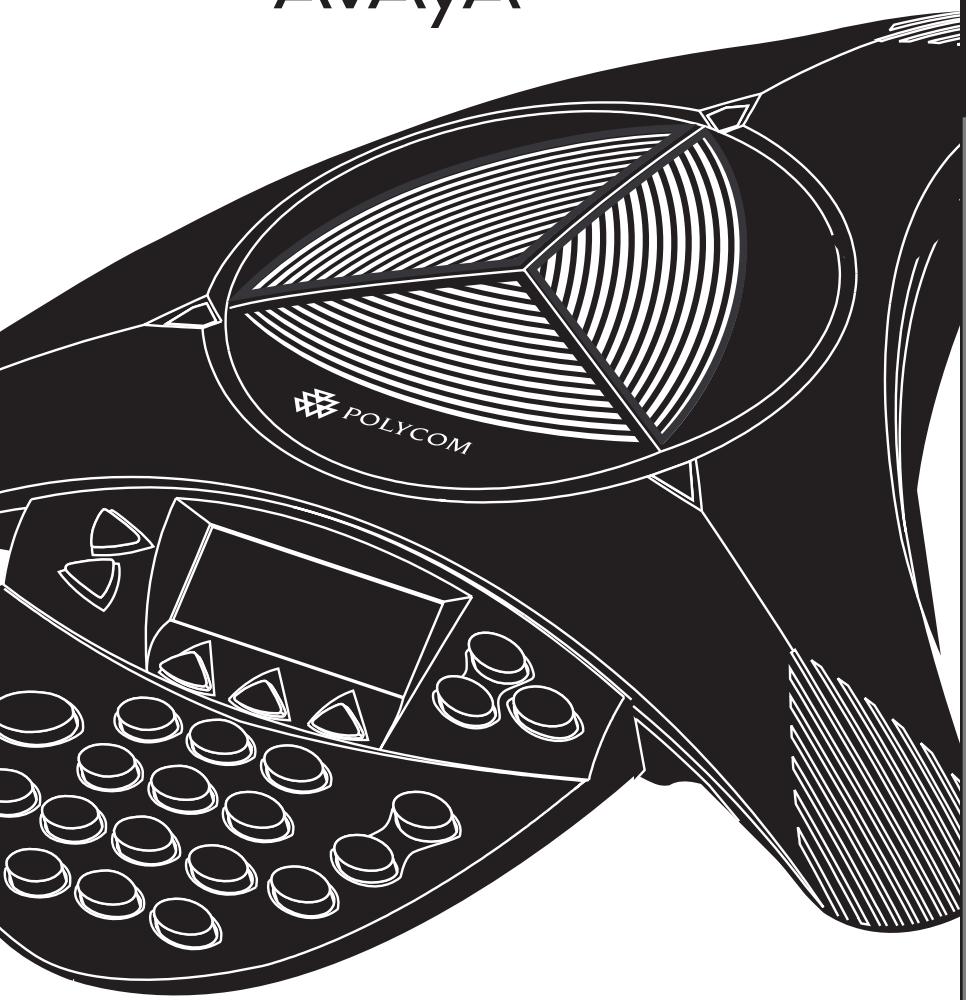
POLYCOM®

AVAYA™

SoundStation2
AVAYA 2490

USER GUIDE / ADMINISTRATOR GUIDE



User Guide and Administrator Guide

IMPORTANT SAFETY INSTRUCTIONS

When using your telephone equipment, the following safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to people.

- Read and understand all instructions.
- Follow all warnings and instructions marked on the equipment.
- Installation must be performed in accordance with all national wiring rules.
- The outlet to which this equipment is connected must be installed near the equipment, and must always be readily accessible.
- This equipment can be hazardous if immersed in water. To avoid the possibility of electrical shock, do not use this equipment while you are in the bathtub or shower, or when you are wet. If you accidentally drop the equipment into water, do not retrieve it until you have first unplugged all cords. Do not reconnect this equipment until it has dried thoroughly.
- Avoid using this equipment during electrical storms in your immediate area. There is a remote risk of electric shock from lightning. Urgent calls should be brief. Even though protective measures may have been installed to limit electrical surges from entering your home or business, absolute protection from lightning is impossible.
- If you suspect a natural gas leak, report it immediately, but use a telephone away from the area in question. The SoundStation2 Avaya's electrical contacts could generate a tiny spark. While unlikely, it is possible that this spark could ignite heavy concentrations of gas.
- Never push objects of any kind into the SoundStation2 Avaya through housing slots as they may touch hazardous voltage points or short out parts that could result in a risk of electric shock. Never spill liquid of any kind on the telephone. If liquid is spilled, contact service personnel.
- To reduce the risk of electric shock, do not disassemble SoundStation2 Avaya. Opening or removing covers may expose you to hazardous voltages. Using incorrectly reassembled equipment can cause electric shock. If your telephone equipment does not work properly, refer to the section describing how to connect service. The support telephone number can be found on the back cover of this booklet.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected from the network interface.
- Always use caution when installing or modifying telephone lines.

SAVE THESE INSTRUCTIONS

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Thank You

Thank you for choosing the Polycom SoundStation2 Avaya. This conference phone can be connected directly to DEFINITY and System 75/85 digital ECS telephone systems. There is no need for analog terminal adapters, analog lines or analog line cords to support your conferencing system. In this User Guide, you will find everything you need to quickly set up your new conference telephone.

