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# Using the SoundPoint IP Backlit Expansion Module

This chapter provides basic installation and operating instructions and information for obtaining the best performance with the SoundPoint IP Backlit Expansion Module.

The SoundPoint IP Backlit Expansion Module enhances the user interface of the SoundPoint IP 650 phone with a high-resolution graphic display and 14 Line Keys that can be automatically configured as a line, call appearance, speed dial, or busy lamp field. Up to three SoundPoint IP Backlit Expansion Modules can be connected to the SoundPoint IP 650 phone to provide a productivity-enhancing solution for users who manage and monitor multiple simultaneous telephone calls on a daily basis.

This chapter contains:

- [Parts List](#)
- [Connecting the SoundPoint IP Backlit Expansion Module](#)
- [Features of the SoundPoint IP Backlit Expansion Module](#)

This chapter contains instructions on:

- [Adjusting the Display Contrast](#)
- [Adjusting the Backlight](#)
- [Placing a Call](#)
- [Answering a Call](#)
- [Assigning Speed Dial Keys](#)
- [Using the Busy Lamp Field](#)

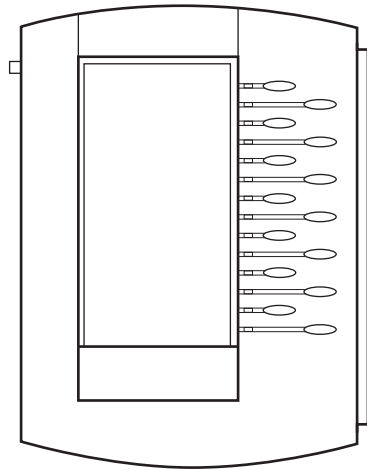
To customize your phone, refer to [Customizing Your SoundPoint IP 650 SIP Phone](#) on page 2-1. To read about the phone's basic features, refer to [Using the Basic Features of Your SoundPoint IP 650 SIP Phone](#) on page 3-1. To read about the phone's advanced features, refer to [Using the Advanced Features of Your SoundPoint IP 650 SIP Phone](#) on page 4-1.

If you require additional information or assistance with the Backlit Expansion Module, contact your system administrator.

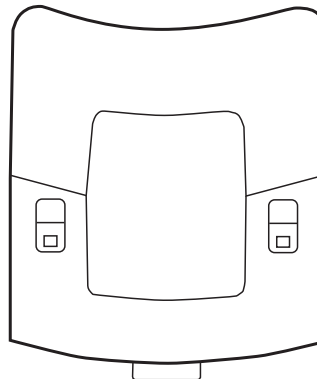
## Parts List

The following components are included in your SoundPoint IP Backlit Expansion Module package:

- Polycom SoundPoint IP Backlit Expansion Module



- Base stand



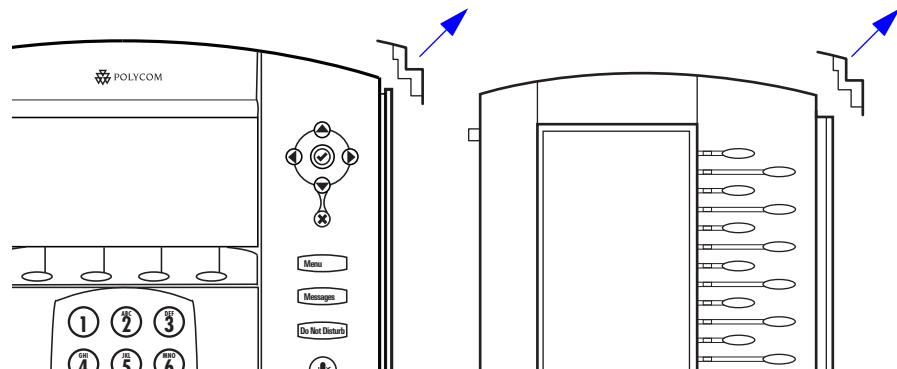
Check this list before installation to ensure that you have received each item. If you are missing any items, contact your system administrator.

