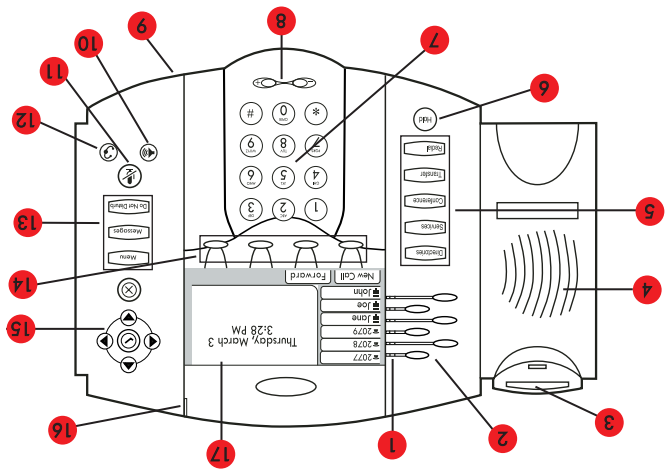
POLYCOM®

Telephone Quick Reference Card

SoundPoint IP 601



1: line indicators
2: line/speed dial keys
3: hookswitch
4: speaker
5: feature keys
6: hold
7: dial pad
8: volume keys
9: hands-free microphone
10: speakerphone
11: microphone mute
12: headset
13: feature keys
14: soft keys
15: display control keys
16: indicator
17: graphic display

Call Transfer

1: During a call, press Transfer or the **Transfer** soft key (the active call is placed on hold).
2: If a blind transfer is required, press the **Blind** soft key.
3: Call the number to which you want to transfer the call or access the number from a call list, and press the **Dial** soft key.
4: After the ring-back sound is heard, or after the party answers, press Transfer to complete the transfer.

3-Way Conference Calls

creating a three-way conference call:
1: Call the first party.
2: Press Conference or the **Confirm** 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 Conference again to join all parties in the conference.
5: When a conference has been established, press the **Split** soft key to put the first call on hold and keep the second call as the active call.

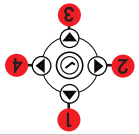
Voice Mail

Message Waiting Indicator LED & individual line LED indicators on the phone will flash. A stutter dial tone will replace the normal dial tone to indicate that message(s) are waiting at the message center.

listen to voice messages:
1: Press Messages to access voice messaging.
2: Press **Connect** to initiate Voice Mail retrieval.
3: Follow voice prompts to listen to messages.

Display Control Keys

1: speed dial
2: received calls
3: missed calls
4: placed calls



Outlook Telephony Toolbar

The Outlook Telephony Toolbar includes two rows - the top row provides feature controls, and the second row provides call control.

Feature Controls

1: **connect:** this button is red if you are not logged in; click to automatically login
2: **options:** pre-configured general connection settings, and where you enter login during initial set-up
3: **services:** configure incoming call control features (call forward options), and/or voice messaging options
4: **remote office:** enable a remote location (home, hotel) to act as your work phone
5: **simultaneous ring:** enable multiple devices to ring simultaneously until one is answered
6: **web express profiles:** enable pre-configured profiles - non, in office, out of office, busy and unavailable
7: **call forward always:** turn on/off the ability to all incoming calls to a specified phone
8: **call forward no answer:** turn on/off the ability to forward all incoming calls to a specified phone number if your phone isn't answered after a specified number of rings
9: **call forward busy:** turn on/off the ability to forward all incoming calls if you are on a call
10: **do not disturb:** turn on/off the ability to send calls directly to voice mail (busy greeting)
11: **speed dial:** dial from the speed dial directory
12: **call history:** view missed, dialed and received calls
13: **personal directory:** access your personal directory
14: **group directory:** access the company-wide group directory
15: **search:** the search drop-down list enables you to search for a previously searched user or contact directly, or to specify an ad hoc user/contact query
16: **conferencing:** click to view conferencing info, or to join/start a web conference

Call Controls

1: **dial connect:** click to dial an outlook contact's business, home or mobile phone
2: **dial other:** the drop down remembers the last 10 dialed numbers for quick selection
3: **answer:** a call
4: **hold:** place a call on hold
5: **voice mail:** dial voice mail
6: **transfer:** a call
7: **3-way:** call
8: **end:** a call
9: **call line:** when no calls are on the device and a call is either placed or received the call line selector will automatically select a call and provide name of party (if available)
when at least one call is on the device and subsequent calls are placed or received the user can manually changed the call line selector in order to handle another call