Setting up SoundStation2

Connection to telephone line.

Connection to SoundStation2 console.

Optional connection to telephone, fax machine or computer modem if you need to share a telephone line.
(Not available on all SoundStation2 models.)

**Ready State**

SoundStation2 will display a Ready message upon power up.

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™ 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, join, or delete additional 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.

- **Scroll**
  Navigate up or down through displayed lists.

- **Select**
  Choose a menu item.

- **Volume**
  Use these to adjust the volume of the handset, headset, speaker, and ringer.

- **Mute**
  Toggle on or off during a conversation.

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

Placing a Call
SoundStation2 allows you to place a call over an analog line. Several methods are available to initiate a call.

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

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.

Answering a Call
Press the key or any number key to answer an incoming call. Pressing the button will override all other telephone activity. The three 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. This first call will be automatically placed on hold.

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 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 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 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.
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. To drop the second call, press the Conf key again.

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.

Bridge Soft Key

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

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.
3. If you make a mistake entering the number, use the <DEL soft key to correct the error.
4. Press the SAVE soft key or CANCEL soft key if you wish to cancel the procedure.

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