



KAZMAREK
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User Guide:
Polycom IP 335 Phone





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IP335 Button Diagram

1. Dial
2. Menu
3. Mute
4. Message Light Indicator
5. Line 1 Display
6. Soft Keys
7. Line 1 Button
8. Scroll Buttons
9. Hold
10. Headset
11. Speaker Phone
12. Volume Controls





Telephone Feature Overview

Polycom offers a solution that fits all of your business communication needs. The SoundPoint® IP 335 delivers an entry level Voice over IP telephone that integrates with InfiniWiz. This entry-level phone is just perfect for a lobby or kitchen.

Reading the Display

Looking at your phone your extension appears at the top right of the display. To the right of your extension is an icon. This icon will change depending on the status of the phone.

If you have missed calls and/or voicemail messages, the top portion of the display will scroll. The highlighted number at the far left is the amount of screens that will scroll: current date and time, the number of voicemail messages, the number of missed calls, the extension that these activities occurred.

IP335 Features

- Revolutionary voice quality delivered through Polycom HD Voice technology
- High-resolution 102 x 33-pixel backlit, graphical display
- Two-line entry-level phone
- Integrated Power over Ethernet (PoE) support (Class 2)
- Hands-free speakerphone
- Advanced functionality, including shared lines, busy lamp field, three-way conferencing, and XML microbrowser
- Two port 10/100 Ethernet Switch
- Dedicated RJ-9 headset port
- Wall mounting included

Status	Heading on the Display	Icon
Idle and ready	Day, date and time	Solid Phone (filled in)
Incoming call	"Call from:" caller ID	Dancing Musical Notes Line 1 blinks green
Making a call	"Connecting to:" caller ID	Handset/Speakerphone/Headset Line 1 solid green
On a call	Time, and duration of call, caller ID	Handset/Speakerphone/Headset Line 1 solid green
Call on hold	"Hold: " caller ID	Phone with blinking upside down handset. Line 1 blinks red.
Voicemail message waiting	1 new message and the red light blinks. Soft key Msgs for voicemail appears	Envelope
Missed Call	1 new missed call	No change
On a three-way call	Active conference	Handset/Speakerphone/Headset
Indicates phone is not registered and will be unable to place or receive calls even in case of emergency.		Hollow phone



How to Use your IP 335Phone

Answer the Phone

To answer a call

- While phone is ringing, pick up the handset
- For Speakerphone, press the Speaker Button
- To use your headset, press the headset button
- The soft key labeled ANSWER can be setup for headset or Speakerphone (See Phone Top Settings)

To answer a second call

- While on a call, a second call is seen on the screen, the indicator light blinks, and you hear a call waiting beep
- Press the green blinking button to answer the second call. First call will be automatically put on

To go back to the first call

- Press the red blinking button while on call. This will put the current call on hold and return to the previous caller.

To mute a call

- Press the mute button.
- The display will show a microphone with an X through it and the indicator light will turn solid red.

Make a call

Dial a number, an extension, or a conference bridge without picking up the handset or getting a dial tone first.

- Simply enter all the digits you wish to dial
 - Pick up the handset
- OR
- Press the soft key labeled DIAL

Using Hold

To put a call on Hold

- Press the hard key on the phone labeled HOLD or the soft key labeled HOLD (either button works)

To pick up from Hold

- Press the soft key labeled RESUME
- Pick up the handset

Voicemail

Ask your system administrator to be sure the voicemail is enabled, and get the voicemail portal number and default password.

The first time you call you voicemail, you need to set up a new password and record your spoken name as well as your personal greeting. Dial *97 from your phone, enter your password supplied by your administrator, press 0 to enter mailbox options, then simply follow the prompts.

From your IP 335 Phone

- Dial *97
- Enter your password (default password is your extension #)



How to Use Your IP Phone continued...

Transfer a call (announced)

To transfer a call while on the phone:

- Press the soft key labeled TRANSFER
- Dial the extension or phone number you want to transfer to call to
- Press the soft key labeled SEND
- When the second caller answers, announce who is on the line.
- Press the soft key labeled TRANSFER a second time to transfer the call.

Note: If the second party decides they do not want the call, press the CANCEL before the final TRANSFER to speak to the first caller.

Transfer a call (blind – not announced)

To Transfer a call, while on the phone

- Press the soft key labeled TRANSFER
- Press the soft key labeled BLIND
- Dial the extension or phone number you want to transfer the call
- Press the soft key labeled SEND to transfer the call.

To Transfer Directly to a Voicemail while on a call

- Press the soft key labeled TRANSFER
- Press the soft key labeled BLIND
- Dial * and then enter the extension number

Conference Call (Three-Way Calling)

To Make a 3 Way Call

- Dial the first number or answer an incoming call
- Press the soft key labeled CONFRNC
- Dial the second number or extension
- Press the soft key labeled SEND
- Once the second caller has answered, Press the soft key labeled CONFRNC to join all callers

To Separate a 3 Way Call

- Press the soft key labeled SPLIT
- This places both calls on hold
- To pick up a call, press appropriate line button. Second call will still be on hold
- To disconnect a call, press appropriate line button and END CALL.

Auto Answer (INTERCOM)

Intercom between Polycom Phones

- Dial *80 followed by extension number

Call Parking (PARKING)

To park the call so it can be picked up from any phone

- Press the soft key labeled TRANSFER
- Dial feature code 70 and press the soft key labeled DIAL
- Listen for and remember announced slot and press TRANSFER
- To pickup parked call from any phone dial announced slot and select soft key DIAL



Phone Top Settings

Adjust the Volume on the phone

- Press the plus or minus keys while on hook to adjust the ringer volume.
- Press the plus or minus keys while on speaker to adjust speakerphone volume
- Press the plus or minus keys while handset off hook to adjust handset volume

Note: These buttons are located below the star, zero, pound (*0#)

Change the Ring Type

To change the ring type

- Press Menu
- Press three on the keypad for SETTINGS.
- Press one on the keypad for BASIC
- Press four on the keypad for RING TYPE
- Press the soft key labeled PLAY
- Press SELECT to choose the one you enjoy most

Missed Calls Alert

The easiest way to clear your missed calls alert

- When the phone is idle, press the down arrow key.
- Review the calls if you like
- Press the soft key labeled EXIT

Headset

See manufacturer for headset use. Once you setup your headset you can set your phone to go to headset instead of Speakerphone.

- Press menu
- Press three on the keypad for SETTINGS
- Press one on the keypad for BASIC
- Press one on the keypad for PREFERENCES
- Press three on the keypad for HEADSET
- Press one on the keypad for HEADSET MEMORY
- Press two on the keypad for ENABLED
- Press the soft key labeled SELECT
- Press menu

Phone Reboot

Periodically, the phone may require a reboot. Reasons for this include accepting a new configuration or software upgrade.

To reboot the phone:

- Unplug the power supply, wait two seconds and then plug in the power supply again.

Note: The reboot process is complete when the idle display is shown with the time and your extension.