



## 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/support/soundstation\\_ip5000](http://www.polycom.com/support/soundstation_ip5000)

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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

**Judd E. Hollander**



## **Polycom Soundstation Guide:**

*Martindale-Hubbell Buyer's Guide*, 1998      *Standard and Poor's MidCap 400 Guide 2001* Standard & Poor's, 2000-12

What do individual investors money managers analysts brokers and financial writers and editors have in common All turn to Standard Poor s a division of the McGraw Hill Companies for securities information that is second to none S P s Guides totally updated for 2002 deliver the same data and analyses used by today s top investment professionals Each book puts these unique features at the reader s fingertips Vital data on earnings dividends and share prices Key income and balance sheet statistics Exclusive S P buy sell or hold recommendations for each stock Exclusive S P outlook for every stock s price Computer generated screens showing superior stock picks in different categories Company addresses and numbers and names of top officers Key information on America s medium size fast growing companies      **American Hotel Register Company Buying Guide** American Hotel Register Company, 2003      Cyberhound's Guide to Companies on the Internet Gale Group, Wendy H. Mason, 1996-09 This guide contains reviews of more than 2000 corporate Web sites profiling top companies and those in the information industry including software and hardware developers and networking and telecommunications companies      **Standard and Poor's MidCap 400 Guide** Standard & Poor's, 2001-12 What do individual investors money managers analysts brokers and financial writers and editors have in common All turn to Standard Poor s a division of the McGraw Hill Companies for securities information that is second to none S P s Guides totally updated for 2002 deliver the same data and analyses used by today s top investment professionals Each book puts these unique features at the reader s fingertips Vital data on earnings dividends and share prices Key income and balance sheet statistics Exclusive S P buy sell or hold recommendations for each stock Exclusive S P outlook for every stock s price Computer generated screens showing superior stock picks in different categories Company addresses and numbers and names of top officers Key information on America s medium size fast growing companies      The Power of Virtual Distance Karen Sobel Lojeski, Richard R. Reilly, 2020-04-06 This revised second edition presents 15 years of data on Virtual Distance metrics and their predictive impact on organizational success factors shedding new light on how to correct for communication challenges that often show up as a foggy set of digital disconnects where the vitality of the virtual workforce often gets lost in transmission This still evolving Digital Age conundrum continues to present new complications The rise of remote work which rests on an increasing reliance on electronic communication and the overall growth of virtual interactions has led to the escalation of a phenomenon called Virtual Distance Virtual Distance which influences our behavior through three components Physical Distance Operational Distance and Affinity Distance affects not only how we relate to others thousands of miles away but even to co workers sitting right next to each other Perhaps even more problematic Virtual Distance causes measureable malfunctions in teamwork innovation leader effectiveness and overall performance But it doesn t have to be this way The Power of Virtual Distance offers specific proven and predictable solutions that can reverse these trends and turn

