



## 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 **6** 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 **6** or the **End Call** soft key.

##### REDIAL

To call the last number you dialed, press **6**.

##### 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

**Puja Mehta**



## **Polycom Ip 5000 User Guide:**

## Adopting the Song of Phrase: An Psychological Symphony within **Polycom Ip 5000 User Guide**

In a world used by displays and the ceaseless chatter of fast interaction, the melodic splendor and mental symphony developed by the published word frequently fade into the back ground, eclipsed by the persistent noise and distractions that permeate our lives. However, situated within the pages of **Polycom Ip 5000 User Guide** a marvelous literary prize brimming with natural thoughts, lies an immersive symphony waiting to be embraced. Crafted by a wonderful musician of language, this fascinating masterpiece conducts readers on a psychological trip, skillfully unraveling the concealed melodies and profound influence resonating within each cautiously constructed phrase. Within the depths with this poignant assessment, we can explore the book is key harmonies, analyze its enthralling publishing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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