



BROADCONNECT
POLYCOM
SOUNDPOINT IP 331/335

Quick Reference Guide

My Telephone Number:

My Extension:

Voice Portal URL:

<http://mypbx.broadconnect.ca>

Voice Portal User Name:

Voice Portal Password:

Administrator Name:

Administrator Phone Number:

Administrator E-mail Address:

Conferencing Phone Number:

Conferencing Access Code:

Please reference this information when contacting support:

support@broadconnect.ca**1.877.228.6616** option #3

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3 Introduction

Thank You for Choosing BroadConnect

Your Next Generation Phone Company

In this guide you will find information on how to use your Polycom SoundPoint IP 335 Phone and take full advantage of its next-generation features†.

Please contact your Dedicated Account Manager if you have further questions.



† Not all features are necessarily assigned to your service. Please contact your company administrator to confirm services assigned to your system

Your BroadConnect Account Manager is:

Name: _____

Number: _____

E-Mail: _____

For service related issues please contact BroadConnect Support at:

support@broadconnect.ca
1.877.228.6616 *option #3*

5 Your Phone

Telephone Overview

Polycom offers phones that will satisfy all of your business communication needs. The SoundPoint® IP 331/335 delivers Voice over IP that seamlessly integrates with BroadConnect applications. The intuitive user interface provides dedicated, one-button access to common telephony features; and the information-rich display delivers content for messaging, call information, directory access, and applications. The Polycom SoundPoint® IP 331/335 always offers excellent voice quality whether using the handset, headset, or speakerphone.

1 Menu Button

2 Dial Button

3 Mute Button

4 Volume Keys

**5 Message Waiting Indicator
(MWI)**

6 Line 1 Display

7 Softkeys

8 Line Keys

9 Scroll Buttons

10 Hold / Resume

11 Headset

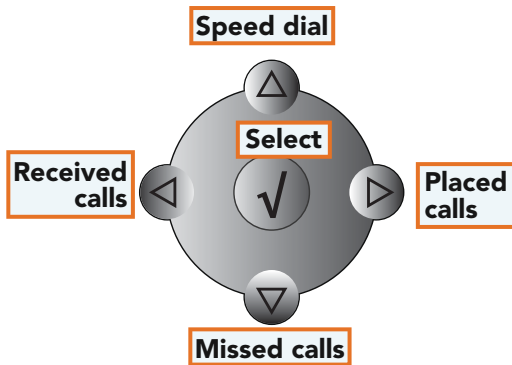
12 Speakerphone

Polycom 331/335: Diagram

6



9 Scroll Buttons





Calling Tips

- For outside calls, dial the 7 or 10-digit number you are calling.
- You do not need to dial '9' to place an external call.
- It is not necessary to dial '1' when placing domestic long distance calls.
- For extension calling within your company, simply dial the extension number.
- You must dial **'011'** to call international numbers (outside of the U.S. and Canada)
- For local calls within your area code, you do not need to dial the area code
- Press the **'Dial'** soft key after you have entered the number to initiate the call
- To access directory information dial **'411'**.
- Where available, dial **'911'** to contact emergency services
NOTE: Check with your Account Manager to see if 911 is available in your area.
- If enabled, you may be required to enter a PIN before placing a long-distance call

Using Your Phone

To Place a Call:

- Lift the handset and dial the number OR
- Dial the number and press the 'Dial' softkey OR
- Press the 'New Call' softkey and dial the number

To Answer a Call:

- Lift the handset
- Press the **Headset** button
- Press the **Speaker** button
- Press the '**Answer**' softkey

NOTE: the **Answer** softkey can be set up for headset or speakerphone

To End a Call:

- Hang up the handset OR
- Press the 'End Call' softkey

To Put a Caller on Hold:

- STEP 1 Press the **'Hold'** softkey or the **Hold** hard button
- STEP 2 To pick up the call, press the **'Resume'** softkey or the **Hold** hard button

To Transfer a Call:

- STEP 1 While on a call press the **'Trnsfr'** softkey
- STEP 2 Press the **'Number'** softkey for a supervised transfer or the **'Blind'** softkey for an unsupervised transfer
- STEP 3 Dial the number or extension to which you are transferring the caller
- STEP 4 For a supervised transfer (warm transfer), wait until the party answers, announce the call, press the **'Trnsfr'** softkey, then hang up. For an unsupervised transfer, you will automatically be disconnected.

