POLYCOM

TOGETHER, AMAZING THINGS HAPPEN

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/5000

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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**.

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Polycom Soundstation Guide:

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