



Utility Telecom

Polycom Soundstation Guide

This guide is intended to help you understand how to use the Polycom Soundstations 5000 and 7000. If you have any questions, give us a call at 877-965-7800 or email service@uyt.co.



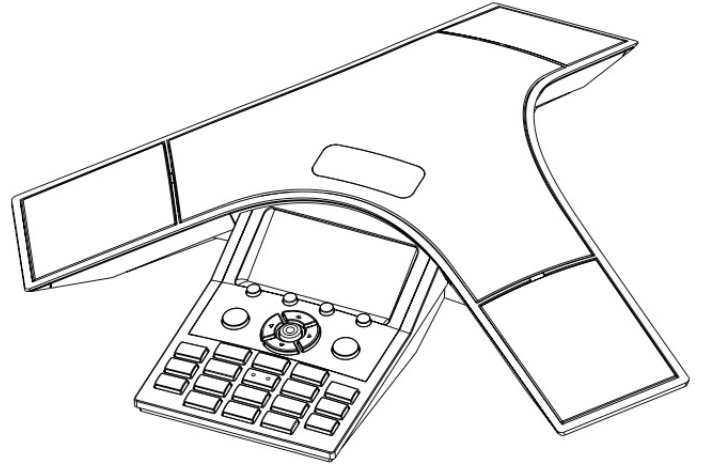
Utility Telecom

Digital Business Communications

Polycom Soundstation 5000 and 7000



Polycom Soundstation 5000



Polycom Soundstation 7000

Soft-Keys

Soft-keys are the four buttons below the display of your Polycom phone. The function of a ‘Soft-Key’ changes, depending on the state of the phone.

Dialing

- Long distance numbers require a 1 followed by the area code and telephone number.
- After dialing a telephone number or extension push the ‘Send’ soft key to begin the call.
- To mute your phone’s microphone press the ‘Mute’ button (a round button with a microphone and a slash) on the lower right side of the phone.

Conference

Conference calling allows three people to be merged onto one phone call by bringing two different calls together. To perform a conference call:

1. Press the Conference soft-key.
2. Dial the phone number or extension you'd like to conference.
3. Wait for the third party to answer.
 - a. When answered, you may consult with the third party prior to conferencing.
4. When ready to conference, press the Conference soft-key.

Transfer

An assisted transfer includes a consultation period prior to releasing the call. To perform an assisted transfer:

2. Press the Transfer soft-key.
3. Dial the phone number or extension you'd like to transfer to.
4. Wait for the transfer destination to answer.
 - a. When answered, you may consult with the destination prior to releasing the call.
5. When ready to transfer, press the Transfer key again.

We're Here to Help

If you're unable to find what you need, please contact Customer Care. We are available for assistance 24/7. For any network or technical issues with your service, please contact us at 877.965.7800 or info@uyt.co.

Visit uyt.co for
more information!

