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Quick Guide for the SoundStation IP7000



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Telephone Feature Overview

7000 Features

- Polycom HD Voice™ – unparalleled clarity to make your conference calls more efficient and productive Polycom's patented Acoustic Clarity Technology – delivers the best conference phone experience with no compromises
- Flexibility and Expandability Options:
Connect two units together for increased loudness and microphone pickup, as well as multiple call control interfaces in the conference room

Connect up to two optional expansion microphones to a single phone to ensure close proximity for everyone in the room

Connect the SoundStation IP 7000 to the Polycom HDX® high-definition video conferencing system for a complete, integrated voice and video conferencing solution
- Features technology that resists interference from mobile phones and other wireless devices, delivering clear communications without distractions
- 20-foot microphone pickup, and even more with optional expansion microphones or multi-unit connectivity, reaching all corners of the room
- Automatic Gain Control intelligently adjusts the microphone sensitivity based on where participants are seated in the conference room
- Equipped with built-in Power over Ethernet (PoE). An optional A/C power kit also available

How to Use your IP Phone

Answer the Phone

To Answer a call

- press the handset button

OR

- press the answer soft key

To put a Call on Hold

- Press the HOLD soft key

To Pick up from hold,

- Press RESUME soft key

Transfer a call

Announced

To Transfer a call, while on the phone:

- Press MORE then TRNSFR
- Dial the extension or phone number you want to transfer the call to
- Press SEND
- Press TRNSFR
- If you wait until the person answers, then click MORE then TRNSFR
- If they decide they do not want the call, press CANCEL then RESUME to speak to the caller

Note: If the number is less than 10 digits you have to press SEND, 10 digits automatically dials. This phone may not be set up to transfer calls. If it does not work, check with your administrator.

Call Park

Call Park is a “nonexclusive hold.” It puts a call on hold that can be picked up anywhere at the company. (Not a transfer.) call can be parked by anyone at any extension and then the call picked up from any extension. Once a call has been parked your phone is free for other calls. You should use overhead paging or instant messaging to utilize Call Park most efficiently. Only one call can be parked at any extension. If the parked call has not been picked up after 50 seconds, the call will ring back to the phone from where the call was answered and parked. The 50 second timer is customizable.

Call Park

- While on the call you want to park
- Press the soft key labeled MORE
- Press the soft key labeled PARK
- Dial the extension
- Press the soft key labeled ENTER

Park Pickup

Pick up any call parked at any extension while your phone is idle

- Press the soft key labeled MORE
- Press the soft key labeled PARKPCK
- Enter your extension
- Press the soft key labeled ENTER