Be sure to verify with your System Administrator that your network is prepared for configuring your SoundStation2 Avaya telephone. Lastly, it is important that you read the Parts List, and the Safety Notices section in this guide before you begin using the SoundStation2 Avaya.

Overview

SoundStation2 Avaya is a perfect entry level conference telephone for your business, suitable for use in small to medium-sized conference rooms and offices.

SoundStation2 Avaya features:

Acoustic Clarity Technology
Polycom's legendary technology that automatically allows people on both sides of the call to speak at the same time.

Multi-language Support
Set the phone up to display the language that you are most comfortable with. Choose from English, French, German, Italian, Norwegian, Spanish, and Brazilian Portuguese.

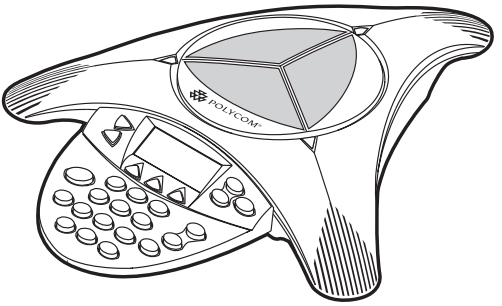
Enhanced Connectivity Options
Simply connect a pair of extension microphones to the telephone to extend the microphone pickup range.

Parts List

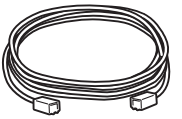
The following items are included in your SoundStation2 Avaya package. Check this list before installation to ensure that you have received each item.

If you are missing any items, please contact your SoundStation2 Avaya reseller.

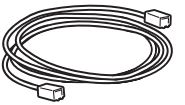
SoundStation2 Avaya Console



Console to Interface Module Cable



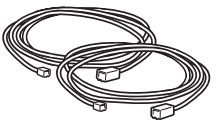
Network Cable



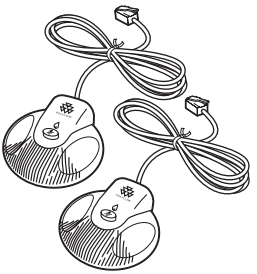
Interface Module



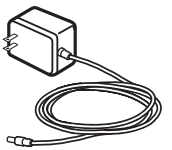
RJ11 to RJ45 Adapter Cables
(Additional adapters supplied in some countries.)



Extension microphones
(Sold as an accessory.)



Power Adapter (Varies by country.)



Documentation/CD



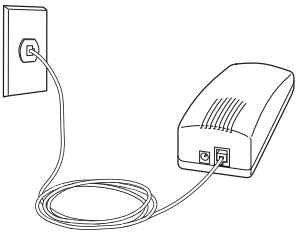
System Compatibility

SoundStation2 Avaya is compatible with any DEFINITY digital voice port that supports the 6400, 7400 or 8400 series phones (with the exception of the CallMaster series.)

Connection Requirement: Requires standard DEFINITY wall jack. RJ45/ RJ11 adapter cables are included for your convenience.

Setting up SoundStation2 Avaya

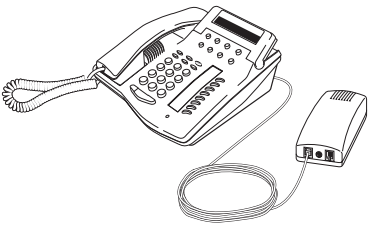
1. Insert the short Network Cable into the SoundStation2 Avaya Interface Module jack marked with the Network icon ( ). Plug the other end into the digital voice jack, as shown.



► If the connector *does not fit*, you will need one of the optional RJ11 to RJ45 Network Cables for connection to the wall jack, and for your phone should you choose that option. This cable has a smaller connector on one end, so try it both ways.

You have the option to install a DEFINITY series telephone along with your SoundStation2 Avaya:

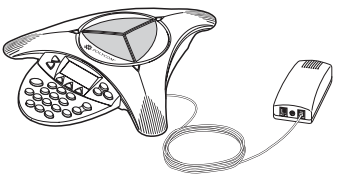
1. Plug the DEFINITY Telephone cable into the jack on the Interface Module indicated by the telephone icon ☎.



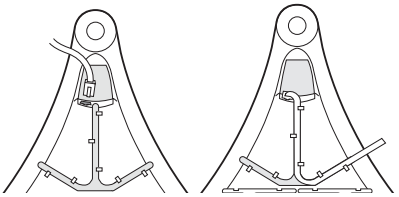
► If the connector *does not fit* you will need one of the optional cables as a replacement for your phone cable. This cable has a smaller connector on one end, so try it both ways.

Any digital phone supported by your telephone network can be connected to the phone jack on the Interface Module.

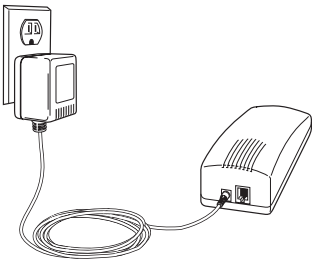
2. Plug the long 'Console to Interface Module' cable into the jack on the Interface Module labeled with the icon as shown.



3. Plug the other end into the slot under the SoundStation2 Console as illustrated. Then thread the cable through the channels on the underside of the console as shown at right.



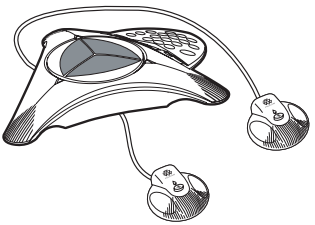
4. Plug the Power Adapter Cable into the Interface Module jack marked ⊙⊸⊙ then plug the Power Adapter into the electrical outlet.



