



## 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

**Michael Brown**



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