

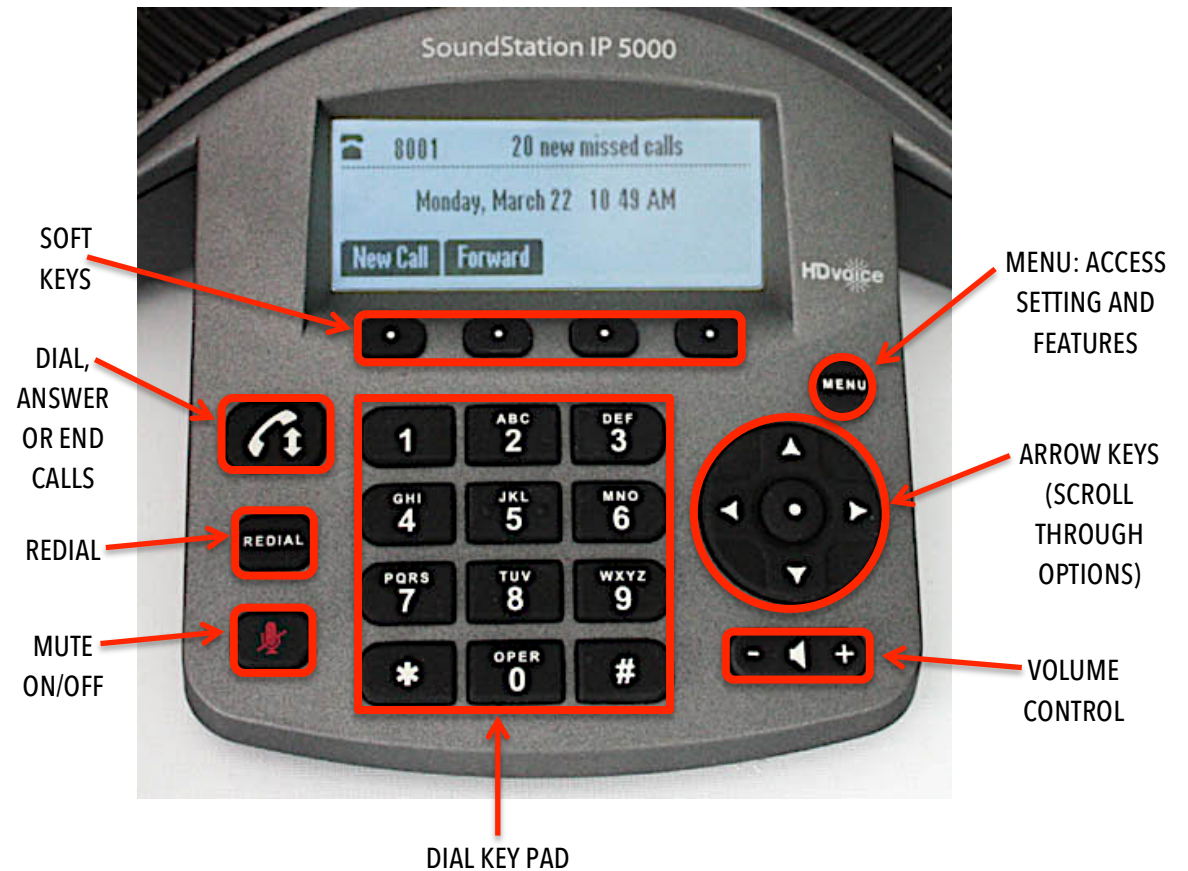
QUICK USER GUIDE

POLYCOM  
SOUNDSTATION IP 5000






The Soundstation IP 5000 is an advanced IP conference phone for small conference rooms and executive offices.

Using the Key Pad



### To Place and Answer Calls

1. Press the  handset button, then dial the phone number using the key pad.
2. Or dial the phone number, and then press  or **New Call** soft key.
3. For an incoming call, press  or press the **Answer** soft key to pick up the call.

### To End a Call

1. While on an active call, press the key to end the call; or press the **End Call** soft key.

### To Forward a Call

1. To forward an incoming call, press the **Forward** soft key.
2. Next, please dial the phone number you wish to forward the call.
3. Then press the **Forward** soft key again to complete call forwarding.

### To Hold and Resume a Call

1. During an active call, press the **Hold** soft key to place the caller on hold.
2. To resume the call on hold, press the **Resume** soft key.

### To Transfer a Call

1. During an active call, press the **Trnsfer** soft key. (The caller is then placed on hold).
2. Dial the number of the party you wish to transfer the call to.
3. Once the receiving party picks up, press the **Trnsfer** soft key again to complete the call transfer.
4. To cancel a transfer, press the **Cancel** soft key.

### To Setup a Conference Call

During an active call, press the **Confrnc** soft key.

To start a new Conference call using the **Confrnc** soft key:

1. Dial the number of the first party.
2. Press the **Confrnc** soft key, which places the first party on hold.
3. Next, dial the number of the second party, and then press the **Send** soft key.
4. Once the second party answers, press the **Confrnc** soft key again to join all parties.

If you already have the other party on hold, press the **Join** soft key.

To start a Conference call using the **Join** soft key:

1. You must be on an active call and a call on hold.
2. To create a conference with the active call and call on hold, press the **Join** soft key to connect all parties.

### To View Call Lists:

1. Press the **Menu** button, and then select **Features** → **Call Lists** → **Missed Calls**, **Received Calls**, or **Placed Calls**.
2. Use the arrow keys to scroll to the call list you wish to view.

### To Place a Call from the Call History:

1. Follow the above steps to access the **Call Lists**.
2. Next select the list you wish to access.
3. Then use the arrow keys to scroll to the number you wish to call.
4. Then press the **Dial** soft key.

### To Add an Entry in the Contact Directory:

To manually enter a new contact, press the **Menu** button.

1. Then select **Features** → **Contact Directory**.
2. From the **Directory** screen, press the **Add** soft key.
3. Next using the dial key pad, enter the contact information. (For example, to type the letter 'C', press the **2** button on the key pad three times).



To add a contact from the Call Lists, press the Menu button.

1. Then select **Features** → **Call Lists** → **Missed Calls**, **Received Calls**, or **Placed Calls**.
2. Use the arrow keys to scroll to the entry you wish to add.
3. Then press the **Save** soft key.
4. To edit a contact's information, press the **Edit** soft key.



### To Place a Call from the Contact Directory (or Corporate Directory):

1. Press the **Menu** button, and then select **Features** → **Contact Directory** (or **Corporate Directory**).
2. On the **Directory** screen, use the arrow keys to scroll to the entry you wish to call.
3. Then press the Dial soft key.

### To Change the Volume:

1. To change the volume, during an active call, press the  button.
2. To change the ringing volume, press the  button when the phone is idle or ringing.

### Muting the Microphone:

1. During an active call, press the  button to mute the other caller from hearing you.
2. To disable **Mute**, press the  button again.