



## 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/soundstation-  
ip5000-ug](http://www.polycom.com/soundstation-ip5000-ug)

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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

**LL Leslie**



## **Polycom Soundstation Guide:**

## **Polycom Soundstation Guide** Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Polycom Soundstation Guide**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we shall delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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