



POLYCOM **SoundPoint® IP 335**

Quick User Guide

Basic Phone Features
Customizing Your Phone



BASIC PHONE FEATURES

PLACING A CALL

Using the Handset:

Pick up the handset and enter the number or enter the number first, and then pick up the handset.

Using the hands-free Speakerphone:

1. With the handset on-hook, press **[*]** or any assigned line key.
2. Dial the number.
- On dial the number, and then press **[#]**.

Using the optional Headset:

1. With the headset connected, press:
 - any assigned line key, or
 - the SpeedCall call key.
2. Press **[*]**.
3. Dial the number.
- On dial the number, and then press **[#]**.

During a call you can alternate between handset, headset, or hands-free modes by pressing the **[*]** or **[#]** keys, or picking up the handset.

ANSWERING A CALL

Using the Handset:

Pick up the handset.

Using the Speakerphone:

Press:

- **[*]**, or
- the line key, or
- the Answer call key.

Using the optional Headset:

Press **[*]**.

Incoming calls may be ignored by answering the SpeedCall call key during ringing.

ENDING A CALL

Using the Handset:

Hang up or press the EndCall call key.

Using the Speakerphone:

Press **[*]** or the EndCall call key.

Using the optional Headset:

Press **[*]** or the EndCall call key.

MICROPHONE MUTE

During a call, press **[M]**. (This applies to all modes: handset, headset, and hands-free). You can hear all other parties while Mute is enabled.

To turn-off Mute, press **[M]** again.

CALL HOLD AND RESUME

1. During a call, press **[H]**.
2. Press **[H]** again, the Resume call key, or the line key to resume the call.

When a call has been on hold for an extended period of time, both visual and audible alerts may appear.

LOCAL CONFERENCE CALL*

To create a three-way local conference call:

1. Call the first party.
2. Press the Conf call key to create a two-call (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers, press the Conf call key again to join all parties in the conference.

When a conference has been established, pressing the Split call key will split the conference into two calls on hold.

Placing the call on hold on the conference organizer's phone will place the other parties in the conference on hold.

A conference may be created at any time between an active call and a call which is on hold (or the same line or another line) by pressing the Add call key.

Placing the call on the conference organizer's phone will allow the other parties to continue the conference.

* Local Conference calls are subject to the system configuration of the call center. Features and uses may vary by site.

CALL TRANSFER

1. During a call, press the Trans call key (the active call is placed on hold).

Press the Blind call key to transfer the call without speaking to the second party.

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 call key to complete the transfer.

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

CALL FORWARDING

To enable call forwarding:

1. Press **[Fw]** and select Features, and then Forward.
2. Select a Forwarding Type from **Always**, **No Answer**, and **Busy**.
3. For all types, enter a forwarding forward all future calls to.
4. For **No Answer**, enter the number of rings before forwarding.
5. Press the Enable call key to confirm Call Forwarding. A ringing screen can appear for 30 seconds to confirm that Forwarding is enabled.

To disable call forwarding:

1. Press **[Fw]** and select Features, and then Forward.
2. Select a Forwarding Type from **Always**, **No Answer**, and **Busy**.
3. Press the Disable call key.

Call forwarding is not available on shared lines.

If call forwarding is configured on the call server (provisioned using T-Tools) or from a PC-based application, then particular and remote calls may vary.

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Jessica J Manson



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