Polycom 550/650 LSP Express Guide

**Soft Reboot**
Menu->Setting->Basic-> Restart->Yes

**Hard Reboot/Restart if required**
- Disconnect Ethernet
- Disconnect Power
- Reconnect Power
- Reconnect Ethernet

**Speed Dial Entry**
Menu->Features->Contact-> More->Add

- Speed Dial accessible by up arrow

**Call Transfer (on a call)**
- Transfer (soft key or hard key)
- Dial new number (call connects)
- Transfer (soft key or hard key)

**Conference Call**
- Conference (softkey)
- Dial new number
- Conference (softkey)

**IP Address**
Menu->Status->Network-> TCP/IP Parameters

**MAC Address**
Menu->Status->Network-> Ethernet

**Call Logs**
Menu->Features->Call Lists

Also accessible by Navigation Arrows
- Missed Calls – down arrow
- Received Calls – left arrow
- Placed Calls - right arrow
Settings

Ring Tones/Types
Menu->Settings->Basic-> Ring Type

Background Image (wallpaper)
Menu->Settings->Basic -> Preferences-> Backgrounds

Time & Date Format
Menu-> Settings->Basic -> Preferences->Time/Date

Backlight Intensity
Menu->Settings->Basic-> Backlight Intensity

Button Shading
Menu->Settings->Basic-> Preferences->Label Color

Auto Divert/Reject
Menu->Features->Contact Directory-> Highlight Contact-> Edit

Troubleshooting

Unit Serial Number
Menu->Status->Platform-> Phone

Unit Model
Menu->Status->Platform-> Phone

Line Registration
Menu->Status->Line -> Line Information

Hardware Diagnostics
Menu->Status-Diagnostics->Test Hardware

Diagnostic Graphs
Menu->Status->Diagnostics-> Graphs

Packet Statistics
Menu->Status->Network -> Packet Statistics