Polycom SoundStation

This audio-conferencing system is useable in all Mechanical Engineering Conference Rooms.

Conference Room	Phone Number
325A	612-625-8190
1130	612-625-7435
125A (Eckert Library)	612-625-7910
3125	612-625-6723
4125B	612-625-0040

This system is capable of:

Receiving any incoming phone calls.

Dialing outgoing calls: internal (campus), local (612, 763, 952, 651 area codes), domestic long distance (USA only, no international), and toll-free phone calls.

Preliminary arrangements:
When requesting a room, please also note that you require the Polycom SoundStation equipment. Depending on the nature of the meeting, you will need some extra time to set up the system, usually five minutes. (See Conference Call Instructions for multiple parties on the line.)

How to set up the Polycom:

Remove all the pieces of the Polycom from the case. Please make sure all pieces are put back:
- o SoundStation base
- o Wall module
- o 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.

Place the SoundStation base in the center of the conference table. If using the external microphone, place in the center of the table.

Find the data box in the room. Plug the short (thinnest) cable of the Wall Module into the black phone jack labeled AG (except in Room 1130 use jack AA) to the left of the blue network cable.