Polycom IP 7000 Conference Phone

Ritter COMMUNICATIONS™

HIGH QUALITY SPEAKER

MICROPHONE
360 degree coverage.
*Optional Microphone Extension Pack

LED DISPLAY

LED CALL INDICATOR LIGHT

4 STATE-BASED SOFT KEYS
For easy access to conference functions.

SCROLL KEYS

PLACE CALL KEY

END CALL KEY

MENU KEY

VOLUME CONTROL

CONFERENCE KEY

MUTE

REDIAL KEY

KEYPAD

Right by You™

888.336.4249
ritterbusiness.com

Polycom IP 7000
ADVANCED CALL HANDLING

PLACING A CALL
Press ( ) and then Phone Call. Dial the number.

Or: Dial the number first, and then press ( ) or the **Dial** soft key. When prompted, choose 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 **EndCall** soft key.

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.*

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

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.

CONFERENCE CALLING
To create a three-way conference call:

1. Call the first party.
2. Press [ ] or the **Confrnc** soft key to create a new call (the active call is placed on hold).
3. Place a call to the second party.
4. When the second party answers, press [ ] or the **Confrnc** soft key again to join all parties in the conference.

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.