# 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 (3) and then choose either Video or Phone Call. Dial the number.

Or, dial the number first, and then press (5) or the Dial soft key. When prompted, choose either Video or Phone Call.

#### ANSWERING A CALL

Press (2) or the Answer soft key.

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

#### ENDING A CALL

Press @ or the EndCall soft key.

#### LED INDICATORS

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

Green: Your cell 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

om hold.

#### MICROPHONE MUTE

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

To turn off Mute, press # again.

#### CALL HOLD AND RESUME

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

#### CALLTRANSFER

- During a call, press the Timsfer soft key (the active call is placed on hold).
- Place a call to the party to which you want to transfer the call.
- After speaking with the second party, press the Tensfer 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:

- Enter a number to forward all future calls to.
- 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:

- Press the Forward soft key from the phone's idle display or press 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.
- Press \*\* 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.

# **Polycom Ip 7000 User Guide**

**Albert A Gayle** 

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