

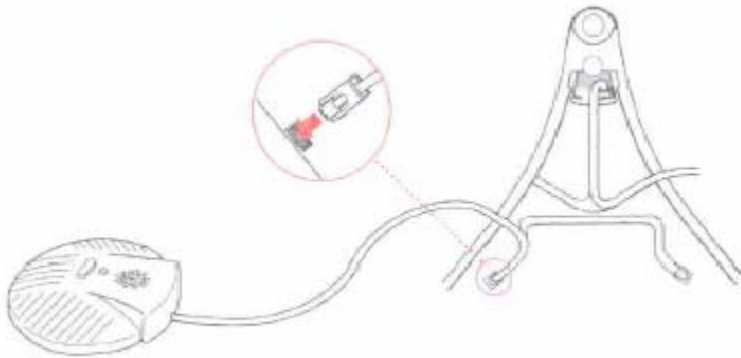
## ***POLYCOM SOUNDSTATION CONFERENCE UNIT***

### **SETTING UP THE SOUNDSTATION:**

1. Connect the Power Adapter to the Electric Outlet.
2. There are two wires from the Power Adapter, a 'Thick wire' and a 'Thin wire'. Connect the Thick wire to the Conference unit. Connect the Thin wire to the wall jack.



3. Connect the two expendable microphones (numbered 1 & 2) to the Conference unit.

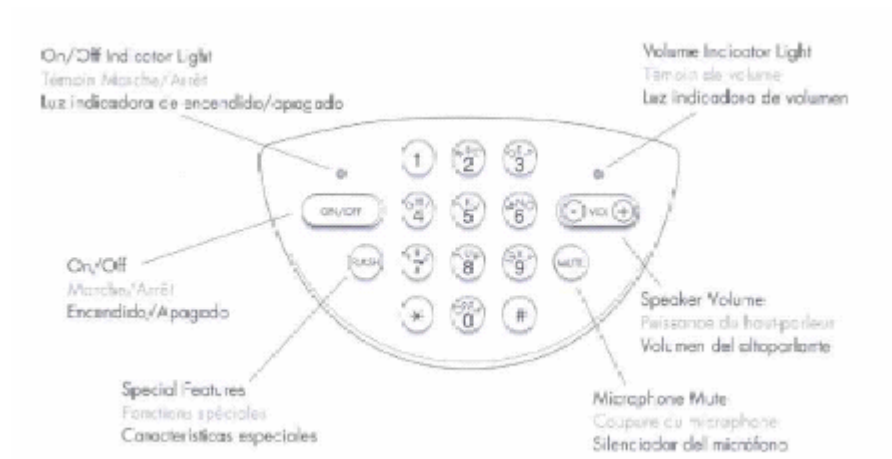


4. Thread all the cables through the channels provided.



5. Adjust the ringer volume at the bottom of the unit.
6. Once the power is switched ON the LEDs flash in red and becomes green.
7. Now press the ON/OFF button on the unit to hear the dial tone.

### THE PANEL:



***Procedure to place a call:***

1. Press the ON/OFF button on the unit.
2. If the call is to be placed within the campus, it is sufficient to dial the last 5-digits.
3. If an outside call is to be placed follow the steps below-
  - a) Press 8.
  - b) Enter the Link code followed by the PIN Number(625937-8507)without any breaks.
  - c) Press #(Pound) key followed by 9.
  - d) Now dial the number you want to reach. If you are calling within the Area code enter the last 7 digits(xxx-xxxx), else enter '1' followed by the number(1-area code-xxx-xxxx).

***Procedure to make a 3-way Conference call:***

1. After following the aforementioned procedure to place a call, press the 'FLASH' button the conference unit.
2. Now dial the second number following the procedure above(depending on the type of call).
3. Press 'FLASH' button again.
4. Now the conference is activated.

***Procedure to answer a call:***

Press the ON/OFF button to answer the call.