



POLYCOM®

**Quick Reference  
Guide**



SoundStation® IP 3000

**QUICK REFERENCE GUIDE**

## Basic Call Features

### To Place a Call

- 1 Press the **Phone** button.
- 2 Enter the number or IP address of the party to be called
- 3 Press the **Dial** soft key

### To Answer a call

- ▼ Press the **Phone** button or the **Answer** soft key.

### To End a call

- ▼ Press the **Phone** button or the **End Call** soft 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** button.

The LED's blink red and a Mute icon appears on the LCD display.

- ▼ To turn off Mute, press the **Mute** button again.

### To Change the volume:

- ▼ Press the **Up** or **Down** volume button to increase or decrease the volume.

### To Change the LCD contrast:

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

# Phone Book

## To Display the phone book

- ▼ Press the **Ph Book** soft key.

## To call a number in the Phone Book

- ▼ Press the **Up** or **Down** scroll button to select the entry you want. Press the **Call** soft key.

## To add an entry in the phone book

- 1 Press the **New Entry** soft key.
- 2 Using the Dialing pad, enter the last name, first name, and phone number for the new entry. Press the **Up** or **Down** scroll button to select the Last, First, or Number fields.
- 3 When entering letters, select the appropriate number key for the letter you want, and press that key the equivalent number of times for the correct letter. For example, to enter a B, press the **2** key two times, and to enter a C, press the **2** key three times.
- ▼ Use the **<** soft key to go backward while entering data.
- 4 Press the **Save** soft key to save the new entry.

Note: You can add a maximum of 20 entries to the phone book.

## To edit an entry in the phone book

- 1 Press the **Up** or **Down** scroll button to select an entry. Press the **View/ Edit** soft key.
- 2 You can change or clear the selected entry using the **Change** or **Clr Entry** soft keys. Press the **<** soft key to go backward when changing an entry.
- 3 Press the **Save** soft key to save your changes, or to exit without saving, press the **Exit** soft key.
- 4 Press the **Menu** button to return to the main menu, or press the **Exit** button to return to the resting display.

## Key Legend

### Phone button

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



### Redial button

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



### Scroll buttons

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



### Select button

Selects a menu option or list item that is highlighted.



### Menu button

Opens and closes the main menu on the SoundStation IP



### Volume buttons

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



### Mute button

Turns call muting on or off.



### Exit button

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 Phone Book 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.