POLYCOM

User's Quick Start Guide

digium Switchvox

POLYCOM

Telephone Quick Reference Card

SoundPoint® IP 550/560

Reference list (left panel)

1. line indicators
2. line/speed dial keys
3. hookswitch
4. speaker
5. feature keys
6. hold
7. soft keys
8. volume keys
9. dial pad
10. hands-free microphone
11. speakerphone
12. headset
13. microphone mute
14. feature keys
15. navigation cluster
16. message indicator
17. graphic display

Call Transfer

1: During a call, press TRANSFER or the **Transfer** soft key [the active call is placed on hold].

2: If a blind transfer is required, press the **Blind** soft key.

3: Call the number to which you want to transfer the call or access the number from a call list.

and press the **Dial** soft key.

4: After the ring-back sound is heard, or after the party answers, press TRANSFER to complete the transfer.

VoiceMail

Message Waiting Indicator LED & individual line LED indicators on the phone will flash. A stutter dial tone will replace the normal dial tone to indicate that message(s) are waiting at the message center.

listen to voice messages:

1: Press MESSAGES to access voice messaging

2: Follow voice prompts to listen to messages.

3-Way Conference Calls

creating a three-way conference call:

1: Call the first party.

2: Press CONFERENCE or the **Confrnc** soft key to create a new call (the active call is placed on hold).

3: Call the second party.

4: When the second party answers, press CONFERENCE or the **Confrnc** soft key again to join all parties in the conference.

5: When a conference has been established, press the **Split** soft key to split the conference into two calls on hold.

Display Control Keys

1: speed dial
2: received calls*
3: missed calls*
4: placed calls*
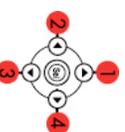
*scroll through call lists and use the Dial soft key to quickly dial any of the numbers