► The first time the SoundStation2 Avaya is powered up and connected to the network through the Interface Module, it will run a brief self-test and synchronize itself with your telephone network. During this time the LEDs will blink. When the process is complete you will hear a tone and the LEDs will switch off. This process can take 20 seconds.

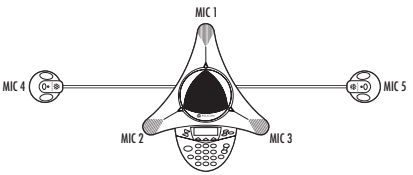
The SoundStation2 Avaya is designed for greater room coverage with extended microphones.

► If using the optional extension microphones, connect to SoundStation2 as shown at right.



Place the SoundStation2 Avaya on a flat, stable surface in the center of the room.

► If using the extended hypercardiod microphones, for the best coverage, position as shown in the example to the right.



Ready State

SoundStation2 Avaya will display a Ready message upon power up and completion of initialization.
The Ready message is also shown after a call is completed and the phone is available for the next call.

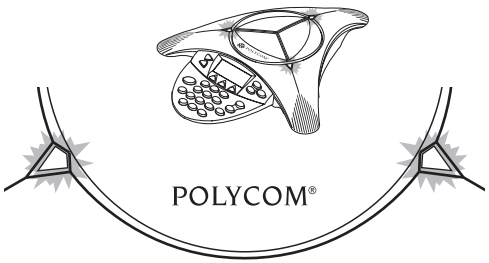


Features

LED Indicators

The LEDs located on the top of your SoundStation2 Avaya indicate the current status of your conference phone:

Green - your call is in progress.
Blinking green - a call is incoming.
Red - your call is muted.
Blinking Red - your call is on hold.



Buttons

Menu
Displays a menu of settings and options.

Exit
Exits from current screen to previous menu.

Soft Keys
The screen will display labels for these keys to identify their context-sensitive functions.

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

Conference
Call or join call participants during a conference call.

Dial Pad
These 12 keys provide the 10 digits, the 26 alphabetic characters, and special characters available in context sensitive applications.

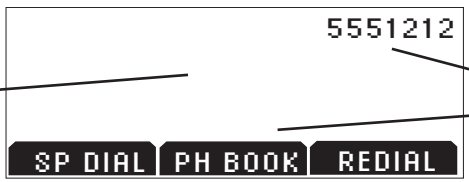
Mute
Toggle on or off during a conversation.

Volume
Use these to adjust the volume of the speaker, ringer and dial tone.

Select
Choose a menu item.

Scroll
Navigate up or down through displayed lists.

Understanding the Display



Information Area

This Phone's Number

Soft Key Functions
The screen will display labels for these keys, to identify their context-sensitive functions.

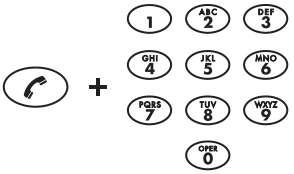
Using SoundStation2 Avaya

Placing a Call

SoundStation2 Avaya allows you to place a call over a digital line. Several methods are available to initiate a call.

Direct Dial

1. To obtain dial tone, press the key.
2. Dial the desired number.

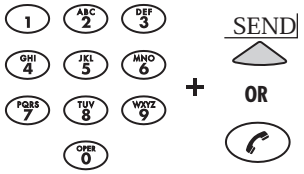


► To cancel the call, press the key.

Indirect Dial

1. From the Ready screen, dial the desired number.
2. Press the key or the **SEND** soft key to make the call.

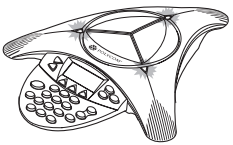
► If you make a mistake entering the telephone number, press the **<DEL** soft key.



► Press the **CANCEL** soft key to cancel the call or wait for 20 seconds.

Answering a Call

Press the key or any number key to answer an incoming call. Pressing the key will override all other telephone activity. The three LEDs will blink green when the phone rings, and the display will show "Incoming Call".



Ending a Call

To end a call, press the key.

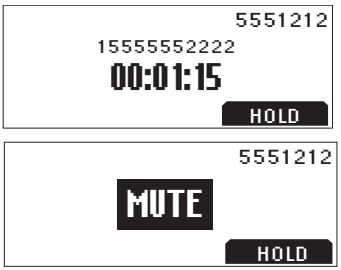


Call Hold



- ▶To place a call on hold, press the **HOLD** soft key. The LEDs on the top of your SoundStation2 Avaya will blink red.
- ▶To resume a call, press the **RESUME** soft key.

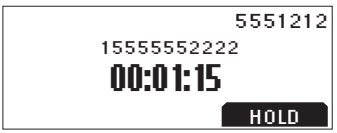
Call Mute



- ▶ To mute a call, press the mute button (🎤). The LEDs on the top of your SoundStation2 Avaya will glow red when your call is muted.
- ▶ To release mute, press the mute button again.

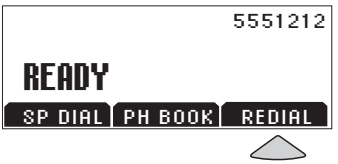
Call Timer

Call progress on an active call is monitored through a local call timer. This is visible within the active call window on the display.



