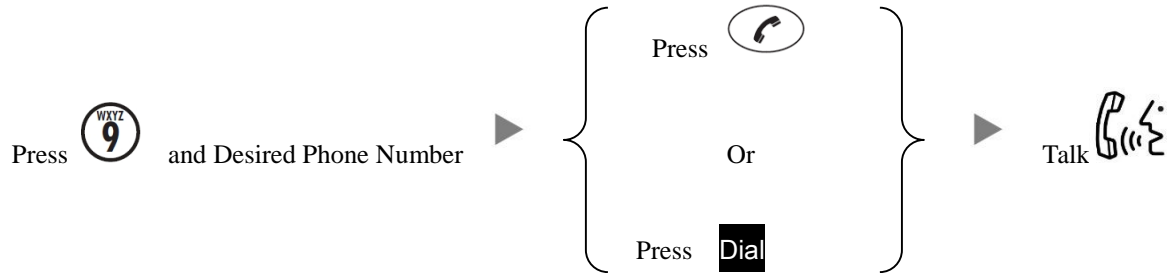


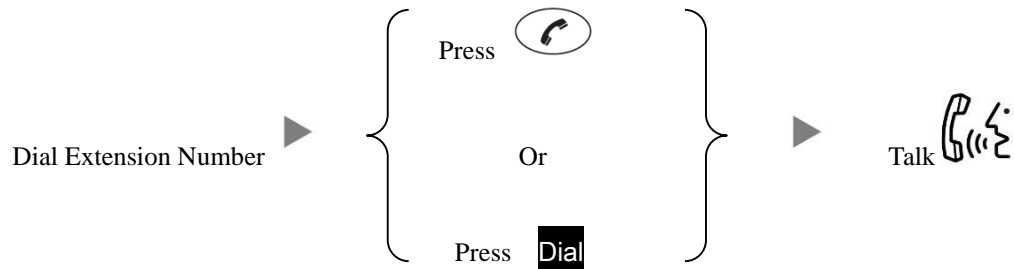
**Polycom SoundStation IP6000 Conference Phone Instructions**

**1. Making Calls**


i. Outside Calls



ii. Calling Other Extension



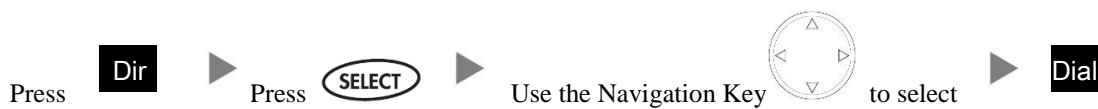
iii. Redial

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 **More** ▶ Press **Transfer** ▶ **More** (twice) ▶ **Blind**  
▶ Dial Extension No.

##### ii. Supervised / Attended Transfer

During conversation ▶ Press **More** ▶ Press **Transfer** ▶ Dial Extension No. ▶  
**Send** ▶ Confirm with 3<sup>rd</sup> 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 **More** ▶ Press **Confnc** ▶ Dial to 3<sup>rd</sup> Party ▶ **Send**  
▶ Press **More** ▶ 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)