

SoundStation® IP 7000

Quick User Guide



Applies to phones running SIP 3.0 or later.

For detailed information please consult the comprehensive

SoundStation IP 7000 User Guide available at:

http://www.polycom.com/products/voice/conferencing_solutions/conference_phones/index.html



BASIC PHONE FEATURES

PLACING A CALL

Press **[Speed Dial]** and then choose either Video or Phone Call. Dial the number.

Or, dial the number first, and then press **[Speed Dial]** or the **Dial** soft key. When prompted, choose either Video or Phone Call.

ANSWERING A CALL

Press **[Answer]** or the **Answer** soft key.

*Incoming calls may be ignored by pressing the **Reject** soft key during ringing.*

ENDING A CALL

Press **[End Call]** or the **EndCall** soft key.

LED INDICATORS

The LEDs located at the top of each speaker indicate the current status.

Green: Your call is in progress.

Flashing green: A call is incoming.

Blinking green: Your call is held by the other party.

Red: Your call is muted.

Flashing Red: You have voice mail.

Blinking red: You have placed the call on hold.

MICROPHONE MUTE

During a call, press **[Mute]**. If you are using external microphones, you can also press **[Mute]** on the microphones. You can hear all other parties while Mute is enabled.

To turn off Mute, press **[Mute]** again.

CALL HOLD AND RESUME

1. During a call, press the **Hold** soft key.
2. Press the **Resume** soft key to resume the call.

CALL TRANSFER

1. During a call, press the **Transfer** soft key (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press the **Transfer** soft key to complete the transfer.

*Press the **Blind** soft key to transfer the call without speaking to the second party.*

*Transfer may be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.*

CALL FORWARDING

To enable call forwarding:

1. Press the **Forward** soft key from the phone's idle display or press **[Features]** and select **Features**, and then **Forward**.
2. Enter a number to forward all future calls to.
3. Press the **Enable** soft key to confirm Call Forwarding. A moving arrow icon appears for that line to confirm Call Forwarding is enabled.

To disable call forwarding:

1. Press the **Forward** soft key from the phone's idle display or press **[Features]** and select **Features**, and then **Forward**.
2. Press the **Enable** soft key.

Call forwarding is not available on shared lines.

If call forwarding is configured on the call server (invoked using "code dialing or from a PC-based application), then particulars and menu options may vary.

LOCAL CONFERENCE CALLS*

To create a three-way local conference call:

1. Call the first party.
2. Press **[Add]** or the **Confmc** soft key to create a new call (the active call is placed on hold).
3. Place a call to the second party.

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