



# Polycom SoundPoint IP 550/560

## Quick User Guide



### Basic Phone Features Customizing Your Phone

Applies to phones running Polycom I.C.  
Software 5.0.0 or later

or

- Dial the number, and then press  or the **Speed** 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<sup>1</sup>

To create a three-way local conference call:

1. Connect to the first party.
2. Press  or the **Conference** 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 **Blend** 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<sup>2</sup>

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**, **or No Answer**, **or No Busy**.

# Soundpoint Ip 550 Quick User Guide

**J Ma**



## **Soundpoint Ip 550 Quick User Guide:**

## The Enigmatic Realm of **Soundpoint Ip 550 Quick User Guide**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing short of extraordinary. Within the captivating pages of **Soundpoint Ip 550 Quick User Guide** a literary masterpiece penned by way of a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those who partake in its reading experience.

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