



EzyVOICE Business Phone Systems | Ph: 03 9005 2010

Polycom Soundpoint IP 450 Phone Reference Guide

SOFT KEYS

These 4 buttons are programmable. Assign a different function for each.



HOLD KEY

Place caller on hold. To resume the call press the Hold button.



HEADSET KEY

Activate hands free making and receiving calls without lifting the handset.



SPEAKER KEY

Activate hands free making and receiving calls without lifting the handset.



VOLUME KEYS

Adjust volume.



MUTE KEY

Mutes the call. (light indicator flashes)

LINES

3 lines.

NAVIGATION KEYS

From the Home screen, press left arrow to quickly access received calls, right for placed calls, down for missed calls & up for speed dial. Press right to go back to Home screen.

Menu

MENU KEY

House options such as call directories, missed calls, preferences, etc.

Messages

MESSAGES KEY

If you have a voicemail the indicator light will flash red. Optional feature. Press Messages to listen; enter password, proceed with instructions.

Redial

REDIAL KEY

Redial previously used number.