

Polycom SoundStation

This audioconferencing system is useable *ONLY* in conference room 4125B ME.

Phone number: 612/625-0040

This system is capable of:

Receiving any incoming phone calls.

Dialing outgoing internal (UMN campus), local (612, 763, 952 area codes), domestic long distance (USA only; no international), and toll-free phone calls.

NOTE: Three-way audioconference calling (the Polycom plus two additional lines) is a standard feature of the UMN telephone system. The UMN Conference Operator (5-2003) can establish an audioconference call requiring more than three parties for a fee.

Preliminary arrangements:

Reserve conference room and Polycom through the Mech Eng main office. Depending on the nature of the audioconference meeting will determine how much extra time to include at the beginning of the meeting for set-up. The system itself takes ~5 minutes to set-up.

Fill out the tan form for invoicing purposes. At the end of the audioconference, turn in the completed form and return the Polycom SoundStation and room key to the Mech Eng main office.

How to set-up the Polycom:

Remove all pieces of the Polycom from the carrying case. After the audioconference meeting place all pieces back into the carrying case.

- Sound Station Base
- Wall Module
- External Microphones

Plug the long (thickest) cable of the Wall Module into the underside of the SoundStation base in the receptacle located in the SoundStation® logo point (opposite from the number pad).

If there will be more than four people in the conference room, plug the External Microphone cable(s) into the underside of the SoundStation receptacles located in the points on either side of the number pad. If not, place the External Microphones back in the carrying case.

Place the SoundStation base in the center of the conference tables. If attached, extend the External Microphone(s) to the center of each conference table(s).

Find the data box located near the podium under the picture (*NOT* the one under the white board). Plug the short (thinnest) cable of the Wall Module into the black phone jack labeled AG to the left of the blue network cable.

Plug the Wall Module into the electrical outlet to the left of the data box.

Confirm the Polycom is set-up correctly by pressing [ON/OFF] on the number pad. If the three green lights appearing on each point light up and you hear a dial tone, the Polycom is ready for use. If you do not see the green lights and/or hear a dial tone, press [VOL +] and/or check to make sure all cables are completely plugged in and the correct data jack is being used. Each External Microphone has a green light that will light up.

To answer a call:

Press [ON/OFF] when you hear Polycom's tone. Press [ON/OFF] to end call.

To place a call:

Press [ON/OFF] to turn Polycom on and dial the number. Press [ON/OFF] to end call.

To place an audioconference call:

Call is a total of three parties. *NOTE:* One member of the audioconference call must be on a UMN telephone (i.e. Polycom) to keep audioconference call active.

- Press [ON/OFF] to turn Polycom on and dial Party #1 phone number
- Greet and let them know they will be suspended while Party #2 is brought into the audioconference call. They will hear no sounds while they are waiting.
- Press [FLASH] – a computer generated phone voice will repeat the word 'enter'
- Dial code * 1
- Hear dial tone
- Dial Party #2 phone number
- Greet and let them know they will be momentarily suspended while Party #1 is retrieved
- Press [FLASH] – a computer generated phone voice will repeat the word 'enter'
- Dial code * 1
- All callers are on line
- Press [ON/OFF] to end call

To control the microphone:

Press [MUTE] to prevent the other party/parties from hearing the conversation in the conference room. The green lights appearing on each point of the Polycom will change to blinking red. Press again to resume two-way communication. Remember to also press [MUTE] on the External Microphones if they are in use.

Questions? Please contact:

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