POLYCOM®

TOGETHER, GREAT THINGS HAPPEN.

SoundStation IP 7000

PLACING A CALL

Dial 9 + the number, and then press 📞

or the **Dial** soft key.

ANSWERING A CALL

Press 📞 or the **Answer** soft key.

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

ENDING A CALL

Press 📞 or 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

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

CALL TRANSFER

1. During the call, press the **Transfer** soft key (the active call is placed on hold).
2. Place a call to the party to which you want to transfer the call.
3. After speaking with the second party, press 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 🔄 button to redial the most recently dialed number.

LED INDICATORS

The LEDs located at the top of each speak indicate the current status.

Green—Call is in progress.

Flashing Green—A call is incoming.

Red—Call is muted.

Blinking Red—Call is on hold.

VOLUME ADJUSTMENT

Press the 🔉 🔊 volume keys to adjust the speaker volume during a call.

Pressing these keys in an idle state adjusts the ringer volume.