








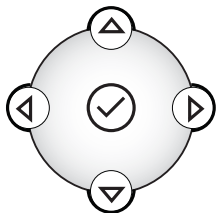
## SoundStation® IP 5000

### Quick User Guide for 8x8 Virtual Office

Applies to phones running Polycom  
Software 3.2.3.x.


#### NAVIGATION

- Scrolling  or   
 Step in/out of menus, toggle enabled/  
 disabled:  or   
 Enter/Select: 



## BASIC PHONE FEATURES

### PLACING A CALL

Press , enter the phone number, and then press the **Send** soft key.


### ANSWERING A CALL

Press the **Answer** soft key.


To ignore an incoming call, press the **Reject** soft key.

*To prevent your phone from ringing, enable **Do Not Disturb**. See **DO NOT DISTURB (DND)**.*

### ENDING A CALL

During a call, press  or the **End Call** soft key.

### REDIAL

To call the last number you dialed, press .

### LOCAL CONFERENCE CALLS

You can create an immediate conference with up to two other parties.

#### To host a conference:

1. Call the first party.
2. After the first party answers, press the **Confnc** soft key. The active call is placed on hold.
3. Enter the number of the second party, and then press the **Send** soft key.
4. When the second party answers, press the **Confnc** soft key. All parties are now joined in the conference.

#### Conference Behavior:

- To put the conference on hold, press the **Hold** soft key. To resume the conference, press the **Resume** soft key.
- To end the conference, press the **End Call** soft key. (The other parties will remain connected.)
- To end the conference and split the conference into two separate calls on hold, press the **Split** soft key.

*If you have an active call and a call on hold, you can create a conference between all three parties by pressing **More** then the **Join** soft key.*

### CONFERENCE BRIDGE

#### To call into a conference:

1. Dial **556**.
2. Follow the Conference Bridge voice prompts.

### CALL TRANSFER


#### To transfer a call:

1. During a call, press the **Trnsfer** soft key. The active call is placed on hold.
2. Enter the number of the party to which you want to transfer the call, and then press the **Send** soft key.  
To cancel the transfer before the call connects, press the **Cancel** soft key. The original call resumes.
3. When you hear the ring-back sound, or after you speak with the second party, press the **Trnsfer** soft key.

*You can automatically transfer the call without speaking to the second party. After you complete step 1, press the **Blind** soft key. Then, complete step 2.*

### DO NOT DISTURB (DND)

To prevent your phone from ringing, press


, and then select **Features > Do Not Disturb**.

To toggle **Do Not Disturb** on and off, press the **Select** soft key.

### MICROPHONE MUTE

During a call, press . The console LEDs will glow red.

You can hear all other parties while Mute is enabled. The other parties cannot hear you.


To turn off Mute, press  again.

### CALL HOLD AND RESUME

During a call, press the **Hold** soft key. The console LEDs will blink red.

To resume the call, press the **Resume** soft key.

### LCR – LAST CALL RETURN


- Press the **New Call** soft key, then the **LCR** soft key.
- You can also press , then select **Features > Last Call Return**.

### AUTO ATTENDANT

#### To access the Auto Attendant:

1. Dial **444**.
2. Follow Auto Attendant voice prompts.

### CORPORATE DIRECTORY

1. Press  and select **Applications** then select **Apps Home**, then **Corporate Directory Listing**.
2. Browse up and down the directory list and select the person you wish to call (speed dial).

## CALL FORWARDING

8x8 recommends using online call forwarding instead of phone-based call forwarding so your call forwarding instructions are stored online instead of on your phone. If you set your call forwarding rules on your phone, they will not be in effect if your phone is disconnected from an Internet connection.

### To enable online call forwarding (Virtual Office):

1. Log on to your Virtual Office Online dashboard at <http://virtualoffice.8x8.com>
2. Select **Settings** then **Call Forwarding**.
3. Update your Call Forwarding Rules and press **Save**.

You can return to Virtual Office Online at any time to update your Call Forwarding Rules.

### To enable call forwarding (phone-based):


1. From the idle screen, press the **Forward** soft key.
2. Select the forwarding type you want to enable:
  - **Always**—To forward all incoming calls.
  - **No Answer**—To forward all unanswered incoming calls.
  - **Busy**—To forward calls that arrive when you are already in a call.
3. Enter a number to forward calls to. For **No Answer**, enter the number of rings before forwarding.
4. Press the **Enable** soft key.

### To disable call forwarding:

1. From the idle screen, press the **Forward** soft key.
2. Select the forwarding type you want to disable.
3. Press the **Disable** soft key.




## CORPORATE DIRECTORY SEARCH

For long directories, you can search for a user in the directory and then select their name to speed dial them.

