



## 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.