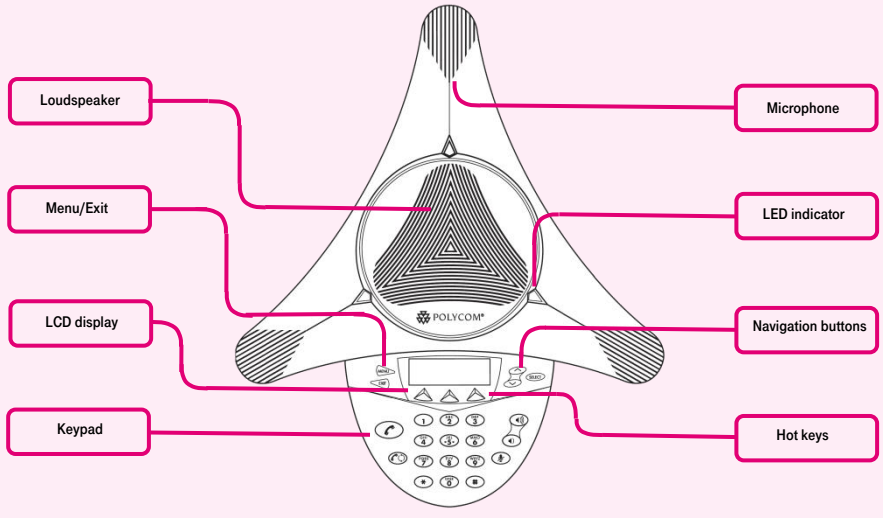


POLYCOM SoundStation IP6000

Before you start

The IP conference phone package that you have received from us contains the following: **IP conference phone, power supply adapter as optional accessory, and cables.** Turn the IP teleconference phone upside down and plug the black Ethernet cable to the phone's **"LAN"** socket. Plug the other end to the IP phone socket of the modem, router or switch. If the switch does not support power supply via Ethernet cable, you should have an additional device with the phone (Ethernet injector). Connect the injector to the electric socket and plug an Ethernet cable to both ends of the injector (one for the phone, one for your CPE). Check the phone's LCD. The LCD should display the Polycom logo followed by the text: **"Loading application" → "Initialising network"**, while the LED indicators at the top of the phone should be on. After a few minutes, the phone will display the date, time and the last three digits of your phone number in the upper left corner. You can start using the phone now. The telephone director of your company is embedded directly in the phone.



Enter the phone's menu. To browse through the menu, use **"up, down"** arrows and the **"Select"** button. Go to **"Functions..."** and select **Directory...** The newly displayed list includes all contacts within your company. For the next step, prepare the information acquired within service provision, your telephone number and the access password.

Username is your telephone number. Here you can configure the Virtual PBX as per your needs portal-uc.gtsce.com. Help for all functions is available upon clicking the **"Help"** button. Additional manuals are available upon clicking **"Download"**.

1. Making a call

Enter the phone number and confirm it by pressing the **Dial** context button. Finish the call using the **End call** context button.

2. Controls in general

The phone features context based buttons allowing you to browse through the phone. Context based buttons change their function automatically depending on the actual status of the phone.

I.e.: the sequence **Menu-2-4-1** means pushing the button sequence MENU, 2, 4, 1. To return to default menu, press the **EXIT** button repeatedly.

"MENU" button - is used for entering the phone's configuration menu.

"Redial" button - is used for redialling the last dialled number.

"Dial" button - is used for confirming the digits displayed on LCD (making a call).

3. Telephone directory

Virtual PBX uses the telephone directory of the platform which always contains all active users. You can add, edit or delete items of the personal directory via the portal.uc.gtsce.com portal.

4. Searching in tel. directory

Press **MENU → Functions... → Directory...** The directory will be uploaded in the phone. Use the up and down arrows to browse through the directory, press **"Dial"** to dial the selected contact.

5. Call lists

Press the context button **Menu → Functions... → call lists...; this will display a list of all calls.** To select more specific history, press the **"up"** or **"down"** navigation buttons as required. This will display **"missed calls..., answered calls..., dialled numbers..."**. To dial a number from the list, press **Select**. **To delete lists of calls:** Press the button **Menu →**

Functions... → call lists...; this will display lists of all calls, specifically **"missed, answered, dialed"**. To select one of them, press **"up"** or **"down"** navigation buttons as required. Press **"Select"** to delete all calls in that list.

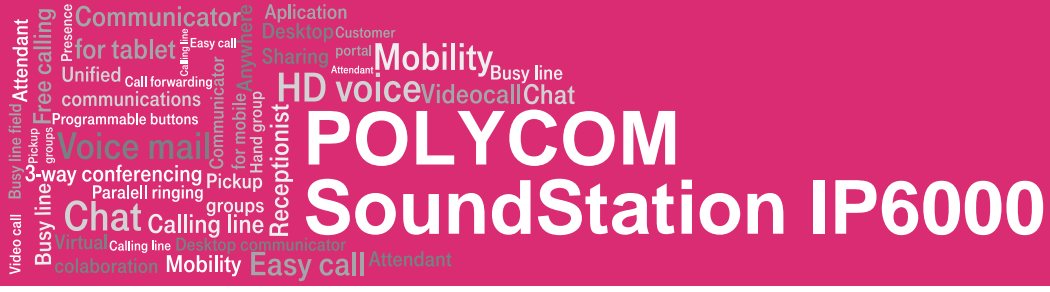
6. Redial

Press the **Redial** button. This will redial the last dialled number.

7. Call forwarding

Call forwarding with consultation; this may only be used during a call in progress using the context buttons **"More → forward"**. Conference call for 3 participants: Call the first person. Press the context buttons **"More → conference"**. This will put the active calls with the first person on hold and you will hear the dial tone. Call the third participant and press the context buttons **"More → conference"** again.





8. Speaker volume, ringing volume

Changing the call volume: Call volume is set **during a call in progress** using the **“Volume+ / Volume-”** buttons. Changing the ringing volume: Ringing volume is adjusted using the **“Volume+ / Volume-”** buttons.

9. Czech language option

The language setting of the phone is dependent on the setting of the user profile on **portal-uc.gtsce.com**. Select **“Profile”** in the left bar, **“Profile”** in the basic settings and select the required language option (**“Czech”** or **“English”**) and press **OK**. The language of

the portal will change after the next login to the portal, while the language of the phone will be changed after turning the power supply off and on. The language setting on the **portal-uc.gtsce.com** portal has priority over the setting in the phone menu.

