



Polycom IP6000 Conference VoIP Phone

Quick User Guide



Basic Phone Features
Customising Your Phone

BASIC PHONE FEATURES

PLACING A CALL

Using the hands-free Speakerphone:

- Simply press:
 - the **Phone** button, or
 - the **New Call** soft key.
 - Dial the number.
- Or dial the number, and then press the **Dial** soft key.

ANSWERING A CALL

Using the Speakerphone:

- Press:
- The **Phone** button, or
 - The **Answer** soft key.

*Incoming calls may be ignored by pressing the **Reject** soft key during ringing.*

ENDING A CALL

Using the Speakerphone:

- Press the **Phone** button
Or press the **End Call** soft key.

MICROPHONE MUTE

During a call, press . You can hear all other parties while Mute is enabled.

To turn off Mute, press again.

CALL HOLD AND RESUME

- During a call, press the **Hold** soft key.
- Press the **Resume** soft key to resume the call.

CALL TRANSFER

- During a call, press the **Transfer** soft key (the active call is placed on hold).
- Place a call to the party to which you want to transfer the call.
- After speaking with the second party, press the **More** soft key, then the **Transfer** soft key to complete the transfer.

*Press the **Blind** soft key to transfer the call without speaking to the second party.*

*Transfer may be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.*

REDIAL

Press the **Redial** key to redial the most recently dialed number.

CONFERENCE CALLS

LOCAL CONFERENCE CALLS

To create a three-way local conference call:

- Call the first party.
- Press **More** soft key, then press the **Confrnc** soft key to create a new call (the active call is placed on hold).
- Place a call to the second party.
- When the second party answers, press

the **Confrnc** soft key again to join all parties in the conference.

*When a conference has been established, pressing the **Split** soft key will split the conference into two calls on hold.*

Placing the call on hold on the conference originator's phone will place the other parties in the conference on hold.

*A conference may be created at any time between an active call and a call which is on hold (on the same line or another line) by pressing **More**, **More**, then the **Join** soft key.*

Ending the call on the conference originator's phone will allow the other parties to continue the conference.

3+ PERSON CONFERENCE CALL

- Call the Conference Bridge (**37555**), and follow the prompts to create a conference.
- Once you hear on-hold music, place the conference bridge on hold.
- Call the first party you need to dial in.
- Inform the user of the conference code (usually your phone number) and tell the party you will transfer them through to the conference bridge
- Press the **More** soft key
- Press the **Transfer** soft key
- Press the **Blind** soft key
- Enter 37555 and press **Send**
- Repeat steps **3 to 8** for each person you wish to dial into the conference.
- Once you have dialled everybody in, press the **Resume** soft key to take the conference bridge off hold.

CUSTOMISING YOUR PHONE

VOLUME ADJUSTMENT

Press the volume keys to adjust hands-free speaker volume during a call.

Pressing these keys in idle state adjusts the ringer volume.

Hands-free volume settings will be maintained across calls, and will not change back to defaults once a call is completed

ADDITIONAL FEATURES

LOGGING INTO THE PHONE

- Call **981**
- Enter your extension and password as prompted, then press # (i.e. xtn 99999 PIN 0000 would enter 999990000#)
- If asked for "User account verification" enter your PIN again, followed by the # key (i.e. 0000#)
- You are now logged into the phone.

LOGGING OUT OF THE PHONE

- Call **982**
- Enter your extension and password as prompted, then press # (i.e. xtn 99999 PIN 0000 would enter 999990000#)
- If asked for "User account verification" enter your PIN again, followed by the # key (i.e. 0000#)
- You are now logged out of the phone

Logging into the phone will allow you to make calls from your own number, as well as use your own dialling privileges.

Soft keys are the buttons that appear under the LCD screen. The soft key function is what appears just above the buttons on the LCD screen.