## Connecting the SoundPoint IP Backlit Expansion Module

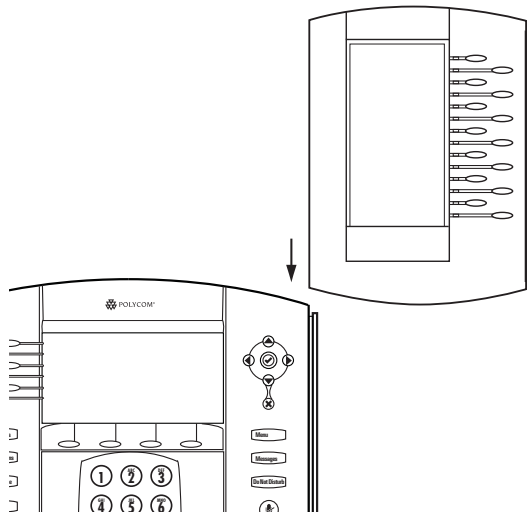
This section describes how to attach the SoundPoint IP Backlit Expansion Module to your SoundPoint IP 650 phone. You can attach up to three SoundPoint IP Backlit Expansion Modules.

### To connect a SoundPoint IP Backlit Expansion Module to your phone:

1. Remove the rubber plug from the SoundPoint IP 650 or the SoundPoint IP Backlit Expansion Module.



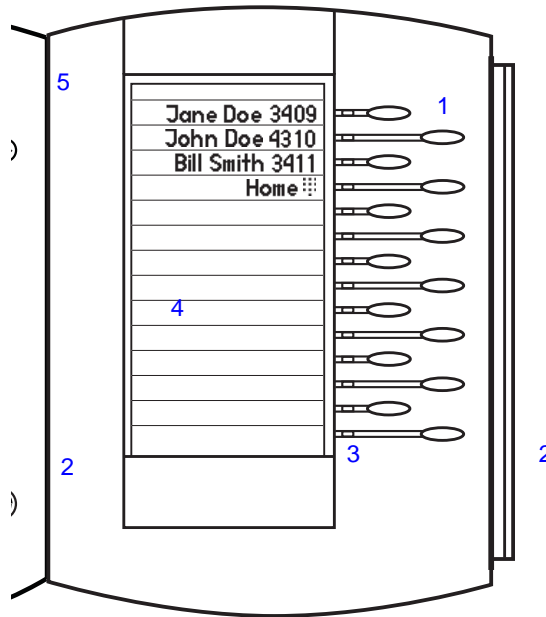
2. Align the SoundPoint IP Backlit Expansion Module at the top of the groove lines on the SoundPoint IP 650 phone and slide it downwards until it clicks into position.



3. Connect the base stand by aligning the two protrusions on the stand to the holes on the back of the Backlit Expansion Module and snap it into place.

For each SoundPoint IP Backlit Expansion Module that you want to add, repeat steps 1 to 3.

## Features of the SoundPoint IP Backlit Expansion Module



The features of the SoundPoint IP Backlit Expansion Module are:

- 1. Line/Speed Dial Key** – Use these keys to activate up to 47 lines or speed dials that can be assigned to your phone.<sup>1</sup>
- 2. Infrared Lens** – Communications to the host phone and other Expansion Modules.
- 3. Line Indicators** – Individual multi-color LEDs display the dynamic call state and remote user status (busy lamp field (BLF) and presence). The mapping is:
  - Solid green – An active call is in progress.
  - Fast flashing green – There is an Incoming (ringing) call.
  - Flashing green – The call is held by the other party.
  - Flashing red – The call is on hold.
  - Solid red – The line is busy remotely (shared lines).
- 4. Graphic Display** – Shows information about lines or speed dials.
- 5. Power Contact** – Not visible when connected. Power is automatically transferred from the host SoundPoint IP 650 phone to the SoundPoint IP Backlit Expansion Module(s) upon connection. Units may be plugged in and unplugged at any time.


## Adjusting the Display Contrast

You can adjust the display contrast on a SoundPoint IP Backlit Expansion

Module through use of the  key on the SoundPoint IP 650. For more information, refer to [Display Contrast](#) on page 2-3.

