# Polycom IP5000 | Quick User Guide



# POLYCOM® SOUNDSTATION® IP 5000

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

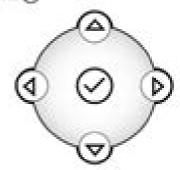
Applies to phones running Polycom Software 3.2.3.x.

## 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 Confinc 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.

# **Polycom Ip 5000 User Guide**

Jessica J Manson

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# **Table of Contents Polycom Ip 5000 User Guide**

- 1. Understanding the eBook Polycom Ip 5000 User Guide
  - The Rise of Digital Reading Polycom Ip 5000 User Guide
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Polycom Ip 5000 User Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - $\circ\,$  Features to Look for in an Polycom Ip 5000 User Guide
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Polycom Ip 5000 User Guide
  - Personalized Recommendations
  - $\circ\,$  Polycom Ip 5000 User Guide User Reviews and Ratings
  - Polycom Ip 5000 User Guide and Bestseller Lists
- 5. Accessing Polycom Ip 5000 User Guide Free and Paid eBooks
  - o Polycom Ip 5000 User Guide Public Domain eBooks

- Polycom Ip 5000 User Guide eBook Subscription Services
- Polycom Ip 5000 User Guide Budget-Friendly Options
- 6. Navigating Polycom Ip 5000 User Guide eBook Formats
  - o ePub, PDF, MOBI, and More
  - Polycom Ip 5000 User Guide Compatibility with Devices
  - Polycom Ip 5000 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom Ip 5000 User Guide
  - Highlighting and Note-Taking Polycom Ip 5000 User Guide
  - Interactive Elements Polycom Ip 5000 User Guide
- 8. Staying Engaged with Polycom Ip 5000 User Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom Ip 5000 User Guide
- 9. Balancing eBooks and Physical Books Polycom Ip 5000 User Guide
  - Benefits of a Digital Library
  - o Creating a Diverse Reading Collection Polycom Ip 5000 User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom Ip 5000 User Guide
  - Setting Reading Goals Polycom Ip 5000 User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom Ip 5000 User Guide
  - Fact-Checking eBook Content of Polycom Ip 5000 User Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks

- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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