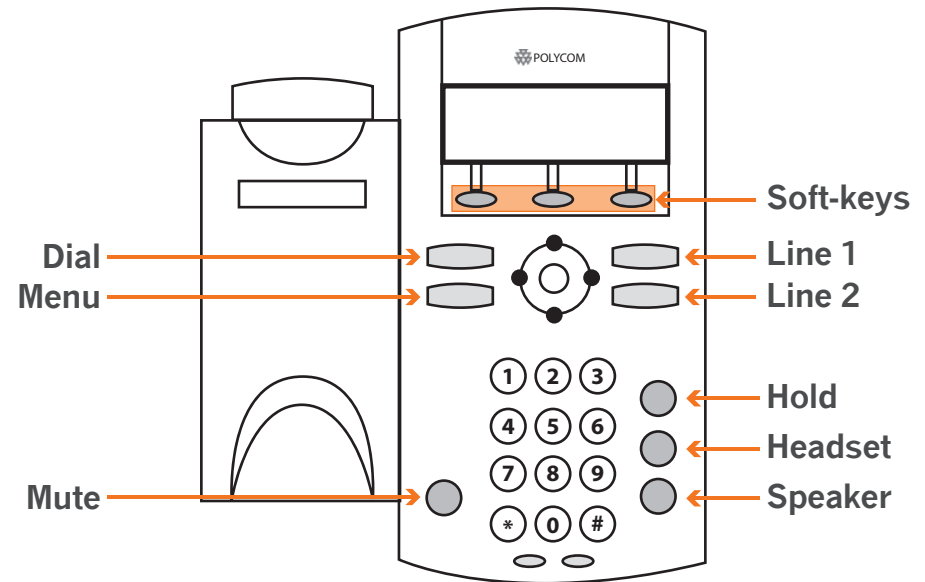


QUICKSTART GUIDE POLYCOM SOUNDPOINT IP-335



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