

# SoundStation® IP 7000

## Quick User Guide



Applies to phones running SIP 3.0 or later.

For detailed information please consult the comprehensive SoundStation IP 7000 User Guide available at:

[http://www.polycom.com/products/voice/conferencing\\_solutions/conference\\_phones/index.html](http://www.polycom.com/products/voice/conferencing_solutions/conference_phones/index.html)



### BASIC PHONE FEATURES

#### PLACING A CALL

Press **[Speed Dial]** and then choose either Video or Phone Call. Dial the number.

Or, dial the number first, and then press **[Speed Dial]** or the **Dial** soft key. When prompted, choose either Video or Phone Call.

#### ANSWERING A CALL

Press **[Answer]** or the **Answer** soft key.

*Incoming calls may be ignored by pressing the **Reject** soft key during ringing.*

#### ENDING A CALL

Press **[End Call]** or the **EndCall** soft key.

#### LED INDICATORS

The LEDs located at the top of each speaker indicate the current status.

**Green:** Your call is in progress.

**Flashing green:** A call is incoming.

**Blinking green:** Your call is held by the other party.

**Red:** Your call is muted.

**Flashing Red:** You have voice mail.

**Blinking red:** You have placed the call on hold.

#### MICROPHONE MUTE

During a call, press **[Mute]**. If you are using external microphones, you can also press **[Mute]** on the microphones. You can hear all other parties while Mute is enabled.

To turn off Mute, press **[Mute]** again.

#### CALL HOLD AND RESUME

1. During a call, press the **Hold** soft key.
2. Press the **Resume** soft key to resume the call.

#### CALL TRANSFER

1. During a call, press the **Transfer** soft key (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press the **Transfer** soft key to complete the transfer.

*Press the **Blind** soft key to transfer the call without speaking to the second party.*

*Transfer may be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.*

#### CALL FORWARDING

**To enable call forwarding:**

1. Press the **Forward** soft key from the phone's idle display or press **[Features]** and select **Features**, and then **Forward**.
2. Enter a number to forward all future calls to.
3. Press the **Enable** soft key to confirm Call Forwarding. A moving arrow icon appears for that line to confirm Call Forwarding is enabled.

**To disable call forwarding:**

1. Press the **Forward** soft key from the phone's idle display or press **[Features]** and select **Features**, and then **Forward**.
2. Press the **Enable** soft key.

*Call forwarding is not available on shared lines.*

*If call forwarding is configured on the call server (invoked using "code dialing" or from a PC-based application), then particulars and menu options may vary.*

#### LOCAL CONFERENCE CALLS\*

**To create a three-way local conference call:**

1. Call the first party.
2. Press **[Join]** or the **Confirm** soft key to create a new call (the active call is placed on hold).
3. Place a call to the second party.

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## **Table of Contents Polycom Ip 7000 User Guide**

1. Understanding the eBook Polycom Ip 7000 User Guide
  - The Rise of Digital Reading Polycom Ip 7000 User Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Ip 7000 User 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 Ip 7000 User Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Ip 7000 User Guide
  - Personalized Recommendations
  - Polycom Ip 7000 User Guide User Reviews and Ratings
  - Polycom Ip 7000 User Guide and Bestseller Lists
5. Accessing Polycom Ip 7000 User Guide Free and Paid eBooks
  - Polycom Ip 7000 User Guide Public Domain eBooks
  - Polycom Ip 7000 User Guide eBook Subscription Services

- Polycom Ip 7000 User Guide Budget-Friendly Options
- 6. Navigating Polycom Ip 7000 User Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Polycom Ip 7000 User Guide Compatibility with Devices
  - Polycom Ip 7000 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom Ip 7000 User Guide
  - Highlighting and Note-Taking Polycom Ip 7000 User Guide
  - Interactive Elements Polycom Ip 7000 User Guide
- 8. Staying Engaged with Polycom Ip 7000 User Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom Ip 7000 User Guide
- 9. Balancing eBooks and Physical Books Polycom Ip 7000 User Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Polycom Ip 7000 User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom Ip 7000 User Guide
  - Setting Reading Goals Polycom Ip 7000 User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom Ip 7000 User Guide
  - Fact-Checking eBook Content of Polycom Ip 7000 User 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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