



## Polycom® SoundStation® IP 5000

Quick User Guide

### BASIC PHONE FEATURES CUSTOMIZING YOUR PHONE

Requires phone running SIP 3.0.2.0 or later

For detailed information, see the User Guide for the Polycom SoundStation IP 5000 (Phone available at

<http://www.polycom.com/usa>)

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### BASIC PHONE FEATURES

#### Placing Calls

Press **[1]**, 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 **[1]** or the **End Call** soft key.

#### Redialing Numbers

To call the last number you dialed, press **[\*]**.

#### Muting the Microphone

During a call, press **[M]**. 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, press **[M]** again.

#### 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.

#### 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.

You can automatically transfer the call without speaking to the second party. After you complete step 1, press the **Blind** soft key. Then, complete step 2.

#### 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.

3. 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.

#### Using Do Not Disturb

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

Press **[\*]**, and then select **Features > Do Not Disturb**.

# Polycom Cx6user Guide

**Christian G. Meyer**

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the author's name.

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