







Item	Description
1 Select Button 	Allows the user to select a field of displayed data or menu option, or toggle a feature on or off.
2 Scroll Buttons 	Allows the user to scroll through displayed information.
3 Volume Buttons 	Adjusts the volume of the speaker and ringer.
4 Mute Button 	Toggle the microphones off or on.
5 Keypad	Provides the digits, letters and special characters in context-sensitive applications.
6 Redial Button 	Dials most recently dialed party.
7 Call Button 	Initiates or ends a call.
8 Soft Keys	Labels change automatically to identify their context-sensitive features.
9 Exit Button 	Exits the current screen and returns to the previous menu.
10 Menu Button 	Access phone features and customization.
11 LCD Screen	Shows information about calls, messages, soft keys, time, date and other relevant data.

## Basic Features




### To Place a Call:

- Either:
  - Press the  button or the **New Call** soft key.
  - Enter the phone number or extension to dial, and then press the **Send** soft key.
- **Off-**
- From the idle screen, enter the phone number or extension to dial, and then press the **Dial** soft key.

### To Place a Call from the Directory:

- Press the  button and then select **Features** → **Contact Directory**.
- Press the  and  buttons to select the desired entry.
- Press the **Dial** soft key.

### To Place a Call from the Speed Dial List:

- Press the  button—the Speed Dial Info screen displays.
- Either:
  - Press the  and  buttons to select the desired entry.
  - **Off-**
  - Type the number of the Speed Dial Index of the contact, if known.
- Press the **Dial** soft key.

### To Answer a Call:

- Press the  button or the **Answer** soft key.

### To Reject a Call:

- Press the **Reject** soft key—the call will immediately be connected to the voice mail configured for the ringing extension.

### To End a Call:

- Press the  button or the **End Call** soft key.


### To Redial the Last Call Placed:

- Press the  button—a call to the last number dialed is attempted.

### To Mute a Call:

- Press the  button—the call will be muted and the LCD screen will indicate that the call is muted.

### To Place a Call on Hold:

- Press the **Hold** soft key—the call will be placed on Hold, the LCD display on the phone will change to indicate that the call is on Hold, and the hold icon  will display for the Line that is on Hold.

### To Resume a Call on Hold:

- Press the **Resume** soft key—the call will be resumed.

# Polycom Ip 6000 Installation Manual

**Marcel A. Müller**



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## **Table of Contents Polycom Ip 6000 Installation Manual**

1. Understanding the eBook Polycom Ip 6000 Installation Manual
  - The Rise of Digital Reading Polycom Ip 6000 Installation Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Ip 6000 Installation Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Polycom Ip 6000 Installation Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Ip 6000 Installation Manual
  - Personalized Recommendations
  - Polycom Ip 6000 Installation Manual User Reviews and Ratings
  - Polycom Ip 6000 Installation Manual and Bestseller Lists
5. Accessing Polycom Ip 6000 Installation Manual Free and Paid eBooks
  - Polycom Ip 6000 Installation Manual Public Domain eBooks
  - Polycom Ip 6000 Installation Manual eBook Subscription Services
  - Polycom Ip 6000 Installation Manual Budget-Friendly Options
6. Navigating Polycom Ip 6000 Installation Manual eBook Formats

- ePub, PDF, MOBI, and More
- Polycom Ip 6000 Installation Manual Compatibility with Devices
- Polycom Ip 6000 Installation Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom Ip 6000 Installation Manual
  - Highlighting and Note-Taking Polycom Ip 6000 Installation Manual
  - Interactive Elements Polycom Ip 6000 Installation Manual
- 8. Staying Engaged with Polycom Ip 6000 Installation Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom Ip 6000 Installation Manual
- 9. Balancing eBooks and Physical Books Polycom Ip 6000 Installation Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Polycom Ip 6000 Installation Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom Ip 6000 Installation Manual
  - Setting Reading Goals Polycom Ip 6000 Installation Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom Ip 6000 Installation Manual
  - Fact-Checking eBook Content of Polycom Ip 6000 Installation Manual
  - 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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