

Quick Reference Guide

Polycom SoundPoint IP 400



Key	Description
1. Message Waiting Indicator	Indicates when you have messages.
2. Line Indicators	Multi-line LCDs display the telephone call state and provide user status.
3. Line / Speed Dial Keys	Use these buttons to access up to three phone extensions or speed dial.
4. Navigation Buttons	Scroll through displayed information or options.
5. Transfer/Forward Button	Transfer the phone line (push-to-talk mode).
6. Feature Buttons	Access telephone features using these buttons.
7. Feature Buttons	Access phone features and customizations.
8. Feature Buttons	Access hold key.
9. Feature Buttons	Place most recently dialed party.
10. Microphone Mute	Toggle the handset/microphone on or off.
11. Handset Microphone	Place the handset in a hands-free speakerphone call. Place the phone on a table, for conference, loud, hands-free.
12. Volume Keys	Adjust the volume of the handset, headset, ring, and speakerphone.
13. Repeat	Repeat the digits before and/or after the number in a conference call.
14. Headset Button	Toggle the headset mode for the optional headset.
15. Hold Button	Place a call on hold or resume a held call.
16. Answer	For single and hands-free auto-answered.
17. Red Keys	Cancel changes automatically, including third context-sensitive features.
18. LCD Screen	Shows information about calls, messages, call keys, time, date and other status data.
19. Microphone	When the handset is returned to the cradle, the caller is depressed to hang up the other call.

Basic Features

To Place a Call

- Lift the handset, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then lift the handset.
- Press the **☎** button, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then press the **☎** button.
- Press the **☎** button, dial the extension or phone number, and then press the **Send** soft key. **-OR-** Dial the extension or phone number, and then press the **☎** button.

To Answer a Call

- Lift the handset to answer the call.
- Press the **☎** button **-OR-** press the **Answer** soft key **-OR-** press the flashing **Line** key.
- Press the **☎** button **-OR-** with the handset mode activated, press the **Answer** soft key **-OR-** with the handset mode activated, press the flashing **Line** key.

To Repeat a Call

- Press the **Repeat** soft key—the call will immediately be connected to the voice mail configured for the ringing extension.

To End a Call

- Hang up the handset **-OR-** press the **End Call** soft key.
- Press the **☎** button **-OR-** press the **End Call** soft key.
- Press the **☎** button **-OR-** press the **End Call** soft key.

To Redial the Last Call Placed

- Press the **Redial** button—a call to the last number dialed is attempted.

To Mute a Call

- Press the **☎** button—the call will be muted and the LCD screen will indicate that the call is muted.

To Place a Call on Hold

- Press the **☎** button **-OR-** press the **Hold** soft key—the call will be placed on hold, the LCD display on the phone will change to indicate that the call is on hold, and the hold icon **☎** will display for the line that is on hold.

To Resume a Call on Hold

- Press the **☎** button **-OR-** press the **Resume** soft key **-OR-** press the **Line** key for the held call.

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