



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 Speedial 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 Speedial 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 . Mute applies to all modes: handset, headset, and hands-free. You can hear all other parties while Mute is enabled.

To turn-off Mute, press  again.

CALL HOLD AND RESUME

1. During a call, press .

2. Press  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 for 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.

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  and select Features, and then Forward.
2. Select a Forwarding Type from Always, No Answer, and Busy.
3. For all types, enter a number to 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 error can appear for 30 seconds to confirm that Forwarding is enabled.

To disable call forwarding:

1. Press  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 (provided using T-logic client or Web or PC-based applications), then particular and remote calls may vary.

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Sonic Foundry



Soundpoint Ip 335 Quick User Guide:

Standard and Poor's MidCap 400 Guide 2001 Standard & Poor's, 2000-12 What do individual investors money managers analysts brokers and financial writers and editors have in common All turn to Standard Poor s a division of the McGraw Hill Companies for securities information that is second to none S P s Guides totally updated for 2002 deliver the same data and analyses used by today s top investment professionals Each book puts these unique features at the reader s fingertips Vital data on earnings dividends and share prices Key income and balance sheet statistics Exclusive S P buy sell or hold recommendations for each stock Exclusive S P outlook for every stock s price Computer generated screens showing superior stock picks in different categories Company addresses and numbers and names of top officers Key information on America s medium size fast growing companies *Sound Forge 5.0* Sonic Foundry, 2001 Reference guide for Sound Forge 5 0

Soundpoint Ip 335 Quick User Guide Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become apparent than ever. Its capability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Soundpoint Ip 335 Quick User Guide**," compiled by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we will delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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