

Conference Phone

Polycom IP6000




Quick User Guide



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 **Trnsfer**  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 **Trnsfer**  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 **Trnsfer**  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.