Virtual Distance into a unification strategy to capture untapped competitive advantage Surprised The Power of Virtual Distance 2nd Edition is a must read for leadership who want to understand the true and quantifiable costs of the virtual workplace For the first time ever readers can take the guesswork out of managing the virtual workforce by applying a mathematical approach derived from the extensive Virtual Distance data set The Virtual Distance Ratio The Virtual Distance Ratio can precisely pinpoint the particular impacts of Virtual Distance on the organization s critical success factors Beyond business metrics Virtual Distance solutions also detail ways to restore meaningfulness and well being into people s experience of work enhancing life lived in the Digital Age The Power of Virtual Distance reveals an updated set of data including the first award winning analysis collected from an extended range of executives to individual contributors that represent situations and solutions in more than 36 industries in 55 countries across the globe Readers will get a first look at the data and its revelations on how to be less isolated and more integrated Helping managers globally this book Offers new real world case studies and a chance for readers to participate in thought experiments to help with personal performance group synergy and by extension relationship dynamics of all kinds Demonstrates with statistically significant trend analyses that Virtual Distance is growing at exponential rates in every corner of communities worldwide Offers expert advice on how to manage the unintended human consequences of today s digital technologies Companies that successfully harness the power of Virtual Distance demonstrate better performance The second edition of The Power of Virtual Distance is a valuable one of a kind resource for everyone from the C suite to human resource professionals from divisional leaders to project managers Everyone in the organization can benefit by discovering how to improve financials innovation trust employee engagement satisfaction organizational citizenship and other key performance indicators And perhaps best of all by following the prescriptions on how to reduce Virtual Distance the entire workforce will have the tools they need to bring about a revival of meaning purpose and an enlivened sense of humanhood back into everyday work and everyday life *Plunkett's Companion to the Almanac of American Employers 2006: The Only Complete Guide to the Hottest, Fastest-Growing Mid-Sized Employers* Plunkett Research Ltd,2006-02 This new volume contains profiles of nearly 500 of the best rapidly growing mid size employers of 100 to 2 500 employees These are highly successful companies located nationwide that are of vital importance to job seekers of all types **The Dollarization Discipline** Jeffrey J. Fox,Richard C. Gregory,2004-09-03 How companies turn value added into real profits The Dollarization Discipline shows organizations and marketers how to effectively communicate the economic value created by their products and services Too often when companies compete using conventional sales and marketing approaches they force customers to make financial decisions how much to spend based on non financial arguments product features and benefits On this playing field the company that can show true financial advantage in real dollars and cents wins every time This book offers a step by step strategy for doing just that Every day good companies suffer because they create value for customers but aren t able to keep their fair share This is because most

marketers can't fully explain the value customers get from their products and the argument falls to the lowest common denominator price. The solution is an approach to sales and marketing that goes beyond articulating features and benefits but calculates the monetary value a customer receives from a product or service. This enables the seller to price the product as a true reflection of its value and also lets the seller prove it to the customer. With real case studies and detailed step-by-step guidance on effective dollarization, *The Dollarization Discipline* finally offers a practical straightforward way for marketers and business leaders to prove the value of their value added. Jeffrey J. Fox, Gilford, New Hampshire, is the founder and President of Fox Company Inc, a marketing consulting firm. Fox is also the author of the bestsellers *How to Become a CEO*, *How to Become a Rainmaker*, and *How to Become a Great Boss*. Richard C. Gregory, Farmington, Connecticut, is a Senior Consultant with Fox Company. **PC Magazine**, 2001. **The Integration of Remote Classrooms**, 1996. Tiivistelmä Etisten koululuokkien toiminnallinen yhdistäminen. Kilpisjärvi-projekti videoneuvottelutekniikkaa hyödyntäen etopetusprojektina. *Fortune*, Henry Robinson Luce, 2004-03. [The Advertising Red Books: Indexes](#), 2004. [The Advertising Red Books](#), 2005. **InfoWorld**, 2000-05-08. InfoWorld is targeted to Senior IT professionals. Content is segmented into Channels and Topic Centers. InfoWorld also celebrates people, companies and projects. *Forbes*, 2004. [Official Gazette of the United States Patent and Trademark Office](#), 1996. [Meeting the Innovation Challenge](#). Scott Isaksen, Joseph Tidd, 2006-06-26. Meeting the Innovation Challenge offers a new way to look at creative leadership that integrates both leadership and management. This book also provides the student key insights into a new and more systematic way to manage transformation. As a result, the student will be able to discover a full range of potential outcomes from their change efforts from radical new to the world transformation to incremental improvements. Since people are at the heart of any transformation issue, Meeting the Innovation Challenge includes helpful information on the various roles required to initiate and sustain change efforts. Many change initiatives use teams, so specific tools are outlined to create and manage teamwork for transformation. Those who lead and manage organizations have too many change methods from which to choose. This book offers practical advice on how to select and manage a variety of change methods as well as a helpful selected list of many of the methods available from which to choose. An example is drawn and explained from the area of new product or service development. An often overlooked element of climate and context is also addressed. Successful innovation change and transformation require an environment in which people are ready, willing, and able to initiate and sustain change. Meeting the Innovation Challenge addresses this area by clarifying the differences between culture and climate and then offering practical ways to understand and create the climate for transformation. *Business Week*, 2004. [Wall Street & Technology](#), 1997. [Commerce Business Daily](#), 1998-10.

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