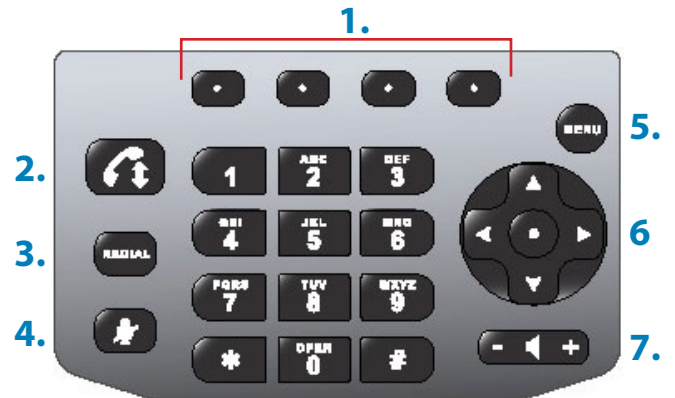


POLYCOM IP 5000 Soundstation



Place Call

Press **Call Button**, enter the phone number, and then press the Send soft key.

Answering Calls

Press the **Answer** soft key.

To ignore an incoming call, press the **Reject** soft key.

Ending Calls

During a call, press **Call Button** or the **End Call** soft key.

Redialing Numbers

To call the last number you dialed, press **Redial**

Muting The Microphone

- During a call, press **Mute**. The console LEDs will glow red.
- You can hear all other parties while Mute is enabled. The other parties cannot hear you.
- To turn off Mute, by press again.

Holding Calls

From Lines, Calls, or Active Call view, tap **Hold**. If you're in Calls view, remember to highlight the call first.

To resume a held call, tap **Resume** from either Lines or Calls view.

Holding and resuming Calls

During a call, press the **Hold** soft key. The console LEDs will blink red. To resume the call, press the **Resume** soft key.

FEATURE BUTTONS

1. Function: Soft key and functions that display on the screen above

2. Call Button: Place, answer, or end calls

3. Redial: Redial the last call you placed

4. Mute: Toggle the key to turn the microphone on or off

5. Menu: Access features, settings, and configuration.

6. Arrow Keys:

View speed dial information (up arrow key), received calls (left arrow key), missed calls (down arrow key), and placed calls (right arrow key)

7. Volume: Control speaker and ringer volume

Transferring Calls

To transfer a call:

1. During a call, press the Transfer soft key. The active call is placed on hold.
2. Enter the number of the party to which you want to transfer the call, and then press the Send soft key. To cancel the transfer before the call connects, press the Cancel soft key. The original call resumes.
3. When you hear the ring-back sound, or after you speak with the second party, press the Transfer soft key.

Using Do Not Disturb

To prevent your phone from ringing, enable **Do Not Disturb**.

Press **Menu**, and then select **Features > Do Not Disturb**.

Forwarding Calls

To **enable** call forwarding:

1. From the idle screen, press the **Forward** soft key.
2. Select the forwarding type you want to enable:
 - **Always**—To forward all incoming calls.
 - **No Answer**—To forward all unanswered incoming calls.
 - **Busy**—To forward calls that arrive when you are already in a call.
3. Enter a number to forward calls to. For No Answer, enter the number of rings before forwarding.
4. Press the **Enable** soft key.

To **disable** call forwarding:

1. From the idle screen, press the **Forward** soft key.
2. Select the forwarding type you want to disable.
3. Press the **Disable** soft key.

Hosting Conference Call

You can create a conference with up to two other parties.

To host a conference:

1. Call the first party.
2. After the first party answers, press the **Confnc** soft key. The active call is placed on hold.
3. Enter the number of the second party, and then press the **Send** soft key.
4. When the second party answers, press the **Confnc** soft key. All parties are now joined in the conference. You can do the following:
 - To put the conference on hold, press the **Hold** soft key. To resume the conference, press the **Resume** soft key. To end the conference, press the **End Call** soft key. (The other parties will remain connected.)
 - To end the conference and split the conference into two separate calls on hold, press the **Split** soft key.

Using Call List

From the idle display:

- Press **right arrow key** to access the Placed Calls list.
 - Press **left arrow key** to access the Received Calls list.
 - Press **down arrow key** to access the Missed Calls list.
- Select a call from the list. Then, you can do the following:
- To place a **call**, press the **Dial** soft key.
 - To change the phone number before dialing, press the **Edit** soft key.
 - To remove the call from the list, press the **Clear** soft key.
 - To store the contact in your Contact Directory, press the **Save** soft key.
 - To view information about the call, press the **Info** soft key.

Adjusting Speaker and Ringer Volume

To change the speaker volume:

- During a call, press the **volume keys** (either the volume down or volume up side).

To change the ringer volume:

- When the phone is in the idle state, press **volume keys** (either the volume down or volume up side).

