



Quick Reference Guide for Polycom* SoundPoint IP* 550/560, 650/670

Voice over Internet Protocol (VoIP)

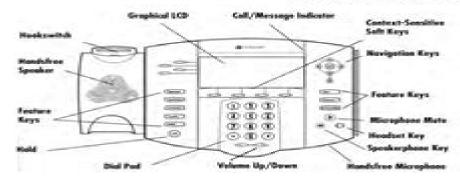




SoundPoint* IP 550/560 and 650/670

The SoundPoint* IP 550/560 model can display up to four line appearances, while the SoundPoint* IP 650/670 model offers up to six line appearances.

This guick reference guide applies to standard phone configurations. Menu options and functionality may vary based on the actual phone setup. Comprehensive SoundPoint* IP 550/560 and SoundPoint* IP 650/670 user guide are available at: doit missouri edultelecom/volp.



There are four content-sensitive soft keys across the bottom of your phone's LCD display. Soft keys: change based on the current state of the phone (lidle, ringing, active call, etc.) and by what optional features are installed on the phone. Soft keys commonly provide the following options:

Jickin.

Standing.

Answer incoming call via speaker phone American . Billionet Transfer call without annoucement Continue Althoropation to the production building End Call. Disconnect an active call. Set up call forwarding Florrestandi. Howell Place active call on hold

Combine calls into a conference call New Call Phace a new call Decline to answer incoming Pletie ct. Renume Rietrieve a held call. Divide a conference call Attenuative to the transfer button

NAVIGATION KEYS

- Press (F) or (R) to scrott.
- Press (ii) or (iii) to step in/out of menus or toggle emaibled/disabled.
- Press @ for enter or select.
- Press (6) for back or delete.

CALL LISTS

From the idle screen:

- Press @ for Speed Dial.
- Press (ii) for Missed Calls.
- Press (i) for Received Calls.
- Press (R) for Placed Calls.

Speed Dist List

Charles and the second Colf Link



Missed Call List

 Alternately, press (Frener) followed by Call Lists and Missed, Received, or Placed Calls. are descioned.

Content stored in call lists is deleted when the phone loses power or is rebooted.

PLACING A CALL

Local Calls:

Dial the 7-digit phone number.

Long Distance Calls:

· Dial the 10-digit phone number. You will be prompted to enter your long-distance authorization code.

Using the Handset:

 Pick up the handset, and then dial the number. Alternatively, dial the number first, and then pick up the handset.

Using the hands-free Speakerphone:

- With the handset on-hook, press (*), any assigned line key, or the New Call soft key. Then, enter the number.
- Dial the number, and then press (*) or the Dial work kery.

Using the optional Headset:

- With the headset connected, press \(\Omega\), any. assigned line key, or the New Call soft key. 4540
- Dial the number, and then press (1).

During a call, you can alternate between modes by pressing @ or Q or picking up

ANSWERING A CALL

Handset: Pick up the handset. Speakerphone: Press (4), the line key, or the Answer soft key. Headset (optional): Press (1)

Incoming calls may be ignored by pressing the Reject soft key or [a walliams] during minigrings.

CALL WAITING

To answer a call waiting call:

- 1. Press @ to highlight the call.
- 2. Press the Answer soft key.
- 3. The original call is now on hold and you are connected with the new call.

You can toggle between calls by using the (A) or (A) and pressing the Resume soft key. You can also conference the calls together by pressing the John soft key:

ENDING A CALL

Press the End Call soft key or, depending on the call mode, press (4), press (1), or hang up the Insundset.

Continued on the next page.

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Rachel S Tattersall

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Table of Contents Polycom 670 User Guide

- 1. Understanding the eBook Polycom 670 User Guide
 - The Rise of Digital Reading Polycom 670 User Guide
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Polycom 670 User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Polycom 670 User Guide
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Polycom 670 User Guide
 - Personalized Recommendations
 - Polycom 670 User Guide User Reviews and Ratings
 - Polycom 670 User Guide and Bestseller Lists

- 5. Accessing Polycom 670 User Guide Free and Paid eBooks
 - Polycom 670 User Guide Public Domain eBooks
 - Polycom 670 User Guide eBook Subscription Services
 - Polycom 670 User Guide Budget-Friendly Options
- 6. Navigating Polycom 670 User Guide eBook Formats
 - ∘ ePub, PDF, MOBI, and More
 - Polycom 670 User Guide Compatibility with Devices
 - Polycom 670 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom 670 User Guide
 - Highlighting and Note-Taking Polycom 670 User Guide
 - Interactive Elements Polycom 670 User Guide
- 8. Staying Engaged with Polycom 670 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom 670 User Guide
- 9. Balancing eBooks and Physical Books Polycom 670 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom 670 User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom 670 User Guide
 - Setting Reading Goals Polycom 670 User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom 670 User Guide
 - Fact-Checking eBook Content of Polycom 670 User Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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