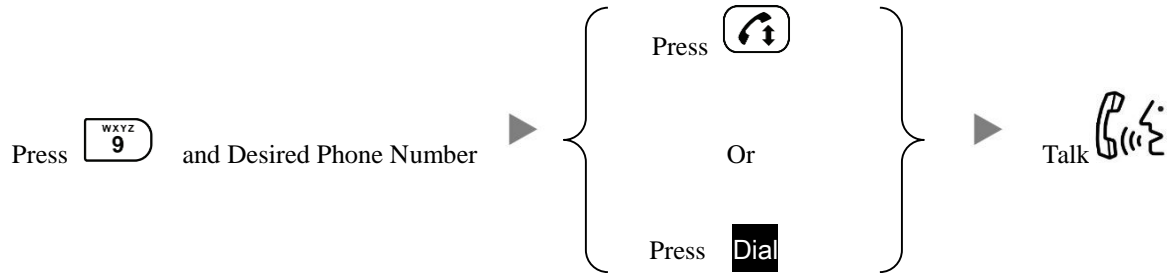


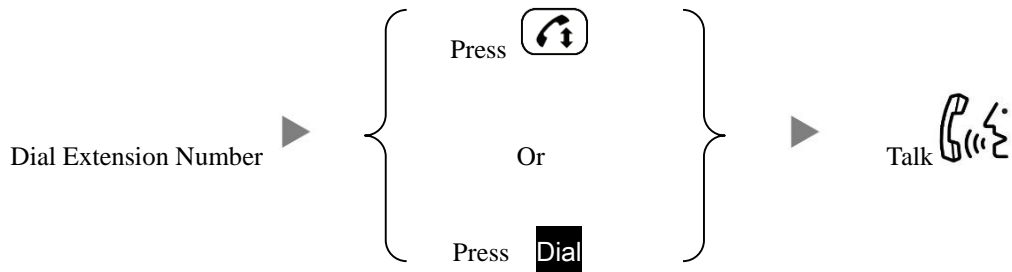
Polycom SoundStation IP5000 Conference Phone Instructions

1. Making Calls


i. Outside Calls



ii. Calling Other Extension



iii. Redial

Press  will dial the previous dialed number

2. Answering Calls



3. Address Book




4. Transferring a Call / Call Transfer

i. Blind / Unattended Transfer

During conversation ▶ Press **Trnsfer** ▶ **Blind** ▶ Dial Extension No.

ii. Supervised / Attended Transfer

During conversation ▶ Press **Trnsfer** ▶ Dial Extension No. ▶ **Send** ▶
Confirm with 3rd party about the call transfer ▶ 

5. Holding a Call

i. To Hold

During a conversation ▶ Press **Hold**

ii. To Retrieve a call (Call Hold retrieve)

Press **Resume**

6. Mute / Un-Mute


During Conversation ▶ Press 

7. Making a conference (Conference Call)


i. To Establish a Conference

During conversation ▶ Press **Confnc** ▶ Dial to 3rd Party ▶ Press **Send** ▶
▶ Press **Confnc** ▶ 

ii. To Leave a conference and talk to the one of the party

During a conference ▶ Press **Split** ▶ Press (Up/Down) ▶ Press **Resume** ▶ 

iii. To resume a conference

During conversation ▶ Press **More** (twice) ▶ Press **Join** ▶ 

iv. To Leave a conference

During a conference ▶ Press **End Call** (Rest of the parties will be in conversation, until they hang-up)