



## SoundPoint® IP 650

### Quick User Guide

#### Basic Phone Features

Applies to phones running SIP 3.1.3 or later.

For detailed information please consult the comprehensive SoundPoint IP User Guide available at: [www.itrinity.com.au](http://www.itrinity.com.au)


## BASIC PHONE FEATURES

### PLACING A CALL

#### Using the Handset:

Pick up the handset and enter the number or enter the number first, and then pick up the handset.

#### Using the hands-free Speakerphone:

1. With the handset on-hook, press , or any assigned line key.
2. Dial the number.


Or dial the number, and then press .



#### Using the optional Headset:

1. With the headset connected, press:
  - any assigned line key, or
  - the **NewCall** soft key.

2. Press .

3. Dial the number.

Or dial the number, and then press .

*During a call, you can alternate between handset, headset, or hands-free modes by pressing the  or  keys, or picking up the handset.*


### ANSWERING A CALL

#### Using the Handset:

Pick up the handset.

#### Using the Speakerphone:

Press:

- , or
- the line key, or
- the **Answer** soft key.

#### Using the optional Headset:

Press .

*Incoming calls may be ignored by pressing the **Reject** soft key during ringing.*

### ENDING A CALL

#### Using the Handset:

Hang up or press the **EndCall** soft key.

#### Using the Speakerphone:


Press  or the **EndCall** soft key.

#### Using the optional Headset:


Press  or the **EndCall** soft key.


### MICROPHONE MUTE

During a call, press . Mute applies to all modes: handset, headset, and hands-free. You can hear all other parties while Mute is enabled.

To turn off Mute, press  again.




### CALL HOLD AND RESUME

1. During a call, press .


2. Press  again, the **Resume** soft key, or the line key to resume the call.


*When a call has been on hold for an extended period of time, both visual and audible alerts may appear.*

### REDIAL

Press  to display the Placed Call list. Press  or hold down  to scroll to search for the desired number, and then press the **Dial** key again.

### DO NOT DISTURB

Press  and select **Features**, and then select **Do not disturb** to prevent the phone from ringing on incoming calls. A Do Not Disturb icon appears for all lines to confirm that Do Not Disturb is enabled.

Press  and select **Features**, and then select **Do not disturb** again to turn off Do Not Disturb.

*If Do Not Disturb is configured on the call server, then particulars may vary*

### VOICE MAIL\*

The Message Waiting Indicator on the front of the phone and individual line indicators will flash and the stutter dial tone in place of normal dial tone will sound to indicate that message(s) are waiting at the message center.

#### To listen to voice messages:

1. Press the **Msgs** soft key.
2. Follow voice prompts to listen to messages.

### CALL TRANSFER

1. During a call, press the **Trans** soft key (the active call is placed on hold).

*Press the **Blind** soft key to transfer the call without speaking to the second party.*

2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press the **Trans** soft key to complete the transfer.

*Transfer may be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.*

