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8x8, Inc.

SoundPoint® IP 670

Quick User Guide
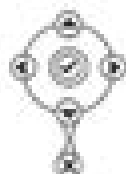for 8x8 Virtual Office

Applies to phones running
Polycom Software 3.2.3.x.

NAVIGATION
Scrolling ▲ or ▼

Step in/out of menus, toggle
enabled/disabled ◄ or ►

Enter/Select ✓

Back/Delete ◄

BASIC PHONE FEATURES

PLACING A CALL
Using the Handset:
Pick up the handset and dial the
number. Or 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 **NewCall**
  softkey. Then dial the number.
- Or dial the number, then press the
  Dial soft key.

Using the optional Headset:
- With the headset connected, press
  any assigned line key, or the
  NewCall soft key.
- Press ○ and 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
Handset: Pick up the handset.

Speakerphone: Press ⊕, or the line
key, or the **Answer** soft key.

Headset (optional): Press ○

> Incoming calls can be sent directly to
> voicemail by pressing the **Reject** soft
> key. The call can also be ignored by
> pressing [button]. To turn off [button]
> press the button again.

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.

REDIAL
Press [button] to redial the most recently
dialed number.

LOCAL CONFERENCE CALLS
**To create a three-way local
conference call:**
1. Call the first party.
2. Press [button] 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 [button] or the **Confrnc** soft
   key again to join all parties in the
   conference.

Conference Behavior:
- Placing the conference call on hold
  will place the other conference
  parties on hold.
- Pressing the **Split** soft key will split
  the conference into two separate
  calls on hold.

A conference may be created between
an active call and a call on hold by
pressing the **Join** soft key.

CONFERENCE BRIDGE
To call into a conference:
1. Find the **ConfServ** soft key by
   pressing the **More** soft key.
2. Follow the Conference Bridge
   voice prompts.

CALL TRANSFER
1. During a call, press [button] or the
   Trnsfer soft key (the active call is
   placed on hold).
2. Place a call to the party to whom you
   want to transfer the call.
3. After speaking with the second party,
   press [button] or the **Trnsfer** soft
   key to complete the transfer.

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

> Transfer can be cancelled by pressing
> the **Cancel** soft key.

CALL FORWARDING

> 8x8 recommends using online call
> forwarding instead of phone-based call
> forwarding so your call forwarding
> instructions are stored online instead of on
> your phone. If you set your call forwarding
> rules on your phone, they will not be in
> effect if your phone is disconnected from
> an internet connection.

**To enable online call forwarding
(Virtual Office):**
1. Log on to your Virtual Office Online
   dashboard at
   http://virtualoffice.8x8.com
2. Select **Settings**, then **Call
   Forwarding**, then select the
   My Rules tab.
3. Update your Call Forwarding Rules
   and press **Save**.
You can return to Virtual Office Online
at any time to update your Call
Forwarding Rules.

**To enable call forwarding
(phone-based):**
1. Press the **Forward** soft key from the
   phone's idle display or press [button]
   and select **Features > 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. For **No
   Answer**, enter the number of rings
   before forwarding.
4. Press the **Enable** soft key to confirm
   Call Forwarding. A moving arrow icon
   appears for that line.
5. To disable call forwarding, perform
   steps 1 and 2, but select **Disable**.

DO NOT DISTURB
- Press [button] to prevent the phone
  from ringing on incoming calls. A Do
  Not Disturb icon appears for all lines
  to confirm that Do Not Disturb is
  enabled.
- Press [button] again to turn off Do
  Not Disturb.

[Polycom Soundpoint 670 Manual](#)

Thirumalaisamy P. Velavancorresponding

Polycom Soundpoint 670 Manual:

Polycom Soundpoint 670 Manual Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Polycom Soundpoint 670 Manual**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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