



POLYCOM® SOUNDSTATION® IP 5000

QUICK USER GUIDE FOR 8X8 VIRTUAL OFFICE

Applies to phones running Polycom Software 3.2.3.x.

NAVIGATE

Scrolling: ▲ or ▼

Step in/out of menus, toggle enabled/
disabled: ▲ or ▼

Enter/Select: ✓



USE BASIC PHONE FEATURES

PLACE A CALL

Press **1**, enter the phone number, and then press the **Send** soft key.

ANSWER A CALL

Press the **Answer** soft key.

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

Note: To prevent your phone from ringing, enable **Do Not Disturb**. See **USE DO NOT DISTURB (DND)**.

END A CALL

During a call, press **1** or the **End Call** soft key.

REDIAL

To call the last number you dialed, press **1**.

CREATE CONFERENCE CALLS

You can create an immediate 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.

To manage a conference:

- 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.

Note: If you have an active call and a call on hold, you can create a conference between all three parties by pressing **More** then the **Join** soft key.

USE CONFERENCE BRIDGE

To call into a conference:

1. Dial 556.
2. Follow the Conference Bridge voice prompts.

TRANSFER 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.

Polycom Ip 5000 User Guide

Tao Wei



Polycom Ip 5000 User Guide:

Decoding **Polycom Ip 5000 User Guide**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Polycom Ip 5000 User Guide**," a mesmerizing literary creation penned with a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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