



Polycom® SoundStation® IP 5000 Phone

Quick User Guide

BASIC PHONE FEATURES CUSTOMIZING YOUR PHONE

Applies to phones running SIP 3.2.3 or later.

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

www.polycom.com/support/soundstation_ip5000

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BASIC PHONE FEATURES

Placing Calls

Press  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  or the **End Call** soft key.

Redialing Numbers

To call the last number you dialed, press .

Muting the Microphone

During a call, press . 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  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.
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.

Using Do Not Disturb

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

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

Polycom Soundstation Guide

D Siedentop



Polycom Soundstation Guide:

The book delves into Polycom Soundstation Guide. Polycom Soundstation Guide is an essential topic that needs to be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Polycom Soundstation Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Polycom Soundstation Guide
- Chapter 2: Essential Elements of Polycom Soundstation Guide
- Chapter 3: Polycom Soundstation Guide in Everyday Life
- Chapter 4: Polycom Soundstation Guide in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Polycom Soundstation Guide. This chapter will explore what Polycom Soundstation Guide is, why Polycom Soundstation Guide is vital, and how to effectively learn about Polycom Soundstation Guide.

3. In chapter 2, this book will delve into the foundational concepts of Polycom Soundstation Guide. The second chapter will elucidate the essential principles that need to be understood to grasp Polycom Soundstation Guide in its entirety.

4. In chapter 3, the author will examine the practical applications of Polycom Soundstation Guide in daily life. This chapter will showcase real-world examples of how Polycom Soundstation Guide can be effectively utilized in everyday scenarios.

5. In chapter 4, this book will scrutinize the relevance of Polycom Soundstation Guide in specific contexts. This chapter will explore how Polycom Soundstation Guide is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, this book will draw a conclusion about Polycom Soundstation Guide. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Polycom Soundstation Guide.

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Table of Contents Polycom Soundstation Guide

1. Understanding the eBook Polycom Soundstation Guide
 - The Rise of Digital Reading Polycom Soundstation Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Soundstation Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Polycom Soundstation Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Soundstation Guide
 - Personalized Recommendations
 - Polycom Soundstation Guide User Reviews and Ratings
 - Polycom Soundstation Guide and Bestseller Lists
5. Accessing Polycom Soundstation Guide Free and Paid eBooks
 - Polycom Soundstation Guide Public Domain eBooks
 - Polycom Soundstation Guide eBook Subscription Services
 - Polycom Soundstation Guide Budget-Friendly Options
6. Navigating Polycom Soundstation Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Polycom Soundstation Guide Compatibility with Devices
 - Polycom Soundstation Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom Soundstation Guide
 - Highlighting and Note-Taking Polycom Soundstation Guide
 - Interactive Elements Polycom Soundstation Guide
8. Staying Engaged with Polycom Soundstation Guide

- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom Soundstation Guide
9. Balancing eBooks and Physical Books Polycom Soundstation Guide
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom Soundstation Guide
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Polycom Soundstation Guide
- Setting Reading Goals Polycom Soundstation Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Polycom Soundstation Guide
- Fact-Checking eBook Content of Polycom Soundstation Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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