

NOTICE

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Polycom® SoundStation® IP 7000 Conference Phone When Operating with a NEC UNIVERGE® Switch

Quick User Guide

Basic Phone Features
Customizing Your Phone


Applies to phones running SIP 3.2.0 or later.

For detailed information please consult the comprehensive User Guide for the Polycom SoundStation IP 7000 Phone available at: www.necunified.com


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BASIC PHONE FEATURES

PLACING A CALL

Press  and then choose either Video or Phone Call. Dial the number.

Or: Dial the number first, and then press

 or the **Dial** soft key. When prompted, choose either Video or Phone Call.

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.

LED INDICATORS

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

Green - Your call is in progress.

Flashing green - A call is incoming.


Blinking green - Your call is held by the other party.

Red - Your call is muted.


Flashing Red - You have voice mail.

Blinking red - You have placed the call on hold.

MICROPHONE MUTE

During a call, press . If you are using external microphones, you can also press

 on the microphones. 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 a call, press the **Trnsfer** 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 **Trnsfer** soft key to complete the transfer.

*Press the **Blind** soft key to transfer the call without speaking to the second party. Split transfer is not supported.*

*Transfer may be cancelled during establishment by pressing the **Cancel** soft key. The original call is resumed.*


CALL FORWARDING

This must be programmed by the system administrator, and configured for the switch to which you are connected. When connected to a NEC UNIVERGE switch, settings from the SoundStation IP 7000 are not supported.

LOCAL CONFERENCE

The SoundStation IP 7000 conference button is not supported when connecting to a NEC UNIVERGE switch. Dial directly into a conference bridge in order to attend a conference call.


REDIAL

Press  button to redial the most recently dialed number.

DO NOT DISTURB


DND is not a supported function when connected to the NEC Univerge Switch.


CALL LISTS

Press , followed by the **Features**, **Call Lists**, and then Missed, Received, or Placed Calls, as desired. Information on respective calls will be displayed.

From this screen, choose the appropriate soft key:

1. **Edit** to amend the contact number before dialing.
2. **Dial** to place the call.
3. **Info** to view detailed call information.
4. **Save** to store the contact to the Contact Directory.
5. **Clear** to delete the call from the list.

Press  to return to the idle display.

To quickly view the Missed Call list from the idle display, press .

VOICE MAIL*

The LED indicators on the phone will flash red and the stutter dial tone in place of normal dial tone will sound to indicate that message(s) are waiting at the message center.


To listen to voice messages:

1. Press .
2. Select **Features**, and then **Messages**.
3. Follow voice prompts to listen to messages.

* - Voice Mail is an optional feature that must be configured on the call server. Particulars and menu options may vary.

SPEED DIALING


To assign a speed dial index, see **CONTACT DIRECTORY** below.


To quickly view the speed dial list from the idle display, press .

CUSTOMIZING YOUR PHONE

CONTACT DIRECTORY


To add a contact in your local phone directory:

1. Press .
2. Select **Features**, and then **Contact Directory**.
3. Press the **More** soft key, then the **Add** soft key to enter another contact into the phone's database.
Enter first and/or last name from the dial pad. Press the **1/A/a** soft key to select between numeric and upper / lower case alphanumeric modes.
5. Enter a unique contact phone number (not already in the directory).
6. Change the Speed Dial Index if desired. It will automatically be assigned the next available index value.


7. Press the **Save** soft key to confirm or the **Cancel** key to abandon the changes, and then press  to return to the idle display.

*Contacts can be easily added from Call Lists. For more information, see **CALL LISTS** section above.*



To search for a contact:

1. Press .
2. Select **Features**, and then **Contact Directory**.
3. Select **Search** from the **Contact Directory** menu.
4. Using the dial pad, enter the first few characters for First or Last names.
5. Press the **Search** soft key to search for contacts. Dial successful matches from the resulting search screen.

To edit a contact:

1. Press .
2. Select **Features**, and then **Contact Directory**.
3. Search for the contact (see above).
4. Press the **Edit** soft key and make the necessary changes.
5. Press the **Save** soft key to confirm or the **Cancel** soft key to abandon the changes, and then press to return to the idle display.






VOLUME ADJUSTMENT

Press the   volume keys to adjust the speaker volume during a call. Pressing these keys in idle state adjusts the ringer volume.

RING TYPE

You can select different rings to match your preferences and distinguish between calls on lines.



To change the incoming ring:

1. Press .
2. Select **Settings**, followed by **Basic**, and then **Ring Type**.
3. Using  or , highlight the desired ring type. Press the **Play** soft key to hear the selected ring type.
4. Press  to change to the selected ring type.
5. Press  to return to the idle display.

DISTINCTIVE RINGING / CALL TREATMENT

You can set distinctive incoming ringing tones for different contacts in your local directory.

To set a distinctive ring for a local contact:

1. Press .
2. Select **Features**, and then **Contact Directory**.
3. Search for the contact (see **CONTACT DIRECTORY** above).
4. Press the **Edit** soft key and scroll down to Ring Type.
5. Enter a number corresponding to one of the ring types available (see **RING TYPE** above).
6. Press the **Save** soft key or the **Cancel** soft key to abandon the change, and then press  to return to the idle display.



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