

# Understanding Polycom® IP5000 Station

## Buttons and Hardware



- 1 **Soft Keys** - Press a soft key button to perform the action on the label on the LCD screen above.
- 2 **Call Key Place** - Place, answer or end calls.
- 3 **Redial Key** - Redial the last call placed.
- 4 **Microphone Mute** - Press to mute or un-mute the phone.
- 5 **Dialing Keypad** - Enter numbers, letters spaces and special characters Select Menu items. Also used to enter special characters and spaces.
- 6 **Volume Key** - Press + to increase the volume and press - to lower the volume of the speaker and ringer.
- 7 **5 Way Navigation Key** - Scroll through menus and fields (up or down arrow key). Select Menu items (right arrow key).  
Return to the previous menu (left arrow key). Enable features (right arrow key).  
View speed dial information (up arrow key), received calls (left arrow key), missed calls (down arrow key), and placed calls (right arrow key).  
Center button: Select menu items; Enable or disable menu items.
- 8 **Menu Key** - Access features, settings and configuration information. Exit the current screen and return to idle screen.
- 9 **LCD Display** - Your phone may vary, but typically displays: date & time, phone station name, line extensions, soft key options, start up logo, screen saver.