## Polycom Soundpoint IP 450



## Polycom Soundpoint IP 550 / 650

To forward a call, press the Forward soft key, enter the forwarding number, select Enable.

To access contact directories and call lists, press the Directories key.

To begin a conference call, phone the first party. Press the Conference button and call the 2nd party. Press the Conference button again to join all parties.

To transfer a call, press the Transfer button, enter the number or extension, hit Transfer again.

Press the Hold button to put a call on hold. Resume call by pressing Hold again.

Use Arrow Keys to toggle and select options.

Press the Menu button to access administrative functions & preferences.

To access voicemail, press the Messages key, and follow vocal instructions.

Press the Do Not Disturb key to enable or disable.

Press the Headset button to answer a call when using a headset.

Mute button

Speakerphone button

For more information, please watch this tutorial: http://url.xmission.com/hmsm



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## Polycom SoundPoint IP 335



For more information, please watch this tutorial: http://url.xmission.com/nmvn