



User's Quick Start Guide



Welcome to your new Diginip Switchvox and Polycom phone system. This guide will help you become familiar with using your new phone and phone system. These instructions assume you are using a Polycom IP 650/670 telephone. If you're using a different Polycom phone, the instructions should be similar, or ask your system administrator for help.

There are online tools that can make things even easier. Ask your system administrator for the URL to access your extension's web interface. It should be something like <http://192.168.0.7/>

Getting Started

Start by logging in to your Voicemail and recording your mailbox greeting. To do this, press the "Messages" button on your phone, log in with your password followed by the pound key when prompted, then press "0" for advanced options, and then press "1" to record your Unavailable Message.

Making and Receiving Calls

- Answer incoming calls with handset or headset (press the speaker button for speakerphone)
- To place a call dial 9 + 7-digit local number, or 11-digit long distance number. If the call does not dial automatically, press Send to place the call.

Main Menu

- 1 - New Messages
- 2 - Change Folders (i.e. old messages, saved messages)
- 3 - Advanced Options (operates on current message):
 - 1 Reply to Voicemail (only available when leaving or receiving messages on internal extensions)
 - 3 Hear Message Envelope (date/time, caller id of message)
 - * Return to the Main Menu
- 0 - Mailbox Options:
 - 1 Record Unavailable Message
 - 2 Record Busy Message
 - 3 Record Your Name
 - * Return to the Main Menu

The following options are only available when actually listening to your messages:

- 4 - Previous Message
 - 5 - Repeat the Current Message
 - 6 - Next Message
 - 7 - Delete/Undelete the Current Message
 - 8 - Forward Message to another User
 - 9 - Save to another Folder
- Press * at any Time for Help Press # to Exit**



Telephone Quick Reference Card

SoundPoint® IP 650/670

Call Transfer

- 1: During a call, press TRANSFER or the **Transfer** soft key [the active call is placed on hold].
- 2: If a blind transfer is required, press the **Blind** soft key.
- 3: Call the number to which you want to transfer the call or access the number from a call list, and press the **Dial** soft key.
- 4: After the ring-back sound is heard, or after the party answers, press TRANSFER to complete the transfer.

Call Parking

- Parking a call:**
- 1: When you are on a call, simply press **Transfer 700**, and then press **Transfer** again to complete the transfer
 - 2: Listen for the number given, i.e. 701, that is where the call is parked
 - 3: The call is then ready to be retrieved at any time, by any phone on the system, all you have to do is dial the extension where the call is parked (i.e. 701)

VoiceMail

Message Waiting Indicator LED & individual line LED indicators on the phone will flash. A stutter dial tone will replace the normal dial tone to indicate that message(s) are waiting at the message center.

Listen to voice messages:

- 1: Press MESSAGES to access voice messaging
- 2: Follow voice prompts to listen to messages.

Display Control Keys

- 1: speed dial
 - 2: received calls*
 - 3: missed calls*
 - 4: placed calls*
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- *scroll through call lists and use the Dial soft key to quickly dial any of the numbers

1. line indicators
2. line/speed dial keys
3. hookswitch
4. speaker
5. feature keys
6. hold
7. soft keys
8. volume keys
9. dial pad
10. hands-free microphone
11. speakerphone
12. headset
13. microphone mute
14. feature keys
15. navigation cluster
16. message indicator
17. graphic display