

# POLYCOM SOUNDSTATION

## Polycom Soundstation Guide



### Phone

Answers incoming calls, dials a call, ends a call, and provides dial tone.

### Conference

Add additional call participants during a conference call.

### Dial Pad

These 12 keys provide the 10 digits and



### Volume

Use these to adjust the volume of the speaker and ringer.


### Mute

Toggle on or off during a conversation.

### Place A Call



- To Obtain Dial Tone, Press the  Key
- Dial the Desired #
- To Cancel the Call, Press the  Key

### Answer A Call


- Press the  Key or any # Key to Answer an Incoming Call
- Pressing This Button Will Override All Other Telephone Activity
- The 3 LEDs Will Blink Green when the Phone Rings

### Answering A Second Call


If You Are on a Call When Another Call is Received, You Will Hear a Call Waiting Tone

- Press the Conference Button  to Answer the Incoming Call. The First Call Will be Automatically Placed on Hold
- Switch Back and Forth Between Calls Using the Conference Button 

### Ending A Call

- Press the  Key

### Call Mute

- To Mute a Call, Press the Mute Button 
- To Release Mute, Press the Mute Button Again

### Ringer Volume Adjustment

- When the Phone is in Ready State or on Hook, Press the Volume Buttons to Adjust the Ringer Volume


### Dial Tone Volume Adjustment

- When the Phone is Off Hook, Press the Volume Buttons to Adjust the Dial Tone Volume

### Speaker Volume Adjustment

- During an Active Call, Press the Volume Buttons to Adjust the Speaker Volume

### Adding A Call

- While on an Active Call, Press the Conference Button 
- Dial the Number You Wish to Call
- Press the Conference Button to Join the Second Call. To Drop the Second Call. Press the Conference Key Again