THRIVE UP HERE

SINCE 1950

NORVADO

Location

Headquarters
43705 US Hwy 63
PO Box 67
Cable, WI 54821

Business Hours

Monday-Friday
8am-4:30pm

Saturday   Closed

Sunday   Closed

Headquarters 715-798-3303
Toll Free 800-250-8927
Technical Support   800-420-4384
Fax Number 715-798-3044

Norvado

Polycom Sound Station IP 5000

Quickstart Guide

Norvado

Basic Phone Features

Placing Calls

Press ⬛ , enter the phone number, and then press the **Send** soft key.

Answering Calls

Press the **Answer** soft key. To ignore an incoming call, press the **Reject** soft key.

Ending Calls

During a call, press ⬛ or the **End Call** soft key.

Redialing Numbers

To call the last number you dialed, press ⬛ .

Muting the Microphone

During a call, press ⬛ . The console LEDs will glow red.

You can hear all other parties while Mute is enabled. The other parties cannot hear you.

To turn off Mute, press ⬛ again.

Holding and Resuming Calls

During a call, press the **Hold** soft key. The console LEDs will blink red. To resume the call, press the **Resume** soft key.

Transferring Calls

1. During a call, press the **Trnsfer** soft key. The active call is placed on hold.

2. Enter the number of the party to which you want to transfer the call, and then press the **Send** soft key. To cancel the transfer before the call connects, press the **Cancel** soft key. The original call resumes.

3. When you hear the ring-back sound, or after you speak with the second party, press the **Trnsfer** soft key.

You can automatically transfer the call without speaking to the second party. After you complete step 1, press the **Blind** soft key. Then, complete step 2.

Forwarding Calls

TO ENABLE CALL FORWARDING:

From the idle screen, press the **Forward** soft key. Select the forwarding type you want to enable:

Always—To forward all incoming calls.

No Answer—To forward all unanswered incoming calls.

Busy—To forward calls that arrive when you are already in a call.

Enter a number to forward calls to. For **No Answer**, enter the number of rings before forwarding. Press the **Enable** soft key.

TO DISABLE CALL FORWARDING:

From the idle screen, press the **Forward** soft key. Select the forwarding type you want to disable. Press the **Disable** soft key.

Using Do Not Disturb

To prevent your phone from ringing, enable **Do Not Disturb**. Press ⬛ , and then select **Features > Do Not Disturb.**