#### RECOAL.

Press E to display the Placed Call list. Press © and ⊕ or hold down ⊕ to scrall to search for the desired number, and then press the Dial key acain.

#### GO NOT ON TURN.

Press and select Features, and then select Do not disturb to prevent the phone them integring on incoming calls. A Do Not Disturb icon appears for all lines to confirm that Do Not Disturb is enabled.

Press and select Features, and then select Do not disturb again to turn of Do Not Deputs.

If Do Not Disturb is configured on the call service, then particulars may vary.

#### CALL LIGHTS

Phone and select Features, and then select Call Lists. The Received and Placed Call lists can be viewed. Information on respective calls will be displayed.

# From this screen, choose the appropriate soft key:

- I. Infe to view detailed call information.
- Save to store the contact to the Contact Directory.
- 3. Delete to delete the call from the let:
- Press <sup>10</sup> repeatedly to return to the kills display. Or press the **Callies** soft key to view the Received Call list.

#### WORDS MAIL!

The Message Waiting Indicator on the front of the phone and individual line indicators will flash and the studer distone in place of inormal dust one will sound to indicate that message(s) are waiting at the message center.

#### To listers to voice messaspes:

- 1. Press the Mage out has
- Follow voice prompts to listen to messages.

 Voice Mel' is an optional bullow that that like surfigured on the call person. Furticulars and transsortion may very.

#### SPEED DIALING

To assign a speed dial index, see CONTACT DIRECTORY below.

To dial a contact assigned to a line key, press the corresponding line key.

#### To dial a contact associated with a speed dial index:

- Using the dial pad, enter the speed dial index followed by the #.
- 2. Press Dorgick up the handoot.

#### CUSTOMIZING YOUR PHONE

#### CONTACT DIRECTORY

To add a contact in your local phone describes:

- Press © to enter a contact into the phone's distribute.
- Enter first name from the dial pad.
   Press the **Os** or **Cancel** soft keys to
- accept or cancel changes.

  5. Phess 

  to display the next field in the contact's entry.
- Piepeat steps 2 through 5 to enter last name and a unique contact phone number and already in the directory.
- Change the Speed Dial Index if depined, it will automatically be assigned the next available index value.
- Modify the remainder of the fields. (Ring Type, Divert Contact, Auto Resect, and Auto Divert) if desired.
- 9. Press ® to end data erroy.
- 10. Press the Yes or Cancel soft keys to accept or cancel changes.
- Press Prepostedly to return to the idle display.

Contacts can be easily added from Galf Lists. For more information, see CALL LISTS section above.

#### To seemth for a portact:

- 1. Press the Dir soft key.
- Using the dislipad, enter the first characters for the Last name. For

example, to find the first directory entry with the fast name starting with J. gress the 5 key once. Searches are case mannistry. Dail the successful match from the resulting search screen.

#### To edit a contact:

- 1. Press the Direct key.
- 2. Search for contact have above).
- Press the Edit soft key and make the recessary changes.
- 4. Press 10 to end data entry.
- Press the Yes or Cancel soft keys to accept or cancel changes.
- 6. Press ® repeatedly to return to the idle deplay.

#### VOLUME ADJUSTMENT

Press the CD—CD volume keys to adjust handlest, headlest, and handlefree speaker volume during a call. Pressing these keys in idle state adjusts the singer volume.

To conform to regulatory requirements, handset and headtest volume will return to a preset level after each sall, but the configuration can be changed by your system administrator. Hands-hee volume settings will be maintained across calls.

#### HIPMA TYPES

You can select different rings to match your preferences and distinguish between calls on lines.

#### To change the incoming ring:

- S. Press See
- Select Settings, followed by Basic, and then Ring Type.
- Using <sup>™</sup> and <sup>™</sup> , highlight the desired ring type. Press the Play soft key to hear the edicted ring type.
- Press the Select soft key to change to the selected ring how.
- 5. Press or S repeatedly to return to the ide deplay.

If you saled Silent ring, press the Line key or **Answer** soft key to answer incoming calls.

# DISTINCTIVE RINGING / CALL.

You can set distinctive incoming ringing tones for different contacts in your local directory.

# To set a distinctive ring for a local contact:

- 1. Press the Dir soft key.
- 2. Search for the contact (see CONTACT DIRECTORY above).
- Press the Edit soft key and scroll down to Ring Type.
- Enter a number corresponding to one of the ring types available (see FIRIG TYPE above).
- 5. Press (i) to end data entry
- Press the Yes or Cancel soft keys to accept or carcel changes.
- Press (i) repeatedly to return to the ide display.

#### READSET MEMORY MODE

For permanent or full-time headest users, there is an option to default all calls to the headest.

#### To enable Headset Memory Mode:

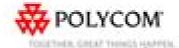
- Press and select Settings followed by Basis: Preferences, and then Headed Memory.
- 2. Use <sup>⊕</sup> and ⊕ and press <sup>⊕</sup> to enable Headest Memory Mode.

#### To activate Headast Memory Mode:

Press O twice. The Headast icon will feel.

#### To disable Meadset Memory Mode: Repeat steps 1 and 2 and select Deadle.





# **Polycom Ip 331 User Manual**

**Terry C. Jones** 

#### **Polycom Ip 331 User Manual:**

**VOIP - A practical guide for the non-telephone engineer** Joe Yeung, 2015-05-04 This is a practical guide for business and IT managers on implementing a Voice over IP telephone system Asterisk Jim Van Meggelen, Leif Madsen, Jared Smith, 2007-08-28 Provides information on Asterisk an open source telephony application Voice Over WLANS Michael F. Finneran, 2011-04-08 For networking and RF wireless engineers and graduate students who want a solid overview of voice over WLANs VoIP technology wireless local area networks voice over internet protocol this book covers voice coding packet loss delay and jitter and echo control and shows how to combine both WLAN and VoIP technology to create effective voice over WLAN systems Finneran also describes how to integrate voice over WLAN systems with cellular networks This is not just another WLAN only book nor a VoIP only book instead it integrates both topics into a coherent whole Gives complete details on integrating voice and data services on WLANs including wide area networks Explores quality of service QoS and security issues Step by step descriptions of how to plan and implement voice over WLAN networks Communication Technology Update and Fundamentals August E. Grant, Jennifer H. Meadows, 2008-06-24 First Published in 2008 Routledge is an imprint of Taylor Francis an informa company Computer Telephony Encyclopedia Richard Grigonis, 2000-01-08 If you want to grasp the full length and breadth of the rapidly developing computer telephony field this book is the place to start Author Richard Grigonis thoroughly explains even the most abstruse ideas in a concise manner that is aimed at all kinds of readers students business executives telecom managers call center supervisors or entrep Network World, 2001-04-23 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce Signal, 2004

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