



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 **[9]**, 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 **[9]** or the **End Call** soft key.

REDIAL

To call the last number you dialed, press **[9]**.

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

D Kirk



Polycom Ip 5000 User Guide:

The book delves into Polycom Ip 5000 User Guide. Polycom Ip 5000 User 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 Ip 5000 User Guide, encompassing both the fundamentals and more intricate discussions.

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

- Chapter 1: Introduction to Polycom Ip 5000 User Guide
- Chapter 2: Essential Elements of Polycom Ip 5000 User Guide
- Chapter 3: Polycom Ip 5000 User Guide in Everyday Life
- Chapter 4: Polycom Ip 5000 User Guide in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Polycom Ip 5000 User Guide. The first chapter will explore what Polycom Ip 5000 User Guide is, why Polycom Ip 5000 User Guide is vital, and how to effectively learn about Polycom Ip 5000 User Guide.

3. In chapter 2, this book will delve into the foundational concepts of Polycom Ip 5000 User Guide. This chapter will elucidate the essential principles that must be understood to grasp Polycom Ip 5000 User Guide in its entirety.

4. In chapter 3, this book will examine the practical applications of Polycom Ip 5000 User Guide in daily life. The third chapter will showcase real-world examples of how Polycom Ip 5000 User Guide can be effectively utilized in everyday scenarios.

5. In chapter 4, the author will scrutinize the relevance of Polycom Ip 5000 User Guide in specific contexts. The fourth chapter will explore how Polycom Ip 5000 User Guide is applied in specialized fields, such as education, business, and technology.

6. In chapter 5, the author will draw a conclusion about Polycom Ip 5000 User Guide. This chapter will summarize the key points that have been discussed throughout the book.

This 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 Ip 5000 User Guide.

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