

# Polycom<sup>®</sup> SoundStation<sup>®</sup> IP 6000

## Quick User Guide




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## BASIC PHONE FEATURES

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### 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.

**Note:** To prevent your phone from ringing, enable *Do Not Disturb*. See *Using Do Not Disturb*.

### ENDING CALLS

During a call, press  or the **End Call** soft key.

### MUTING THE MICROPHONE

During a call, press . If you use external microphones, you can also press  on the microphones. 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.

### REDIALING NUMBERS

To call the last number dialed, press .

### 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.

**Tip:** 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.

### HOSTING CONFERENCE CALLS

You can create a conference with up to two other parties.

**To host a conference:**


1. Call the first party.
2. After the first party answers, press the **Confnc** soft key. The active call is placed on hold.

3. Enter the number of the second party, and then press the **Send** soft key.
4. When the second party answers, press the **Confrnc** soft key. All parties are now joined in the conference. You can do the following:
  - To put the conference on hold, press the **Hold** soft key. To resume the conference, press the **Resume** soft key
  - To end the conference, press the **End Call** soft key. (The other parties will remain connected)
  - To end the conference and split the conference into two separate calls on hold, press the **Split** soft key

**Tip:** *If you have an active call and a call on hold, you can create a conference between all three parties by pressing the **Join** soft key.*


## SPEED DIALING


**To place a call using a speed dial index number:**

1. Press .
2. Enter the contact's speed dial index number. Or, if you do not know the index number, scroll to the contact and press the **Dial** soft key.

**Note:** *To change speed dial index numbers, see [Updating Contact Directory](#).*


## USING DO NOT DISTURB

To prevent your phone from ringing, press , and then select Features > Do Not Disturb.

To toggle Do Not Disturb on and off, press .

## USING CALL LISTS

**To use a missed, received, or placed calls list:**

1. Press , and then select Features > Call Lists > Missed Calls, Received Calls, or Placed Calls.
2. Select a call from the list. You can do the following:
  - To place a call, press the **Dial** soft key
  - To change the phone number before dialing, press the **Edit** soft key
  - To remove the call from the list, press the **Clear** soft key
  - To store the contact in your Contact Directory, press the **Save** soft key
  - To view information about the call, press the **Info** soft key

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## CUSTOMIZING YOUR PHONE

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### UPDATING RING TONES



You can change the ring tone on your phone. You can also set distinctive ring tones for contacts in your Contact Directory.

**To change the incoming ring tone:**



1. Press , and then select Settings > Basic > Ring Type.
2. Scroll to the ring type you want. To hear the ring type before you select it, press the **Play** soft key. To select the ring type, press .

### ADJUSTING SPEAKER AND RINGER VOLUME

**To change the speaker volume:**

- During a call, press  or .

**To change the ringer volume:**

- When the phone is in the idle state, press  or .

**Tip:** *You can also prevent your phone from ringing (see [Using Do Not Disturb](#)), or you can choose a silent ring for your phone (see [Updating Ring Tones](#)).*