



Polycom® SoundStation® IP 5000

Quick User Guide

BASIC PHONE FEATURES CUSTOMIZING YOUR PHONE

Agenda 10 phones running SIP 3.0.2.0 or later

For detailed information, see the User Guide for the Polycom SoundStation IP 5000 (Phone available at <http://www.polycom.com/usa>)

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BASIC PHONE FEATURES

Placing Calls

Press **1**, 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 **1** or the **End Call** soft key.

Recalling Numbers

To call the last number you dialed, press **1**.

Muting the Microphone

During a call, press **8**. 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 **8** 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.

3. 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 **1**, and then select **Features > Do Not Disturb**.

Polycom Cx6user Guide

Clifford Lane



Polycom Cx6user Guide:

The book delves into Polycom Cx6user Guide. Polycom Cx6user Guide is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Polycom Cx6user Guide, encompassing both the fundamentals and more intricate discussions.

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

- Chapter 1: Introduction to Polycom Cx6user Guide
- Chapter 2: Essential Elements of Polycom Cx6user Guide
- Chapter 3: Polycom Cx6user Guide in Everyday Life
- Chapter 4: Polycom Cx6user Guide in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, the author will provide an overview of Polycom Cx6user Guide. This chapter will explore what Polycom Cx6user Guide is, why Polycom Cx6user Guide is vital, and how to effectively learn about Polycom Cx6user Guide.
3. In chapter 2, the author will delve into the foundational concepts of Polycom Cx6user Guide. This chapter will elucidate the essential principles that must be understood to grasp Polycom Cx6user Guide in its entirety.
4. In chapter 3, this book will examine the practical applications of Polycom Cx6user Guide in daily life. This chapter will showcase real-world examples of how Polycom Cx6user Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Polycom Cx6user Guide in specific contexts. The fourth chapter will explore how Polycom Cx6user Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Polycom Cx6user 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. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Polycom Cx6user Guide.

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