To Use 3-Way Conferencing:

- STEP 1 Place a call and wait until the other party answers
- STEP 2 Press the **'Confren'** softkey
- STEP 3 Dial the number of the next party you want to join the call
- STEP 4 When the party answers, press the **'Join'** softkey to create a 3-Way conference call

To Park a Call:

- STEP 1 Place the call on hold
- STEP 2 Press the **'New Call'** softkey.
- STEP 3 Press ***68**
- STEP 4 Enter the extension where you want to park the call or press # to park it at your own extension, then hang up
- STEP 5 To pick up a parked call, press ***88**
- STEP 6 Enter the extension where the call is parked or press # to retrieve it from your own extension



To Forward Your Calls to Another Number†:

- STEP 1 Press the **'Forward'** softkey
- STEP 2 Select the line/extension from which you would like calls forwarded and press the **'Select'** softkey
- STEP 3 Enter the number to which you would like calls forwarded and press the **'Enable'** softkey
- STEP 4 To disable call forwarding repeat steps 1 and 2 and press the **'Disable'** softkey

† Call Forwarding can also be enabled from your Web Portal explained on page XX

13 Voicemail

To Connect to the Voicemail System: From your BroadConnect Handset

- STEP 1 Press the '**Msgs**' softkey
- STEP 2 Enter your passcode and press #

From someone else's BroadConnect Handset

- STEP 1 Dial ***62**
- STEP 2 Dial *****
- STEP 3 Enter your passcode and press #

From any phone

- | | | | |
|--------|--|--------|---|
| STEP 1 | Dial the voicemail portal telephone number | STEP 1 | Dial your number and extension |
| STEP 2 | Enter your extension | STEP 2 | Press * to interrupt your greeting |
| STEP 3 | Enter your passcode and press # | STEP 3 | Enter your passcode and press # |

To Set Up your Voicemail:

- STEP 1** Connect to the voicemail system
- STEP 2** Enter your default password (your extension number) followed by the # key
- STEP 3** Enter a new passcode[†] at the prompt and press #
- STEP 4** Re-enter your passcode at the prompt and press #
- STEP 5** Record your **name** at the prompt and press #
Record your **busy** greeting at the prompt and press #
Record your **no answer** greeting at the prompt and press #
- STEP 6** To return to the main menu, press *; to re-record your name, press **1**; to listen to your name recording, press **2**; or to repeat the menu, press #

[†] For security reasons, do not use a generic passcode such as 123456, 000000, 111111, etc...

To Retrieve your Voicemail:

- STEP 1** Connect to the Voicemail system:
- STEP 2** Enter your passcode, followed by the # key
- STEP 3** Once you access the system, choose from the following menu options:

1 Access your voice mailbox




Once you access the system, choose from the following menu options:

- 2** Change your CommPilot Express profile (Available: In Office, Available: Out of Office, Busy, or Unavailable)
- 3** Record your name
- 4** Change your Call Forwarding settings
- 6** Make a call
- 8** Change your passcode
- 9** Exit the system
- #** Repeat menu


1 Play messages

- 2** Busy greeting menu
- 3** No Answer greeting menu
- 5** Compose message menu
- 7** Delete all messages
- *** Return to main menu
- #** Repeat menu



While playing messages, you can choose from the following options:

- # Save Message
- 2 Play/Repeat message or skip envelope information
- 4 Return to previous message
- 5 Play message envelope
- 6 Move to next message
- 7 Delete message
- 8 Call message sender
- 9 Hear additional options
- * Return to main menu



After choosing option 2 (play/repeat message), you will be able to choose from the following commands:

- 1 Rewind 3 seconds
- 2 Pause (restart?)
- 3 Fast forward 3 seconds
- 4 Skip to beginning of message
- 6 Skip to end of message

To Clear your Message Waiting Indicator (MWI):

- STEP 1 Dial ***99**
- STEP 2 Press the '**Dial**' softkey

To Transfer a Call Directly to Voicemail While on a Call:

- STEP 1 Press the '**More**' softkey
- STEP 2 Press the '**SendVM**' softkey
- STEP 3 Enter the extension number
- STEP 4 Press the '**Enter**' softkey

Web Portal Welcome Page



[Help](#) [Home](#)

Welcome User

[\[Logout\]](#)

Options:

- [Profile](#)
- [Incoming Calls](#)
- [Outgoing Calls](#)
- [Call Control](#)
- [Messaging](#)
- [Utilities](#)

Profile

Basic

Profile

Display and configure profile information such as your name, department and address.

Addresses

Addresses allows you to view and maintain your phone numbers and other identities that are used to make and receive calls.

Passwords

Set web access and portal passwords.

Schedule

Add, modify, or remove schedules.

Advanced

Call Policies

Configure user Call Policies

The web portal enables you to manage the next-generation features of your SoundPoint IP 550

To Log In:

- STEP 1** Open your web browser and navigate to **<http://mypbx.broadconnect.ca>**
- STEP 2** Enter your **username** (your 10-digit phone number).
- STEP 3** Enter your **password**.

