
Polycom IP-650 Quick Reference Guide

<https://campus.barracuda.com/doc/45712734/>

This article explains the basic operation of the Polycom IP-650 device.



Soft Keys

- The four buttons immediately below the LCD display are **soft keys**.
- Each soft key performs the action displayed immediately above it.
- The soft key behavior is context sensitive - the associated soft key action changes according to the current phone state.

Place a Call

- Enter the desired internal extension or external number.
- Lift the receiver or press the speakerphone button to call.

Voicemail Access

- To access voicemail messages, press the **Messages** key to the right of the keypad. Depending on your system configuration, you may be asked for your voicemail passcode.

Last Number Redial

- Lift the receiver.
- Press the **Redial** button.
For speakerphone or headset use, press **Redial** without lifting the handset.

Call Hold

- To place a call on hold, press the **Hold** button.
- To resume the call, press **Hold** again.

Call Transfer

Attended Transfer

- To transfer a call, press the **Transfer** key to the left of the keypad.
- Enter the destination number, then press **Send**.
- When the destination party answers, announce the caller, and press **Transfer** again to complete the transfer.

Blind Transfer

- To transfer a call, press the **Blind** soft key and enter the destination number.
- Press the **Send** soft key to connect the remote party to the destination, and disconnect yourself from the call.

Ad-Hoc Conference / 3-Way Calling

- Place (or receive) a call.
- To add another party to the call, press the **Conference** key to the left of the keypad.
- Enter the destination number or extension and press **Send**.
- After the destination party answers, press **Conference** again.
- All parties join a 3-way call.

Do Not Disturb

- Press the **Do Not Disturb** button to send all calls to voicemail. The phone display indicates when **Do Not Disturb** mode is active.
- To resume normal operation, press the **Do Not Disturb** button again. The phone receives calls normally.

Call Forwarding

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- To enable call forwarding, press **Menu**, then select **Features**, then select **Forward**.
 - Select the type of forwarding to enable, then select a destination.
 - The phone display indicates when call forwarding is enabled.
 - To deactivate forwarding, press the **Forward** soft key, press the forwarding type, then press **Disable**.

Ringer and Handset Volume

- To change the ringer volume, when the phone is idle, press the (-) or (+) button at the bottom of the keypad.
- To change the volume of a call, during an active call, press the (-) or (+) buttons to adjust the volume of the handset, speakerphone, or headset, whichever is active.

Directories

- To browse the phone contact list or call lists, press **Directories**.
The call lists show missed, placed, and received calls.

Special Characters

- When entering a destination with alphanumerics or special characters, be sure to pause momentarily between key presses. For example, when dialing ****<ext>**, press *****, pause for a moment, press ***** again, then dial **<ext>**.

Figures

1. worddavfde7916ab53b209cb16b7810106c6e44.png

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