want to transfer the call.
- 3. After speaking with the second party. press the Trans soft key to complete. the transfer.

Press the **Blind** soft key to transfer the calf without speaking to the around

Transfer can be cancelled during extablishment by pressing the Concet soft key. The original call is resumed.

### CALL FORWARDING!

### To enable out forwardings

- 1. Press 201 and select Features
- > Forward.
- Belief a Forwarding Type, Forward Abways, on No Answer, or on Busy.
- 3. For all types, enter a number to forming all future code to:
- For No Answer, exter the number of stress before foregeding.
- 4. Press the Enable soft key to confirm Call Forwarding, A moving arrow icon. appears for that line.

#### To disable call forwarding: Perform steps 1 and 2, but select! Charles ...

Call forwarding is not available on showed lines.

Optional bance: Most be configured from the call

Organization on call server configuration.

detailed will vary if the besture is configured from the staff service.

# **Polycom 331 User Guide**

**Lingjun Ying** 

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# **Table of Contents Polycom 331 User Guide**

- 1. Understanding the eBook Polycom 331 User Guide
  - The Rise of Digital Reading Polycom 331 User Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Polycom 331 User 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 331 User Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Polycom 331 User Guide
  - Personalized Recommendations
  - Polycom 331 User Guide User Reviews and Ratings
  - Polycom 331 User Guide and Bestseller Lists
- 5. Accessing Polycom 331 User Guide Free and Paid eBooks
  - Polycom 331 User Guide Public Domain eBooks
  - Polycom 331 User Guide eBook Subscription Services
  - Polycom 331 User Guide Budget-Friendly Options
- 6. Navigating Polycom 331 User Guide eBook Formats
  - ∘ ePub, PDF, MOBI, and More

- Polycom 331 User Guide Compatibility with Devices
- Polycom 331 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom 331 User Guide
  - Highlighting and Note-Taking Polycom 331 User Guide
  - Interactive Elements Polycom 331 User Guide
- 8. Staying Engaged with Polycom 331 User Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom 331 User Guide
- 9. Balancing eBooks and Physical Books Polycom 331 User Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Polycom 331 User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom 331 User Guide
  - Setting Reading Goals Polycom 331 User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom 331 User Guide
  - Fact-Checking eBook Content of Polycom 331 User 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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