# Polycom IP5000 | Quick User Guide



# POLYCOM® SOUNDSTATION® IP 5000

#### **CUICK USER GLIDE FOR 8X8 VIRTUAL OFFICE**

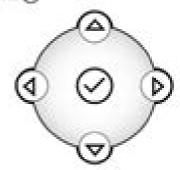
Applies to phones running Polycom Software 3.2.3.x.

## NAVIGATE

Scrolling A or V

Step in/out of menus, toggle enabled/ disabled: A or

Enter/Select (2)



## USE BASIC PHONE FEATURES

#### PLACE A CALL

Press and 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 De Not Disturb. See USE DO NOT DISTURB. (DNO)

## END A CALL

During a call, press or the End Call soft key.

### REDIAL

To call the last number you dialed, press and



## CREATE CONFERENCE CALLS

You can create an immediate conference with up to two other parties.

#### To host a conference:

- 1. Call the first party.
- After the first party answers, press the Confine soft key. The active call is placed on hold.
- Enter the number of the second party, and then press the Send soft key.
- When the second party answers, press the Confine 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:

- Dtal 556.
- 2. Follow the Conference Bridge voice prompts.

#### TRANSFER CALLS

## To bransfer a call:

- During a call, press the Treafer soft key. The active call is placed on hold.
- 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.
- When you hear the ring-back sound, or after you speak with the second party, press the Tresfer soft key.

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