## Adjusting the Backlight


You can adjust the backlight on a SoundPoint IP Backlit Expansion Module

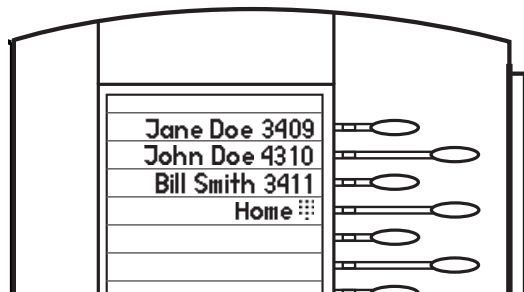
through use of the  key on the SoundPoint IP 650. For more information, refer to [Backlight Intensity](#) on page 2-4.

## Placing a Call

When a SoundPoint IP Backlit Expansion Module is connected to your SoundPoint IP 650 phone, you can place a call using one of the Line Keys.

### To place a call using a SoundPoint IP Backlit Expansion Module Line Key:

>> Press the assigned  directly opposite the number on the graphic display.




For more information on placing a call, refer to [Placing a Call](#) on page 3-2.

## Answering a Call

When a SoundPoint IP Backlit Expansion Module is connected to your SoundPoint IP 650 phone, you can answer a call using one of the Line Keys.

### To answer a call using a SoundPoint IP Backlit Expansion Module Line Key:

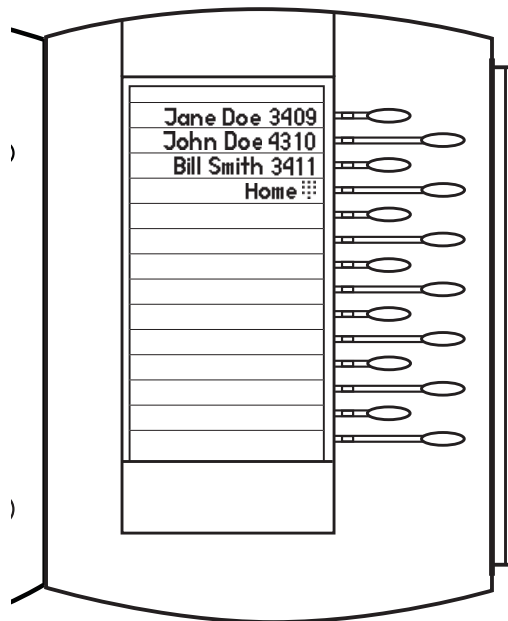
>> Press the assigned  directly opposite the line with the fast flashing green LED indicator.

For more information on answering a call, refer to [Answering a Call](#) on page 3-4.


## Assigning Speed Dial Keys

You can associate contacts with Line Keys on the SoundPoint IP Backlit Expansion Module for single touch dialing of frequently used numbers. Speed Dial entries are consecutively placed next to assigned Line Keys.

For example in the figure below, press the fourth **Line Key** to dial home.




### To assign a new speed dial key:

1. Press and hold an unassigned .
2. Press the **More** soft key.

3. Press the **Add** soft key.
4. Enter first and/or last name of the contact from the keypad.  
Use the **1/A/a** soft key to select between numeric and upper/lower case alphanumeric modes.  
Use the **Encoding** soft key to access special characters in other languages.
5. Enter a contact number.  
This is a required field and it must be unique (not already in the directory).
6. Change the *Speed Dial Index*.  
The index can be any value between the next available index value and the maximum (9999).



Polycom recommends that you assign speed dial index values consecutively. For example, if the third Line Key is assigned to the speed dial index value "2", assign the fourth Line Key the speed dial index value "3".

7. Press the **Save** or **Cancel** soft keys to accept or cancel changes.
8. Press  or the **Exit** soft key repeatedly to return to the idle display.

For more information on assigning speed dial keys, refer to [Assigning Speed Dial Keys](#) on page 3-18.

## Using the Busy Lamp Field

The busy lamp field (BLF) feature allows you to monitor the hook status and remote party information of other users through the BLF LED indicators and display on the SoundPoint IP 650 phone with the attached Backlit Expansion Module. For more information, contact your system administrator.

The following figure shows the busy status of other users (for example, Jim Brown and Rob Smith are busy on the phone):