Redial

SoundStation2 Avaya stores the number that was last dialed. This number can be recalled using the **REDIAL** soft key.



- ▶ Press the **REDIAL** soft key. The last number called will be displayed and dialed.

  OR

- ▶ Press the (📞) key and then the **REDIAL** soft key. The last number called will be displayed and dialed.

Ringer Volume Adjustment

When the SoundStation2 Avaya is in Ready state or on hook, press the Volume buttons to adjust the ringer volume.



Dial Tone Volume Adjustment

When the SoundStation2 Avaya is off hook, press the Volume buttons to adjust the dial tone volume.



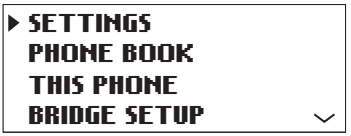
Speaker Volume Adjustment

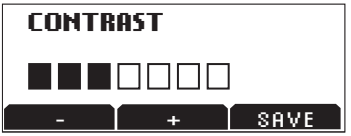
During an active call, press the Volume buttons to adjust the speaker volume.



Display Contrast

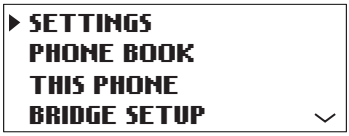
1. Press the Menu button and choose Settings.
2. Cycle through the options using the Scrolling buttons and choose Contrast, and then press the Select button.
3. Press the Scrolling buttons or the **+** and **-** soft keys to adjust the display contrast.
4. Press the **SAVE** soft key or Select button to apply the selected contrast setting or the Exit button to cancel this change.





Ring Type

1. Press the Menu button and choose Settings.
2. Cycle through the options using the Scrolling buttons and choose Ringer Type, and then press the Select button.
3. Sample the ring types by pressing the Scrolling buttons or the ← and → soft keys.
4. Press the **SAVE** soft key or Select button to apply the selected ringer setting or the Exit button to cancel this change.





Backlight

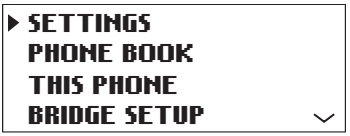
The SoundStation2 Avaya's display lights up when any button on the keypad is pressed, or on an incoming call.

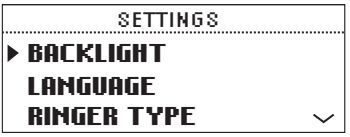
To turn the back light on or off:

1. Press the Menu button and choose Settings.
2. Cycle through the options using the Scrolling buttons and choose Backlight, and then press the Select button.

► The current status of the back light will be displayed.

3. Press the **ON** or **OFF** soft key or cycle through OFF and ON by pressing the Scrolling buttons .
4. Press the **SAVE** soft key or Select button to apply the selected backlight setting or the Exit button to cancel this change.





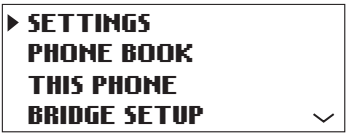


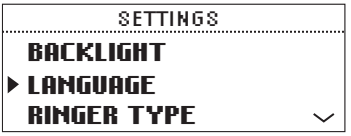
Language

SoundStation2 Avaya allows you to select your preferred language for the phone to use when displaying information.

To change the language setting:

1. Press the Menu button and choose Settings.
2. Cycle through the options using the Scrolling buttons and choose Language, and then press the Select button.
3. Cycle through the available languages by pressing the Scrolling buttons or the ← and → soft keys.
4. Press the **SAVE** soft key or Select button to apply the selected language setting or the Exit button to cancel this change.

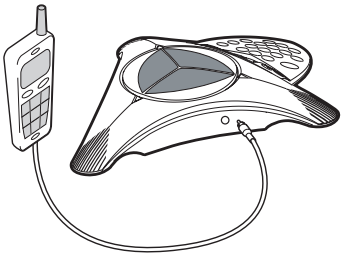




Special Audio Mode

This feature allows you to take advantage of the SoundStation2 Avaya's speaker and microphones. For example, if you were in a call on your mobile phone, you could connect your mobile phone to the SoundStation2 Avaya and use its speaker and microphones to continue your conversation and include everyone in the room in the conversation.

- ► A 2.5 mm jack marked  is used to connect together audio devices like mobile phones.
- ► Cables and/or adaptors are not included with SoundStation2 Avaya.



►The Phone Book can be viewed during a call with a mobile phone. Calls may not be placed via the Phone Book while connected.
►A mobile phone cannot join a call in progress on SoundStation2 Avaya.

Conferencing - using the  button

You can establish multi-party calls with your SoundStation2 Avaya as follows:

Adding a call:

1. While on an active call, press the Conference button . The first call is automatically placed on hold.
2. Dial the number you wish to call. You may use the Redial or Direct Dial method.
3. Press the Conference button  or **JOIN** soft key to join the second call.

Once added to the conference, calls cannot be selectively dropped without terminating the conference call.
►Take care to terminate unwanted calls - busy tone, voicemail, a person otherwise occupied - by pressing the **CANCEL** *soft key before pressing CONF to begin the next attempt. Far end participants may hang up at any*

OR

1. Press the **HOLD** soft key to place the first call on hold.
2. Press the Conference button and enter the number you wish to call. You may use the Redial or Direct Dial method.

Conferencing features, including the number of parties that can be conferenced vary by ECS/Definity system.

Check with your System Administrator if you are unsure about the conferencing services provided.

