



POLYCOM®

Quick Reference Guide



SoundStation® IP 3000 - 3COM® NBX®

QUICK REFERENCE GUIDE

Basic Call Features

To Place a Call

- 1 Press the **Phone** key.
- 2 Enter the number of the party to be called.

To Answer a Call

- ▼ Press the **Phone** key.

To End a Call

- ▼ Press the **Phone** key.

To Redial a Call

Press the **Redial** key to dial the last number called.

Soundstation IP Controls

To Mute a Call:

- ▼ While on a call, press the **Mute** key.
The LED will blink red.
- ▼ To turn off Mute, press the **Mute** key again.

To Change the Volume:

- ▼ When on a call press the **Up** or **Down** volume key to increase or decrease the volume.

To Change the LCD Contrast:

- 1 Press the **Menu** key.
- 2 Press the **Up** or **Down** scroll keys to select Local Functions. Press the **Select** key.
- 3 Press the **Up** or **Down** scroll keys to select the **Settings** entry.
- 4 Press the **Select** key.
- 5 Press the **-** or **+** soft key to set the desired intensity of the LCD contrast.
- 6 Press the **Menu** key to return to the main menu, or press the **Exit** key to return to the resting display.

Advanced Call Features

To Make an Announced Call Transfer

- 1 While on a call, press the **Transfer** soft key.
- 2 Dial the number to which you want to transfer the call.
- 3 When the recipient answers the telephone, announce the call.
- 4 Press the **Complete** soft key to complete the transfer, and then press the **Phone** key.

To Make a Blind Transfer

- 1 While on a call, press the **Transfer** soft key.
- 2 Dial the number to which you want to transfer the call.
- 3 Press the **Complete** soft key as soon as you hear ringing, and then press the **Phone** key.

To Place a Conference Call

- 1 While on a call, press the **Conference** soft key.
- 2 Place a call to another party, wait for that party to answer the call, and press the **Join** soft key.
- 3 Repeat steps 1 and 2 to conference in another party.
The maximum number participants in this type of conference calls is 4.

Key Legend

Phone Key

Allows you to get dial tone and hang up a call.



Redial Key

Automatically redials a previously dialed number. Any active calls are put on hold.



Scroll Keys

Allow you to scroll through the menus or an open list in the LCD display.



Select Key

Selects a menu option or list item that is highlighted.



Menu Key

Opens and closes the main menu on the SoundStation IP



Volume Keys

Increase or decrease the volume of the call, speaker, ringer, or dial tone, depending on which sound is currently active.



Mute Key

Turns call muting on or off.



Exit Key

Used to navigate back through an LCD display, menu, or list, and to exit back to the resting display.



Dialing Pad

Allows you to dial phone numbers, add or edit Speed Dial entries, and enter other input depending on the menu selected.

Soft Keys

Used to select various functions on the phone that are only available in certain contexts.

Polycom®, SoundStation®, and the Polycom logo design are registered trademarks of Polycom, Inc. in the U.S. and various countries. ©2001 Polycom Inc.

3COM® and NBX® are registered trademarks of 3COM Corporation.

1725-07173-001 REV A