

## REDIAL

Press **Redial** to display the Placed Call list. Press **Up** and **Down** or hold down **Up** and **Down** to scroll to search for the desired number, and then press the **Dial** key again.

## DO NOT DISTURB

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

Press **Do Not Disturb** and select **Features**, and then select **Do not disturb** again to turn off Do Not Disturb.

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

## CALL LISTS

Press **Call Lists** 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:

1. **Info** to view detailed call information.
  2. **Save** to store the contact to the Contact Directory.
  3. **Delete** to delete the call from the list.
- Press **Up** repeatedly to return to the idle display. Or press the **Callers** soft key to view the Received Call list.

## VOICE MAIL\*

The Message Waiting Indicator on the front of the phone and individual line indicators will flash and the stutter dial tone in place of normal dial tone will sound to indicate that message(s) are waiting at the message center.

To listen to voice messages:

1. Press the **Msgs** soft key.
2. Follow voice prompts to listen to messages.

\*Voice Mail is an optional feature that must be configured on the call server. Particulars and menu options may vary.

## 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:

1. Using the dial pad, enter the speed dial index followed by the #.
2. Press **Redial** or pick up the handset.

## CUSTOMIZING YOUR PHONE

### CONTACT DIRECTORY

To add a contact in your local phone directory:

1. Press the **Dir** soft key, and then press **Up**.
2. Press **Up** to enter a contact into the phone's database.
3. Enter first name from the dial pad.
4. Press the **Ok** or **Cancel** soft keys to accept or cancel changes.
5. Press **Up** to display the next field in the contact's entry.
6. Repeat steps 2 through 5 to enter last name and a unique contact phone number (not already in the directory).
7. Change the Speed Dial Index if desired. It will automatically be assigned the next available index value.
8. Modify the remainder of the fields (Ring Type, Divert Contact, Auto Reject, and Auto Divert) if desired.
9. Press **Up** to end data entry.
10. Press the **Yes** or **Cancel** soft keys to accept or cancel changes.
11. Press **Up** repeatedly to return to the idle display.

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

To search for a contact:

1. Press the **Dir** soft key.
2. Using the dial pad, enter the first characters for the Last name. For

example, to find the first directory entry with the last name starting with J, press the 5 key once. Searches are case insensitive. Dial the successful match from the resulting search screen.

To edit a contact:

1. Press the **Dir** soft key.
2. Search for contact (see above).
3. Press the **Edit** soft key and make the necessary changes.
4. Press **Up** to end data entry.
5. Press the **Yes** or **Cancel** soft keys to accept or cancel changes.
6. Press **Up** repeatedly to return to the idle display.

### VOLUME ADJUSTMENT

Press the **Left** and **Right** volume keys to adjust handset, headset, and hands-free speaker volume during a call. Pressing these keys in idle state adjusts the ring volume.

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

### RING TYPE

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

To change the incoming ring:

1. Press **Settings**.
2. Select **Settings**, followed by **Basic**, and then **Ring Type**.
3. Using **Up** and **Down**, highlight the desired ring type. Press the **Play** soft key to hear the selected ring type.
4. Press the **Select** soft key to change to the selected ring type.
5. Press **Redial** or **Up** repeatedly to return to the idle display.

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

### DISTINCTIVE RINGING / CALL TREATMENT

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).
3. Press the **Edit** soft key and scroll down to Ring Type.
4. Enter a number corresponding to one of the ring types available (see **RING TYPE** above).
5. Press **Up** to end data entry.
6. Press the **Yes** or **Cancel** soft keys to accept or cancel changes.
7. Press **Up** repeatedly to return to the idle display.

### HEADSET MEMORY MODE

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

To enable Headset Memory Mode:

1. Press **Settings** and select **Settings** followed by **Basic**, **Preferences**, and then **Headset Memory**.
2. Use **Up** and **Down** and press **Up** to enable Headset Memory Mode.

To activate Headset Memory Mode:

Press **Headset** twice. The Headset icon will flash.

To disable Headset Memory Mode: Repeat steps 1 and 2 and select **Disable**.



**POLYCOM**

TOGETHER, GREAT THINGS HAPPEN.

# Polycom Ip 331 User Manual

**J Dewey**



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## **Table of Contents Polycom Ip 331 User Manual**

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

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