

Polycom IP 5000 Conference Phone



HIGH QUALITY SPEAKER

LED CALL INDICATOR LIGHT

PLACE/END
CALL KEY
REDIAL KEY
MUTE

KEYPAD

LARGE LED DISPLAY

4 STATE-BASED
SOFT KEYS
For easy access to
conference functions.

MENU KEY
NAVIGATION SELECT

VOLUME CONTROL



Right by You™


888.336.4249
ritterbusiness.com

Polycom IP 5000

ADVANCED CALL HANDLING




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.

ENDING CALLS

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

REDIALING NUMBERS

To call the last number you dialed, press .

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** key.

TRANSFERRING CALLS

1. During a call, press the **Trnsfer** 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 **Trnsfer** soft key.

*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.*

MUTING THE MICROPHONE

During a call, press . 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.

HOSTING CONFERENCE CALLS

You can create a conference with up to two parties. **To host a conference:**

1. Call the first party.
2. After the first party answers, press the **Confrnc** 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.

*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..*