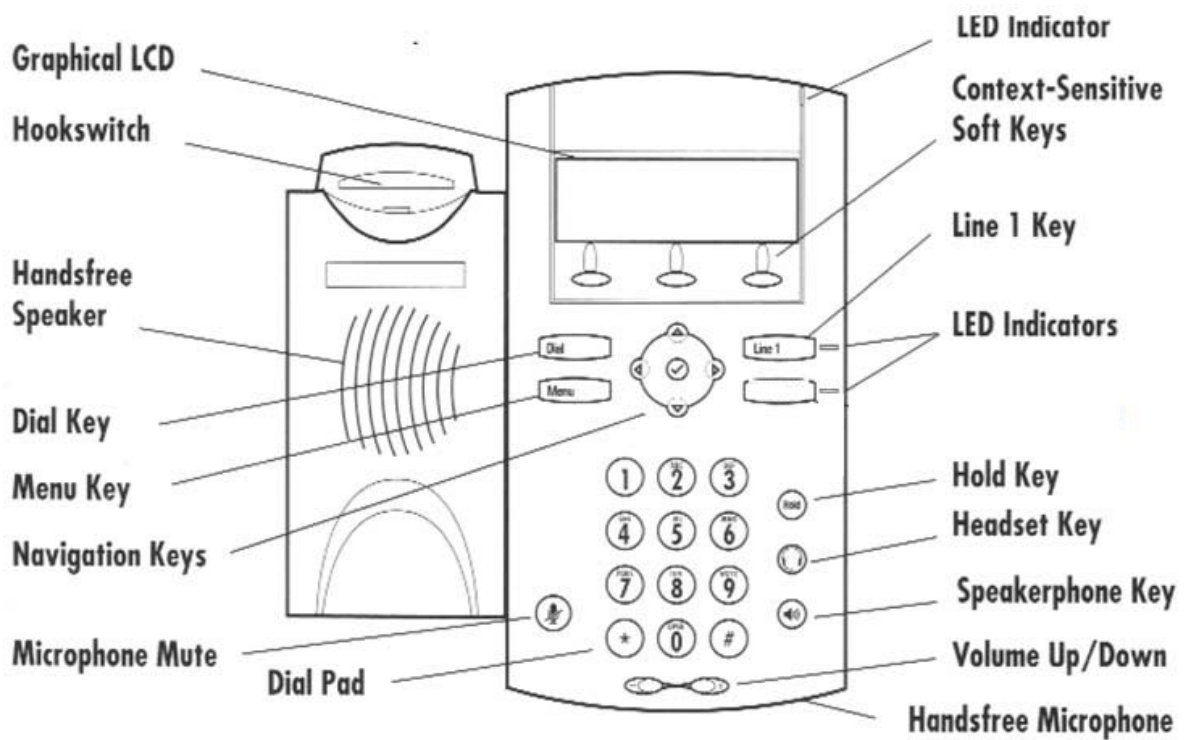




## Polycom 335 User Guide



## PLACING A CALL

### Using the Handset

- Pick up the handset and dial a number or dial a number first, and then pick up the handset.

### Using the hands-free Speakerphone


- With the handset on-hook, press the **[NewCall]** soft key and dial the number.
- Dial the number, and then press the **(Dial)** key.

## ANSWERING A CALL

### Using the Handset

- Pick up the handset.

### Using the Speakerphone

- Press the speaker button  or the **[Answer]** soft key.
- Incoming calls may be ignored by pressing the **[Ignore]** soft key during ringing.

## ENDING A CALL



### Using the Handset

- Hang up or press **[EndCall]** soft key.



### Using the Speakerphone

- Press the speaker button  or the **[EndCall]** button

## MICROPHONE MUTE

- During a call, press the microphone mute  button. Mute applies to all modes: headset and hands-free.
- You can hear all other parties while Mute is enabled.
- To turn *off* Mute, press the microphone mute  button again.

## CALL HOLD & RESUME

- During a call, press the  **(Hold)** button.
- Press the  **(Hold)** again or the **[Resume]** soft key to retrieve the call.

## TO CREATE A CONFERENCE CALL

- Call the first party.
- Press **[Conf]** soft key to create a new call (the active call is placed on hold).
- Place a call to the second party.
- When the second party answers, press or the **[Conf]** soft key again to join all parties in the conference.
- Placing the call on hold on the conference originator's phone will place the entire conference on hold.
- A conference may be created at any time between an active call and a call on hold (on the same or another line) by pressing the **[Join]** soft key.
- Ending the call on the conference originator's phone will allow the other parties to continue the conference.

## CALL TRANSFER

- During a call, press the **[Trans]** soft key, the active call will be placed on hold.
- Place a call to the party (Number or Extension) to which you want to transfer the call.
- After speaking with the second party press the **[Trans]** soft key to complete the transfer.
- Press the **[Blind]** soft key to transfer the call without speaking to the second party.
- Transfer may be cancelled during establishment by pressing the **[Cancel]** soft key. The original call is then resumed.

## REDIAL

- Press the **(Dial)** key to display the Placed Call list. Press **(^)** and **(v)** arrow keys or hold down **(^)** and **(v)** arrow keys and to scroll to search for the desired number, and then press the **(Dial)** key again.

## DO NOT DISTURB

- Press **(Menu)** select **1-[Features]**, select **2-[Do Not Disturb]** to prevent the phone from ringing on incoming calls. A Do Not Disturb message appears to confirm that Do Not Disturb is enabled.
- Repeat the above process to turn off the Do Not Disturb.

## CALL LISTS

- Press the **[Callers]** soft key to view the Received Call list.

## VOICE MAIL

The Message Waiting Indicator LED on the front of the phone will flash.


### Messages Button

- The first softkey will always change from **[NewCall]** to **[Msgs]** when there is a new voicemail.
- Once the message is marked as read, the softkey will return to **[NewCall]**.

### To listen to voice messages

- Press **(\*)** Key
- Follow voice prompts to listen to messages.

## VOLUME ADJUSTMENT

- Press the volume  keys to adjust handset, headset, and hands-free speaker volume during a call. Pressing those keys in idle mode adjusts the ringer volume.
- To conform to regulatory requirements, handset and headset volume will return to a preset level after each call, but the configuration can be changed. Hands-free volume settings will be maintained across calls.

## RING TYPE

You can select different rings to match your preferences and distinguish between calls on lines.

### To change the incoming ring

- Press **(Menu)**.
- Select **3-[Settings]**, followed by **1-[Basic]**, and then **4-[Ring Type]**.
- Using **(^)** and **(v)**, highlight the desired ring type. Press the **[Play]** soft key to hear the selected ring type.
- Press the **[Select]** soft key to change to the selected ring type.
- Press **(Menu)** or **(<)** repeatedly to return to the idle display.

## DIRECTORIES

- The **[Dir]** soft key provides access to the list of "Personal" contacts.
- Once inside press **(v)** or **(^)** and you will be able to browse your personal address book entries.