Bridge Soft Key

You may program the telephone number of your preferred audio conferencing bridge or service into the SoundStation2 Avaya so that it is immediately available.

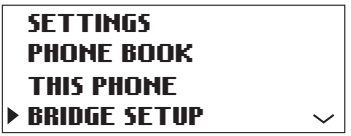
The **SPEED DIAL** *soft key will not display when the bridge number is configured.*

Programming the Bridge number:

1. Press the Menu button , choose Bridge Setup using the Scrolling buttons, and press the Select button .
2. Choose Enter Phone Number and press the Select button and then enter the bridge number using the dial pad. Enter any necessary prefix such as 9 and/or 1.

► If you make a mistake entering the number, use the **<DEL** soft key to correct the error.

3. Press the **SAVE** soft key or **CANCEL** soft key if you wish to cancel the procedure.



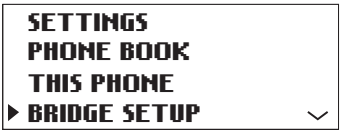


Editing the Bridge soft key:

1. Press the Menu button , choose Bridge Setup using the Scrolling buttons , and press the Select button .
2. Choose Edit Soft Key, press the Select button and enter the new soft key label using the dial pad. The first six characters will display.

► If you make a mistake entering the soft key label, use the **<DEL** soft key to correct the error.

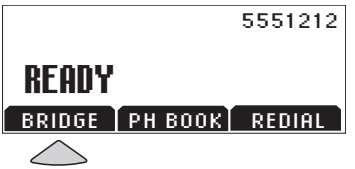
3. Press the **SAVE** soft key or **CANCEL** soft key if you wish to cancel the procedure.





Placing a call using the Bridge soft key:

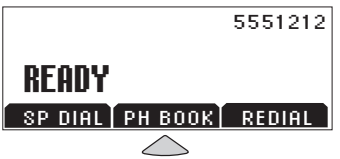
1. Press the **BRIDGE** soft key.
2. The programmed number is automatically dialed and a call is placed to your preferred bridge vendor.



Phone Book

You can use the Phone Book to store a local directory of 25 contacts. You can add, edit, delete, dial, or search any contact in this list using just a few key strokes.

Selecting the **PH BOOK** soft key displays the Phone Book list sorted by names. This list may be sorted by Name, Company, or Speed Dial.



Quick selection in a list:

Name or Company list. Press a numeric key that corresponds with the letter that the name or company name begins with. For example, pressing 3 repeatedly will provide you with names that begin with D, E, F, and 3.







Speed Dial list. Press a numeric key to select the corresponding entry. For example, pressing 2 would select entry 02, and pressing 23 would select entry 23.





Adding an entry:

1. Press the **PH BOOK** soft key and then the **NEW** soft key.
2. Enter information in the *Name*, *Phone#* (telephone number including any prefixes, such as 9 and/or 1), and company field using the alphanumeric keys on the dial pad. You can move between fields using the Scrolling buttons .
3. Press the **SAVE** soft key. You can accept the next available speed dial number assigned to your new entry or you can choose your own speed dial number by using the Scrolling buttons  or the dial pad.
4. Press the **OK** soft key to save or the **BACK** soft key to edit the phone book entry.









Editing an entry:

1. Choose the entry you wish to edit and press the Select button .
2. Press the **CHANGE** soft key. Using the Scrolling buttons , select the field you wish to edit.
3. Using the alphanumeric keys on the dial pad, make changes.
4. Press the **SAVE** soft key. You can accept the current speed dial number assigned to the entry or you can choose another speed dial number by using the Scrolling buttons or the dial pad.
5. Press the **OK** soft key to save or the **BACK** soft key to edit the phone book entry.



Deleting an entry:

1. Choose the entry you wish to delete and press the Select button .
2. Press the **REMOVE** soft key. Press the **OK** soft key to remove or the **CANCEL** soft key to leave the menu without removing.





View System Information

This feature displays the following information about the SoundStation2 Avaya: Location and Number and System Information.

Location and Number

1. Press the Menu button and choose This Phone.
2. Cycle through the options using the Scrolling buttons and choose Location and Number, and then press the Select button .

System Information

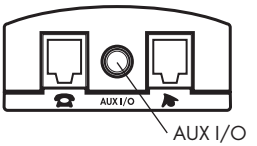
1. Press the Menu button and choose This Phone.
2. Cycle through the options using the Scrolling buttons and choose System Information, and then press the Select button .

Auxiliary Audio Port

SoundStation2 Avaya offers an auxiliary audio port that allows external devices to connect to the conference phone.

A typical example is to record conference call audio by connecting an external recording device.

1. Connect an external recording device, such as a cassette tape recorder, via the auxiliary jack on the interface module. The auxiliary jack is marked AUX I/O.
2. Press the Menu button and choose Settings.
3. Choose Aux Audio and press the Select button. Cycle through the options using the Scrolling button.
4. Press the **SAVE** soft key or Select button to save the setting.



The setting for auxiliary audio needs to match the kind of device that is being connected to the phone.

- Wireless Mic = audio will be received from a wireless microphone device.
- Record Out = all audio will be sent to an audio recording device.
- Ext Speaker = audio will be sent to a connected external speaker.

Using the DEFINITY Phone

When the SoundStation2 Avaya is not in use you may use the DEFINITY phone (connected to the Interface Module) and it will function as usual.

