# Polycom SoundPoint IP 550/560
## Quick User Guide

**Telesystem**

**Basic Phone Features**
**Customizing Your Phone**

Applies to phones running Polycom UC
Software 3.1.0 or later

or

- Dial the number, and then press
  or the **Send** soft key.

**Using the optional headset:**

- With the headset connected, press
  , any assigned line key, or the
  **New Call** soft key.

or

- Dial the number, and then press

During a call, you can alternate
between modes by pressing or
or picking up the handset.

## CALL HOLD AND RESUME

During a call, press or the **Hold**
soft key.

Press again, the **Resume** soft key,
or the line key to resume the call.

## LOCAL CONFERENCE CALLS

To create a three-way local
conference call:

1. Connect to the first party.
2. Press or the **Confrnc** 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

Press the **Blind** soft key to transfer the
call without speaking to the second
party.

Transfer can be cancelled during
establishment by pressing the **Cancel**
soft key. The original call is resumed.

## CALL FORWARDING

To enable call forwarding:

1. Press the **Forward** soft key from the
   idle screen or press and
   select **Features > Forward**.
2. Select a Forwarding Type: Forward
   **Always**, to **No Answer** or on **Busy**

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**Michael Brown**

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