



SoundPoint® IP 501

Quick User Guide

Basic Phone Features Customizing Your Phone

Applies to phones running SIP 4.0.0 or later

For detailed information please consult the comprehensive SoundPoint IP 501 User Guide available at:
www.polycom.com/501

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BASIC PHONE FEATURES

PLACING A CALL

Using the Handset

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

Using the Speakerphone

1. With the handset on-hook, press:
 - any assigned line key, or
 - **Feature**, or
 - **Redial** soft key.

2. Dial the desired number.

Using the Optional Feature

Feature Memory Mode enabled

1. With the handset connected, press:
 - any assigned line key, or
 - **Feature**, or
 - **Redial** soft key.
2. Dial the desired number.

During a call, you can alternate between handset, headset, or hands-free modes by pressing the **Hand** or **Headset** keys, or picking up the handset.

ANSWERING A CALL

Using the Handset

- Pick up the handset.

Using the Speakerphone

With the handset on-hook, press:

- **Feature**, or
- the line key, or
- **Answer** soft key.

Using the Optional Feature

- Press **Feature**.

Incoming calls may be answered by pressing the **Answer** soft key or **Feature** during ringing.

MICROPHONE MUTE

During a call, press **Mute**. 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 **Mute** again.

CALL HOLD AND RESUME

- During a call, press **Hold** or the **Hold** soft key. Press the **Resume** soft key, or the line key to resume the call.
- If multiple calls are on hold on a single line key, use the **Line** or **Line** keys to select the desired call, then press the **Resume** soft key to return to this call.
- If calls are on hold on more than one line key, the call details can be viewed by pressing and holding the desired line key. If a line key is pressed briefly, the line call on hold on that line key will be returned.

CALL TRANSFER

1. During a call, press **Transfer** or the **Transfer** soft key; the active call is placed on hold.
2. Press the **Blind** soft key if a blind transfer is required.
3. Place a call to the number to which you want to transfer the call or use the arrow keys to choose the number from a list, and press the **Call** soft key.
4. As soon as ring-back sound is heard, or after the party answers, press **End** to complete the transfer.

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

3-WAY CONFERENCE CALL

To create a three-way conference call:

1. Call the first party.
2. Press **Hold**, or the **Hold** soft key to create a two-call (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers, press **Join** again to join all parties in the conference.
5. When a conference has been established, pressing the **Split** soft key will split the conference into two calls on hold.

Pressing the call-unhold or the conference organizer's phone will place the entire conference on hold.

A conference may be created at any time between an active call and a call on hold (on the same or another line) by pressing the **Join** soft key.

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

***Following is an optional feature that is not supported in the soft phone. Features are listed below only.

ENDING A CALL

Using the Handset

- Hang up.

Using the Speakerphone

- Press **End** or the **EndCall** soft key.

Using the Optional Handset

- Press **End** or the **EndCall** soft key.

CALL FORWARDING

For call-forwarding on:

1. Press the **Forward** soft key from the phone's display or press **Feature** and select **Features** and **Forward**.
2. If multiple lines are in use, select which line to forward.
3. Enter a number or lift, or forward all future calls to.
4. Press the **Disable** soft key to confirm Call Forwarding. A warning screen replaces the usual indicator for line use to confirm Call Forwarding is enabled.

For call-forwarding off:

1. Press the **Forward** soft key from the phone's display or press **Feature** and select **Features** and **Forward**.
2. If multiple lines are in use, select which line to disable the feature on.
3. Press the **Disable** soft key.

Call forwarding is not available on analog lines.

If call forwarding is configured on the call server (provided using T-code) using a third-party-based application, then verification and menu options may vary.

Soundpoint Ip 601 Manual

VM Jensen



Soundpoint Ip 601 Manual:

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