Answering a call on the DEFINITY Phone:

Incoming calls will ring on both the DEFINITY phone and the SoundStation2 Avaya. If you answer the call on the DEFINITY phone and want to transfer it to the conference phone, simply press **ON/OFF** on the conference phone and hang up the handset. The LED's will blink red to

indicate the hold state and the display will show “Line in Use” until the handset is returned to the cradle, then return to the green steady state.

The call will be active on the conference phone and all functions will be as defined for calls initiated on the conference phone.

Conferencing - using the DEFINITY phone:

Conference calls already established on the DEFINITY phone can be easily transferred to the SoundStation2 Avaya.

- ► Press the **ON/OFF** button on the conference phone then replace the DEFINITY handset. The LEDs will blink red to indicate the hold state and the display will show “Line in Use” until the handset is returned to the cradle, then return to the green steady state.

The SoundStation2 Avaya will function as if the conference call had originated on the conference phone. If the ECS limit has not been reached, new parties may be added as described earlier.

Transferring conferences before the cycle is complete, such as before the call is established, and included or dropped, will result in dropping all callers if you subsequently push the ON/OFF button on the conference phone.

Call Mute - using the DEFINITY Phone:

If you have a DEFINITY phone connected to the Interface Module, and your SoundStation2 Avaya is in use, you may use your phone to break away from the public conference call to speak privately to the far end(s) without disconnecting the conference call.

- ► When you lift the handset, all microphones and the speaker on the console are muted. The red LEDs will blink to indicate the hold state and the display will show “Line in Use”. When the handset is returned to the cradle, the conference call is resumed and the LEDs return to a steady state.

Troubleshooting

No Dial Tone

The telephone cable must be plugged into a digital telephone jack. If the dial tone is not heard, verify the following:

- Check that the console is operational.
- Check that the telephone cable from the interface module is connected to the digital PBX line.

Does Not Ring

Check that the ringer is not turned off. See “Ring Type”, page 12.

- If the volume is turned all the way down, increase the volume with the Volume buttons.

Flickering LCD

If your screen appears to flicker, it may be because you are using a certain type of florescent lighting in your building. Move the SoundStation2 Avaya away from the lights or replace the florescent bulbs.

Keypad Input Doesn’t Register

This could happen if you enter information too quickly. Press the alphanumeric buttons slowly.

Some buttons may not be recognized if you press them too quickly.

Muffled or “in a well” Reception

This is caused by highly reverberant rooms and people speaking too far from the microphone.

- Speak closer to the console so that the microphones pick up your speech more accurately.
- Add more sound absorbency to the room.

Short Silences, Echoes, or Clipped Speech

- Do not move the SoundStation2 Avaya console while it is in use.
- Keep your hands away from the console during calls.
- To avoid excessive noise around SoundStation2 Avaya, keep papers, cups, and other noise-producers away from the console.
- At the beginning of each call, let someone at each location speak in turn for a few moments to enable SoundStation2 Avaya to adapt to its environment.
- The other parties may be using non-Polycom equipment which may cause audio performance issues.
- Try calling again; a different line may provide a better connection.

Physical Damage

- If physical damage is severe enough that the internal parts become visible, disconnect the SoundStation2 Avaya immediately.
- Do not reconnect to the telephone network until the SoundStation2 Avaya has been repaired.

For Best Performance

Your SoundStation2 Avaya performs optimally when you follow these guidelines:

- Position the SoundStation2 Avaya in the center of the conference table or desk.
- Do not move the SoundStation2 Avaya during a call.
- Do not shuffle papers near the SoundStation2 Avaya.
- Position extended microphones 7' from the SoundStation2 Avaya console.
- Speak at a normal conversation level, and direct your voice towards the SoundStation2 Avaya, or towards the extended microphone.
- Unplug all cords before cleaning the SoundStation2 Avaya. Do not use liquid cleaners or aerosol cleaners. Use a damp, soft cloth for cleaning.

LCD Messages

The following messages are displayed on the LCD.

LCD Message	What it means:	What you will see:
Ready	Phone is in idle state and ready to make calls.	Idle screen.
Call Ended	The call has been dropped.	"Call Ended" with elapsed time indicated.
Mobile Phone In	A mobile phone is plugged in to the mobile phone jack OR a mobile phone call has been initiated.	"Mobile Phone In"
Enter Number	Enter the number you wish to dial.	Digits of the number you are dialing.

Administrator Guide



Administrative Setup - Overview

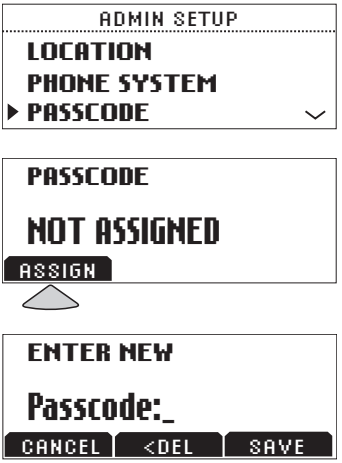
The Administrative Setup menu consists of the following options. The Administrative Setup menu can be passcode protected by setting an optional passcode. Subsequent access to this menu will require passcode entry.

Location:		
1	Location Name	Enter a name for the SoundStation2 Avaya's location, such as "Conf Room B".
2	This Phone #	Enter the SoundStation2 Avaya's telephone number.
Passcode:		
1	Set an optional passcode. (Default: no passcode is set.)	
Diagnostics:		
1	Mic Test	View the sample level received by each microphone.
2	Console Speaker Test	Select acoustic test signals to drive through the SoundStation2 Avaya's speakers.
3	Restore Defaults	Reset all custom settings and data entries. Restores original default settings.

