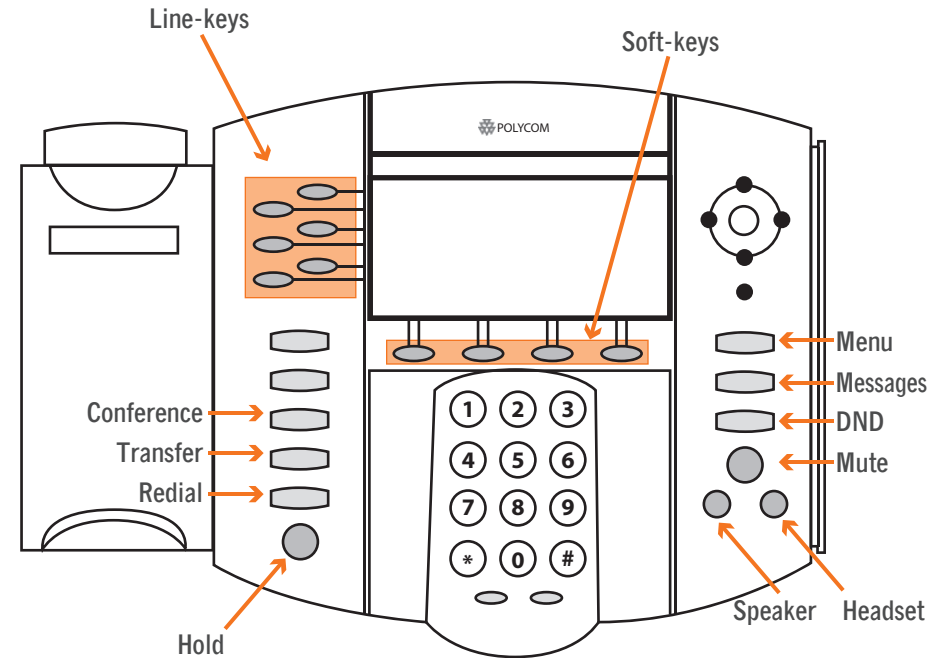


## QUICKSTART GUIDE POLYCOM SOUNDPOINT IP-650



FEATURES	METHOD
<b>External Call:</b>	Dial number → Press: 'Dial'
<b>Internal Call:</b>	Dial extension → Press: 'Dial'
<b>Place Call on Hold:</b>	Press: 'Hold' button
<b>Park Call:</b>	Press: 'Park' soft-key <b>OR</b> Press: ##
<b>Answer Parked Call:</b>	Dial parking lot number of the parked call.
<b>Anonymous Call:</b>	Dial: *67 → Dial number → Press: 'Dial'
<b>Record Call:</b>	Press: 'Record' soft-key <b>OR</b> Press: #1
<b>Voicemail:</b>	Press: 'Messages' button <b>OR</b> Dial: *98
<b>Enable Call Forwarding:</b>	Dial: *72 → Enter forwarding number → Press: #
<b>Disable Call Forwarding:</b>	Dial: *73
<b>Log-in Extension:</b>	Dial: *11 → Enter extension # → Enter password
<b>Log-out Extension:</b>	Dial: *12
<b>Reboot Phone:</b>	Press: 'Menu' → 3 → 1 → 5
<b>DND:</b>	Press: 'Menu' → 1 → 2



### Transfer Attended:

1. While on a call, press the 'Transfer' button.
2. Dial the number to transfer to and press 'Dial'.
3. To transfer the call, press the 'Transfer' button.

### Transfer Blind:

1. While on a call, press the 'Transfer' button.
2. Press the 'Blind' button.
3. Dial the number to transfer to and press the 'Send' button.

### Conference:

1. You must already be on a call.
2. Press the 'Conference' button and dial the number of the person you would like to add.
3. Upon connecting with second person, press 'Conference' again to connect all three parties.

### Remote Voicemail Access:

1. Dial into system and dial extension number.
2. When the greeting begins, press the \* button and enter passcode when instructed.