1. Press  and select **Applications**, then **Apps Home** then **Corporate Directory Search**.
2. Input name, extension, or other data into the search field, then scroll down and select **Search**.
3. Select the matching entry to speed dial the user (or select **Back** to do a new search).

## CALL LISTS

### To view a missed calls, received calls, or placed calls list:


1. From the idle display:
  - Press , to access the **Placed Calls** list.
  - Press , to access the **Received Calls** list.
  - Press , to access the **Missed Calls** list.
2. Select a call from the list. You can do the following:
  - To place a call, press the **Dial** soft key.
  - To change the phone number before dialing, press the **Edit** soft key.
  - To remove the call from the list, press the **Clear** soft key.

- To store the contact in your Contact Directory, press the **Save** soft key.
- To view information about the call, press the **Info** soft key.

## VOICEMAIL


An icon on the phone screen, the three LEDs flashing red, and a stutter dial tone can indicate new voicemail messages.

### To listen to voicemail messages:

1. Press , and then select **Features** > **Messages** > **Message Center**.
2. Press the **Connect** soft key, and then follow the voice or visual prompts on the screen.

## SPEED DIALING

### To place a call using a speed dial index number:

1. Press .
2. Enter the contact's speed dial index number. Or, if you do not know the index number, scroll to the contact and press the **Dial** soft key.

To change speed dial index numbers, see **CONTACT DIRECTORY**.

## CALL RECORD ON/OFF

### (Virtual Office Pro users only)

Call Record On/Off is available to Virtual Office Pro users when the Call Recording feature is set to **Record Calls On Demand**


- To turn on Call Recording during a call, press **\*0**
- To turn Call Recording off, press **\*0**

## CUSTOMIZING YOUR PHONE




### RING TONES

You can change the ring tone on your phone. You can also set distinctive ring tones for contacts in your Contact Directory.

### To change the incoming ring tone:

1. Press , and then select **Settings** > **Basic** > **Ring Type**.
2. Scroll to the ring type you want. To hear the ring type before you select it, press the **Play** soft key. To select the ring type, press the **Select** soft key.

### To set a ring tone for a contact:\*

1. Press , and then select **Features** > **Contact Directory**.
2. Scroll to the contact.
3. Press the **Edit** soft key, and then use  to scroll to **Ring Type**.
4. Enter a number that corresponds to one of the ring types available. (To exit the screen and find the number associated with a ring type, press  twice, and then select **Settings** > **Basic** > **Ring Type**.)
5. Press the **Save** soft key.

\*.Your company's settings may override this feature. For more information, contact your system administrator.

## CONTACT DIRECTORY

### To add a contact:

1. Press **MENU**, and then select **Features > Contact Directory**.
2. Press **More**, then the **Add** soft key.
3. Enter the contact information (use **▲** and **▼** to scroll between fields):
  - (Optional.) Enter the first and last name of the contact.
  - (Required.) Enter the contact's phone number.
  - (Optional.) Change the speed dial index number. The contact is automatically assigned the next available number.
  - (Optional.) Set the ring type (see **RING TONES**).
  - (Optional.) Enter a Divert Contact. This is the third party to which you want this contact's calls sent.
  - (Optional.) Use the scroll keys to enable or disable the Auto Reject and Auto Divert fields.

If you enable the Auto Reject field, each time the contact calls, the call will be diverted to your voicemail system. (If you do not have voicemail and you enable this setting, your phone will still ring.)

If you enable the Auto Divert field, each time the contact calls, the call will be directed to the third party you specified in the Divert Contact field.
4. Press the **Save** soft key.

*You can add contacts to your Contact Directory from call lists. See **CALL LISTS**.*

### To edit a contact:

1. Press **MENU**, and then select **Features > Contact Directory**.
2. Scroll to the contact whose information you want to update, and then press the **Edit** soft key.
3. Update the contact information. For information on the fields you can update, see step 3 in the previous section.
4. Press the **Save** soft key.

### To search for a contact:

1. Press **MENU**, and then select **Features > Contact Directory**.
2. Press the **Search** soft key. Then, enter the first few characters of the contact's first or last name, and then press the **Search** soft key again.

## VOLUME ADJUSTMENT

### To change the speaker volume:

- During a call, press **- ◀ ▶ +** (either the volume down or volume up side).

### To change the ringer volume:

- When the phone is in the idle state, press **- ◀ ▶ +** (either the volume down or volume up side).

*You can also prevent your phone from ringing (see **DO NOT DISTURB (DND)**), or you can choose a silent ring for your phone (see **RING TONES**).*



**POLYCOM®**

TOGETHER, GREAT THINGS HAPPEN.