



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

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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

Robert R. Redfield



Polycom Soundstation Guide:

Unveiling the Power of Verbal Beauty: An Psychological Sojourn through **Polycom Soundstation Guide**

In a global inundated with monitors and the cacophony of quick conversation, the profound power and psychological resonance of verbal beauty usually disappear in to obscurity, eclipsed by the continuous assault of sound and distractions. Yet, located within the lyrical pages of **Polycom Soundstation Guide**, a captivating work of fictional brilliance that pulses with natural feelings, lies an memorable trip waiting to be embarked upon. Written by way of a virtuoso wordsmith, this exciting opus instructions viewers on an emotional odyssey, softly exposing the latent potential and profound impact stuck within the elaborate internet of language. Within the heart-wrenching expanse of this evocative evaluation, we shall embark upon an introspective exploration of the book is key subjects, dissect their fascinating publishing design, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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