

# Polycom IP 6000 Conference Phone



**HIGH QUALITY SPEAKER**

**MICROPHONE**

360 degree coverage.  
*\*Optional Microphone Extension Pack Available.*

**LED CALL INDICATOR LIGHT**

**LED DISPLAY**

**3 STATE-BASED  
SOFT KEYS**

For easy access to  
conference functions.

**EXIT KEY  
MENU KEY**

**SCROLL KEYS**

**PLACE/END CALL KEY**

**SELECT KEY**

**VOLUME  
CONTROL**

**REDIAL KEY**

**MUTE**

**KEYPAD**

**Right by You™**

888.336.4249  
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## 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..*