

Quick User Guide

Polycom Soundpoint IP 601



Hold/Resume a Call

Hold

Press the **Hold** button on the right-hand side. Press again to resume call.

Messages

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Press the rectangular **Messages** button on the right-hand side.

3-Way Calling

1. While on a call, press the **Conf** softkey*.
2. Dial the Extension or 10-digit number of the 3rd party.
3. After the call is answered, press the **Conf** softkey to join all parties.

Speakerphone/Handsfree



Press the **Speakerphone** button on the bottom right. For optional headset, press the **Headset** button directly above the speakerphone button.

Call Forwarding

Call forwarding is best implemented via our Web Portal. See your accompanying Web Portal guide for more information.

Transfer a Call

Select the **Trans** softkey* (active call will be placed on hold)

For an Announced Transfer

1. Dial the Extension or 10-digit number you wish to reach.
2. After announcing the call, press **Trans** to complete the transfer.

For a Blind Transfer

1. Select the **Blind** softkey* before entering Ext. or 10-digit number
2. Enter Extension or 10-digit number, call will transfer & hang up. Cancel and return to original call by selecting the **Cancel** softkey.

Call History

Directories

1. Select the **Directories** button on the left-hand side.
2. Use the arrows to scroll & select **Call Lists**.
3. Scroll & select Missed, Received, or Placed Calls to view recent history.

Call Waiting

1. When Call Waiting beeps, a 2nd Caller ID box will appear beneath your original active call.
2. Use the arrow keys to scroll down & highlight 2nd call.
3. Use the softkeys* to answer or silence the call.

Questions? Contact Globalgig Support at 855 483 5474 or support@globalgig.com