



## SoundPoint® IP 32x/33x

### Quick User Guide

#### Basic Phone Features Customizing Your Phone

Applies to phones running SIP 3.1.3 or later.

For detailed information please consult the comprehensive SoundPoint IP 32x/33x User Guide available at:  
[www.polycom.com/support/voicecom/retail](http://www.polycom.com/support/voicecom/retail)

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## 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.
- Or dial the number, and then press .

#### Using the optional Headset:

1. With the headset connected, press:
  - any assigned line key, or
  - the **NewCall** soft key.
2. Press .
3. Dial the number.
- Or 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** soft key.

#### Using the optional Headset:

Press .

Incoming calls may be ignored by pressing the **Reject** soft key during ringing.

### ENDING A CALL

#### Using the Handset:

Hang up or press the **EndCall** soft key.

#### Using the Speakerphone:

Press or the **EndCall** soft key.

#### Using the optional Headset:

Press or the **EndCall** soft 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** soft 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 CALLS\*

To create a three-way local conference call:

1. Call the first party.
2. Press the **Conf** soft key to create a new 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** soft key again to join all parties in the conference.

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

Placing the call on hold on the conference originator'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 (on the same line or another line) by pressing the **Join** soft key.

Ending the call on the conference originator's phone will allow the other parties to continue the conference.

\* - Conferencing is an optional feature that must be configured on the call server. Particulars and menu options may vary.

### CALL TRANSFER

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

Press the **Blind** soft 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** soft key to complete the transfer.

Transfer may be cancelled during establishment by pressing the **Cancel** soft 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** soft key to confirm Call Forwarding. A moving arrow icon appears for that line to confirm Call 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** soft key.

Call forwarding is not available on shared lines.

If call forwarding is configured on the call server (invoked using \* code dialing or from a PC-based application), then particulars and menu options may vary.

# Soundpoint Ip 331 User Guide

**C Cleary**



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