

# POLYCOM® SOUNDPOINT® IP 335

## › QUICK USER GUIDE





### › PLACING A CALL

**Using the Handset:** Pick up the handset and enter the number or enter the number first, and then pick up the handset.

**Using the hands-free Speakerphone:**

1. With the handset on-hook, press  or any assigned line key.

2. Dial the number. Or, dial the number and then press .

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

### › ANSWERING A CALL

**Using the Handset:** Pick up the handset.

**Using the Speakerphone:** Press:  or the line key or the **Answer** soft key.


*Incoming calls may be ignored by pressing the **Reject** soft key during ringing.*

### › ENDING A CALL

**Using the Handset:** Hang up or press the **EndCall** soft key.


**Using the Speakerphone:** Press  or the **EndCall** soft key.

### › MICROPHONE MUTE

During a call, press . 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  again.

### › CALL HOLD AND RESUME

1. During a call, press .

2. 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. Call the first party.

2. Press the **Conf** 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 **Conf** soft key again to join all parties in the conference.



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## › CALL TRANSFER

1. During a call, press the **Trans** soft key (the active call is placed on hold).

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

You can also view short how-to videos about all of these topics at

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