The Quick User Guide for the Polycom IP335 phone can be found at this link:

<https://support.star2star.com/entries/23139202-Polycom-IP-32x-IP-33x-User-Guide>

The Video Tutorial for the Polycom IP335 phone can be found at this link:

<https://support.star2star.com/entries/23135171-Polycom-IP-33x-32x-Phone-Features-Video-Tutorial>

Helpful Phone Short-Cuts

6xxx - When transferring a call, pre-pend the extension number with 6 to send the call straight to the extensions voicemail.

7xxx - Can be used to page an individual extension.

\*8xxx - Answers the call that is ringing on extension xxx.

\*7xxx - Parks a call and pages extension xxx with the park position.

\*8 - Answers the most recent call that is ringing anywhere in the building.

Voicemail:

The Voicemail Guide can be found at this link:

<https://support.star2star.com/entries/23163627-Voicemail-Guide>

Users can access the voicemail system from their Star2Star phone by dialing 1000 (or by pressing the key that looks like an envelope on the phone).  They will be prompted to enter a PIN the first time they log-in.  The default PIN number is the same as the extension number of the phone. They will need to record their unavailable message and name for their voicemail box (these are located under Mailbox Options, option "0").

Portal Access:

If a user e-mail address was provided, they will receive an automatic e-mail with a temporary password and instructions for how to log-in to the Star2Star portal.  This e-mail will be sent once the installation process is complete and starbox is on-line.    If they cannot find or did not receive the e-mail, please instruct them to enter the URL <https://portal.star2star.com/> into their web browser.  Once there, please click the "forgot my password" link, enter the e-mail address then click submit.  A temporary password will be sent to the email address and the user will be forced to change this password upon first log-in.