Passcode

When you select Passcode from the Admin Setup menu, the screen will display whether or not a passcode is currently assigned.

Assign a passcode:

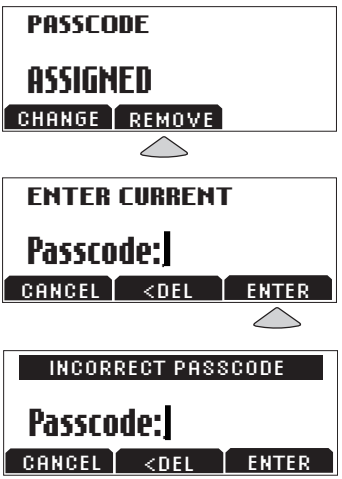


1. Press the Menu button, choose Admin Setup using the Scrolling buttons, and press the Select button. Choose Passcode using the Scrolling buttons, and press the Select button.
2. Press the **ASSIGN** soft key and enter a three-digit passcode. If you make an error, press the **<DEL** soft key to erase the error.
3. Press the **SAVE** soft key. You may press the **CANCEL** soft key or the Exit button if you choose not to save the passcode.

►Record the passcode. If the passcode is forgotten, contact Polycom Support at www.polycom.com/support and click on "How to Contact Support and Service" for your local support contact information.

Remove a passcode:

Removing the passcode removes the requirement for an access passcode for the Admin Setup menu.



1. From the Admin Setup menu, choose Passcode using the Scrolling buttons and press the Select button.
2. Press the **REMOVE** soft key, enter the current passcode, and press the **ENTER** soft key. If you decide not to remove the passcode, press the **CANCEL** soft key or the Exit button.
   ►If you enter an incorrect passcode, you will be notified to try again.
   ►If you make an error, press the **<DEL** soft key to erase the error.

Change the passcode:

1. From the Admin Setup menu, choose Passcode using the Scrolling buttons and press the Select button.
2. Press the **CHANGE** soft key, enter the current passcode, and press the **ENTER** soft key. If you decide not to change the passcode, press the **CANCEL** soft key or the Exit button.
   ►If you enter an incorrect passcode, you will be notified to try again.
   ►If you make an error, press the **<DEL** soft key to erase the error.
3. You will be prompted to enter a new passcode. Enter a new passcode and press the **SAVE** soft key. You may press the **CANCEL** soft key or the Exit button if you choose not to save the passcode.







► Record the passcode. If the passcode is forgotten, contact Polycom Support at www.polycom.com/support and click on "How to Contact Support and Service" for your local support contact information.

Location Information

You can assign a location name, such as "Conference Room B" and the telephone number associated with your SoundStation2 Avaya.

Assigning a location name:

1. Press the Menu button, choose Admin Setup and press the Select button, enter passcode (if required) and press the **ENTER** soft key. Choose Location using the Scrolling buttons, and press the Select button.



2. Choose Location Name using the Scrolling buttons, and press the Select button. Enter a location name using the dial pad. This name will be displayed when "Location Name and Number" submenu of "This Phone" menu is selected from the main menu.
   ►If you make an error, press the **<DEL** soft key to erase the error.
3. Press the **SAVE** soft key or the Select button to save your entry. You may press the Exit button to cancel your entry.



Assigning a telephone number:

1. Press the Menu button, choose Admin Setup and press the Select button, enter passcode (if required) and press the **ENTER** soft key. Choose Location using the Scrolling buttons, and press the Select button.
2. Choose This Phone # using the Scrolling buttons, and press the Select button. Enter the SoundStation2 Avaya's telephone number.
   ►If you make an error, press the **<DEL** soft key to erase the error.
3. Press the **SAVE** soft key or the Select button to save your entry. You may press the Exit button to cancel your entry.





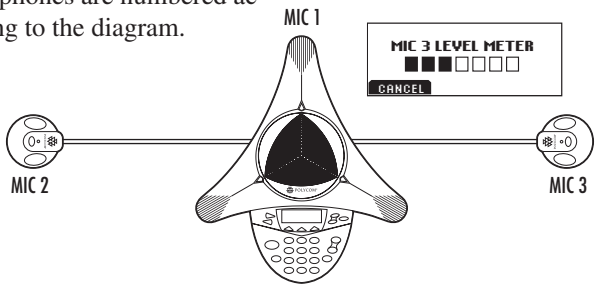
Diagnostics

Mic (Microphone) Test

You may test the SoundStation2 Avaya's microphones to ensure that they are working optimally.

If a testing microphone's meter indicates that it is receiving an atypically low or high sample, despite appropriately controlled input, contact Polycom Technical Support.

1. Press the Menu button , choose Admin Setup and press the Select button , enter passcode (if required) and press the **ENTER** soft key. Choose Diagnostics using the Scrolling buttons , and press the Select button .
2. Choose Mic Test using the Scrolling buttons , and press the Select button . The microphones are numbered according to the diagram.
3. Choose any microphone using the Scrolling buttons , and press the Select button .
   ►The testing microphone will begin sampling at a 1 Hertz rate, 50% duty cycle.
   ►The display will show a meter that modulates according to the relative sample received by the testing microphone.



Console Speaker Test

You can select an acoustic test signal to drive through the SoundStation2 Avaya's speaker for speaker testing and to sample the room acoustics.

