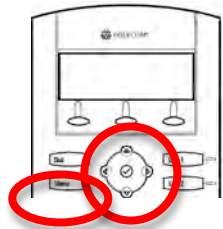


Polycom IP Phones – Quick Guide






2-Line



Multi-Line

Set Your Ring Tone

1. Press the **Menu** button.
2. Scroll to **Settings**. Press  to select.
(Multi: Press Line 1 or Line 2.)
3. Scroll to **Basic**. Press  to select.
4. Scroll to **Ring Type**. Press  to select.
5. Scroll through Ring Types. To play, press **Play**.
6. When you find the one you want as your default ring, press **Select**.
7. Press the **Menu** button to exit.



Multiple Calls on Hold

You can receive multiple calls on the same phone number.

While on the 1st call, if a 2nd call comes in, you will hear a Call Waiting tone.

Put the 1st call on hold to answer the next call.

Resuming a Held Call from List

Press  or  to select the call you want, and press **Resume** soft key.

Transfer a Call

1. Press **Trans** soft key.
This places the caller on hold.



2. Enter the number you want to transfer the call to.

If you want to transfer without talking to the other person,
press **Trans** again, or just hang up.

If you want to talk with the other person first,
simply stay on the line to talk to them.

When you are ready to send the caller, press **Trans** again and hang up.

If you mis-dial

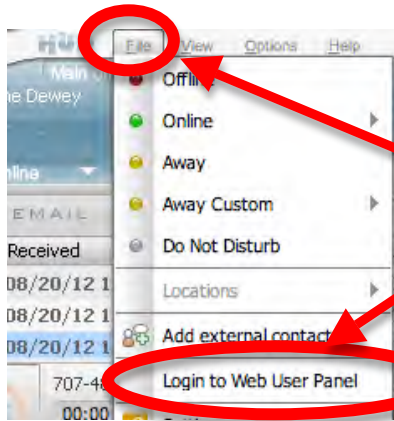
You can cancel the transfer by pressing **Cancel**, and start again.

Need Help?

Visit <http://www.scoe.org/pub/htdocs/voip-phones.html>

Email helpdesk@scoe.org

To Forward Your Phone



Open HUD software.

Under File menu, click Login to Web User Panel.

To Clear Missed Calls

1. Press Menu.
2. Select Features.
3. Scroll to Call Lists.
4. Press \checkmark to select.
5. Scroll to Clear... and select.
6. Scroll to Received Calls, and press \checkmark to select.
7. Confirm Delete.

To pick up someone else's phone

Dial *88 then their 4 digit number.

OR – Use HUD software.

Permanently Select Headset

BEFORE you plug in your headset:

Menu > Settings > Basic > Preferences > Headset > Headset Memory > Enabled

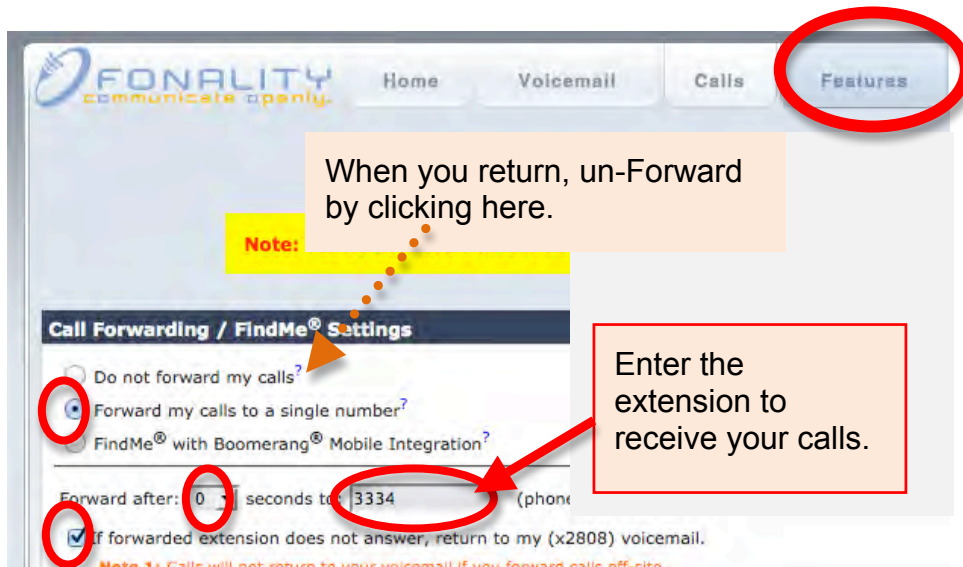
Disable with same steps (Disabled).

Teleconferences (Conference Calls)

You can call two other people from your phone.

For more participants, set up a teleconference by emailing helpdesk@scoe.org.

We have one toll-free number that we can schedule for you. We will provide the phone number and PIN for your event.



When you return, un-Forward by clicking here.

Note:

Enter the extension to receive your calls.

Save your changes

Apply All Changes