To Change Passwords:

- STEP 1** Select **'Passwords'** from the **'Profile'** menu in the Voice Portal
- STEP 2** **Type** in your **current password**
- STEP 3** **Type** and **Retype** your **new password**
- STEP 4** Click **Apply** to accept the change and remain in the screen
Click **OK** to accept the change and exit the screen
Click **Cancel** to discard the change and exit the screen

Set web access password:



Reset Password

* Type current password:

* Type new password:

* Re-type new password:



Voicemail to E-mail

- STEP 1 Open the **Messaging** menu in the Web Portal
- STEP 2 Click **Voice Management**
- STEP 3 Check “**E-mail a carbon copy of the message to**” and enter your E-mail address in the corresponding text box
- STEP 4 Click  then  to accept the change and exit the screen

You will now receive voicemail messages as a .wav attachment every time you receive a new voicemail message

Sequential Ring

Set up a number of devices to ring one after the other

- STEP 1 Open the **Incoming Calls** menu in the Voice Portal
- STEP 2 Click **Sequential Ring**
- STEP 3 Click **Add**
- STEP 4 Enter **description, time** and **phone numbers**
- STEP 5 Specify the sequential order for the phone numbers you want to ring
- STEP 6 Click  then  to accept the change and exit the screen

Simultaneous Ring

Set up a number of devices to ring at the same time

- STEP 1 Open the **Incoming Calls** menu of the Web Portal
- STEP 2 Click **Simultaneous Ring**
- STEP 3 Click the **On** button
- STEP 4 Enter each phone number and click **Add** for each device that should ring simultaneously
- STEP 5 Click then to accept the change and exit the screen

Call Forwarding



- STEP 1 Open the **Incoming Calls** menu of the Web Portal
- STEP 2 Select **Call Forwarding Always** (forward all incoming calls); **Call Forwarding Busy** (forward calls when line is in use); **Call Forwarding No Answer** (forward calls if you do not answer after a specified number of rings)
- STEP 3 Click the **On** button
- STEP 4 Enter the phone number to which you will forward calls
- STEP 5 Click then to accept the change and exit the screen

Call Control

*Call Control, enables you to place, receive and manage your calls through a web interface. To access Call Control click **Call Control** in the Web Portal menu*

Microsoft® Outlook Integration

View and click-to-dial contacts from your Outlook

- STEP 1 Open the **Call Control** menu in the Web Portal
- STEP 2 Select **Outlook Integration**
- STEP 3 Click the **On** button
- STEP 4 Click  then  to accept the change and exit the screen

You can now place phone calls directly from Outlook

Remote Office

Allows you to use any phone as a business phone. When active, calls that you make from your remote phone appear on Caller ID as originating from your business phone. Additionally, airtime and long distance use will be billed to your business. Incoming calls to your business phone will ring your remote phone.

- STEP 1 Click **Remote Office** in **Call Control**
- STEP 2 Click the **On** button
- STEP 3 Enter the remote phone number
- STEP 4 Click then to accept the change and exit the screen

Online Help

*To access context-specific help click the **Help** link in the upper right-hand corner of any screen in the user portal. The Help that is displayed is dependent on the screen you were on before you clicked the Help link.*

Schedule a Conference:

- STEP 1 Determine the participants and tell them the date and time
- STEP 2 Provide them with the dial-in phone number
- STEP 3 Provide them with the 7-digit access code

Start an Audio Conference:

- STEP 1 Dial the conference dial-in phone number
- STEP 2 Enter 7-digit access code and your chairperson passcode
- STEP 3 Follow voice prompts for special options
- STEP 4 Begin the meeting

Chair Commands

Conference Chairperson commands available from your phone

	DESCRIPTION	INSTRUCTIONS
*1	Dial out to a participant	To call out to participants press *1, and follow the prompts
*2	Record Conference	Toggle conference recording by pressing *2
*4	Lock Conference	Prevents additional participants from joining. Press *4
*5	Unlock Conference	Unlock conference so that participants can join, Press *5
*6	Mute Line	Mute for line by pressing *6, can be used by all participants
*7	Unmut Line	Unmute your line, press *7, can be used by all participants

Chair Commands *continued*

	DESCRIPTION	INSTRUCTIONS
*8	Conference Continuation	To let the meeting continue without you, press *8 anytime before you hang up
*9	Roll Call (if activated)	Hear the names of all participants in your conference
*#	Count Participants	Get a count of the number of participants
00	Ask for Operator	Get help from an operator who will join in the conference
*0	Ask for Operator (sub-conference)	Privately talk to an operator in a sub-conference