1. Press the Menu button , choose Admin Setup and press the Select button , enter passcode (if required) and press the **ENTER** soft key. Choose Diagnostics using the Scrolling buttons , and press the Select button .
2. Choose Console Speaker Test using the Scrolling buttons and press the Select button . Choose the desired signal using the Scrolling buttons

►Sine Sweep is a test signal consisting of a 100 Hertz to 3,500 Hertz sine wave whose frequency is swept according to a linear progression of frequency as a function of time, or (t)=A*sin(kt).
►One kiloHertz Tone is a constant tone generated at exactly 1,000 Hertz.
►White Noise is a signal whose energy is distributed uniformly

among all frequencies within a band of interest, which for the SoundStation2 Avaya is approximately from 300 to 3,400 Hertz.

3. Press the Select button to activate the signal.

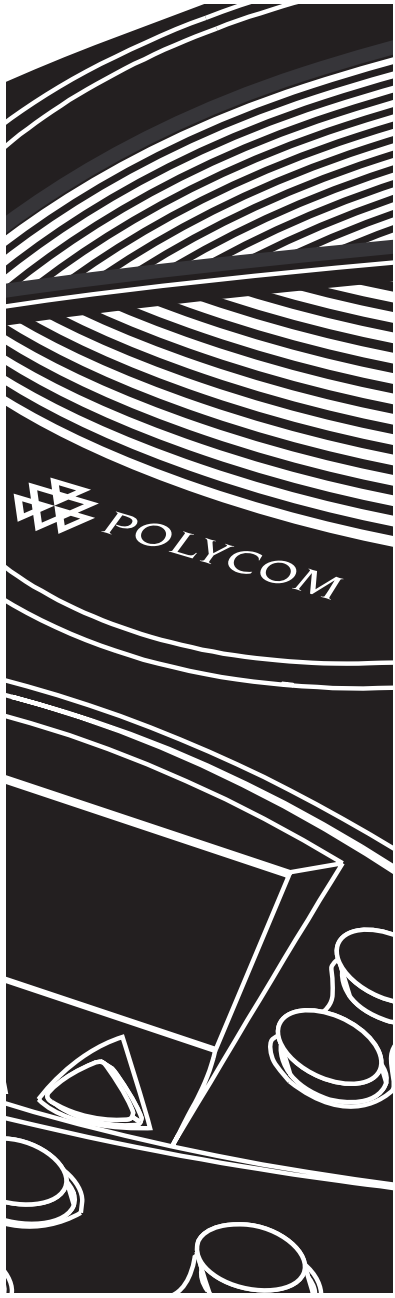
Restore Defaults

Restoring the defaults will irretrievably remove all settings and data that have been entered since the SoundStation2 Avaya was first installed.

Phone Book entries and Speed Dial numbers are lost when restoring all defaults.

1. Press the Menu button , choose Admin Setup and press the Select button , enter passcode (if required) and press the **ENTER** soft key. Choose Diagnostics using the Scrolling buttons , and press the Select button .
2. Choose Restore Defaults using the Scrolling buttons , and press the Select button . Press the **OK** soft key if you wish to restore defaults or the **CANCEL** soft key or the Exit button  to return to the Diagnostics submenu.

Specifications and Warranty Information



Limited Warranty and Limitation of Liability

Limited Warranty

Polycom warrants to the end user ("Customer") that this product will be free from defects in workmanship and materials, under normal use and service, for one year from the date of purchase from Polycom or its authorized reseller.

Polycom's sole obligation under this express warranty shall be, at Polycom's option and expense, to repair the defective product or part, deliver to Customer an equivalent product or part to replace the defective item, or if neither of the two foregoing options is reasonably available, Polycom may, in its sole discretion, refund to Customer the purchase price paid for the defective product. All products that are replaced will become the property of Polycom. Replacement products or parts may be new or reconditioned. Polycom warrants any replaced or repaired product or part for ninety (90) days from shipment, or the remainder of the initial warranty period, whichever is longer.

Products returned to Polycom must be sent prepaid and packaged appropriately for safe shipment, and it is recommended that they be insured or sent by a method that provides for tracking of the package. Responsibility for loss or damage does not transfer to Polycom until the returned item is received by Polycom. The repaired or replaced item will be shipped to Customer, at Polycom's expense, not later than thirty (30) days after Polycom receives the defective product, and Polycom will retain risk of loss or damage until the item is delivered to Customer.

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►Unauthorized use of common carrier communication services accessed through the product;

►Abuse, misuse, negligent acts or omissions of Customer and persons under Customer's control; or

►Acts of third parties, acts of God, accident, fire, lightning, power surges or outages, or other hazards.

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Governing Laws

This Limited Warranty and Limitation of Liability shall be governed by the laws of the State of California, USA, and by the laws of the United States, excluding their conflicts of laws principles. The United Nations Convention on Contracts for the International Sale of Goods is hereby excluded in its entirety from application to this Limited Warranty and Limitation of Liability.

FCC Rules

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

(1) This device may not cause harmful interference, and

(2) This device must accept any interference received, including interference that may cause undesired operation.

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

In accordance with part 15 of the FCC rules, the user is cautioned that any changes or modifications not expressly approved by Polycom Inc. could void the user's authority to operate the equipment.

Canadian Department of Communications Notice

This Class [A] digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe [A] est conforme à la norme N M B-003 du Canada.



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