

POLYCOM® SOUNDSATION® IP 6000

› QUICK USER GUIDE



› GET TO KNOW YOUR PHONE

Soft Keys: The functions of the soft keys change depending on what appears directly above them on the display screen. For example, if you are in a conference call, the display screen shows conference functions and the soft keys control those functions.

Navigation Keys: The Navigation keys allow you to scroll through options and lists on the display screen by pressing up or down. To select an item, press the **Select** button. These keys also function as a fast way to access and navigate your call history.

› LED INDICATORS

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

- + Green: Your call 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 voicemail.
- + Blinking red: You have placed the call on hold.

› PLACE A CALL

Press the **Dial** soft key or the **Call** key and dial the number.

› ANSWER A CALL

Press the **Answer** soft key or the **Call** key.

› ENDING A CALL

Press the **Call** key or the **End Call** soft key.

› **CALL HOLD AND RESUME**

1. During a call, press the **Hold** soft key.
2. Press the **More** soft key then the **Resume** soft key to resume the call.

› **CALL TRANSFER**

To transfer a call unannounced:

1. Press the **More** soft key to place the active call on hold and then press the **Blind** soft key.
2. Dial the number or extension to automatically transfer the call and hang up to transfer the call automatically.

To announce the transfer:

1. Press the **More** soft key and then the **Transfer** soft key.
2. Dial the second number or extension then press the **Send** soft key to place the call on hold.
3. After speaking with the second party, press the **More** soft key then the **Transfer** soft key to complete the transfer.

› **CONTACTS AND CALL HISTORY**

To access your Contacts Directory:

Press the **Dir** soft key and select **Contact Directory**.

To access your Call History:

Press the Callers soft key to display a menu for **Missed**, **Received** and **Placed** calls.

You can also view short how-to videos about all of these topics at arvig.net/hostedpbx

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