POLYCOM®

Quick Installation Guide

Power cables may differ.

For future applications
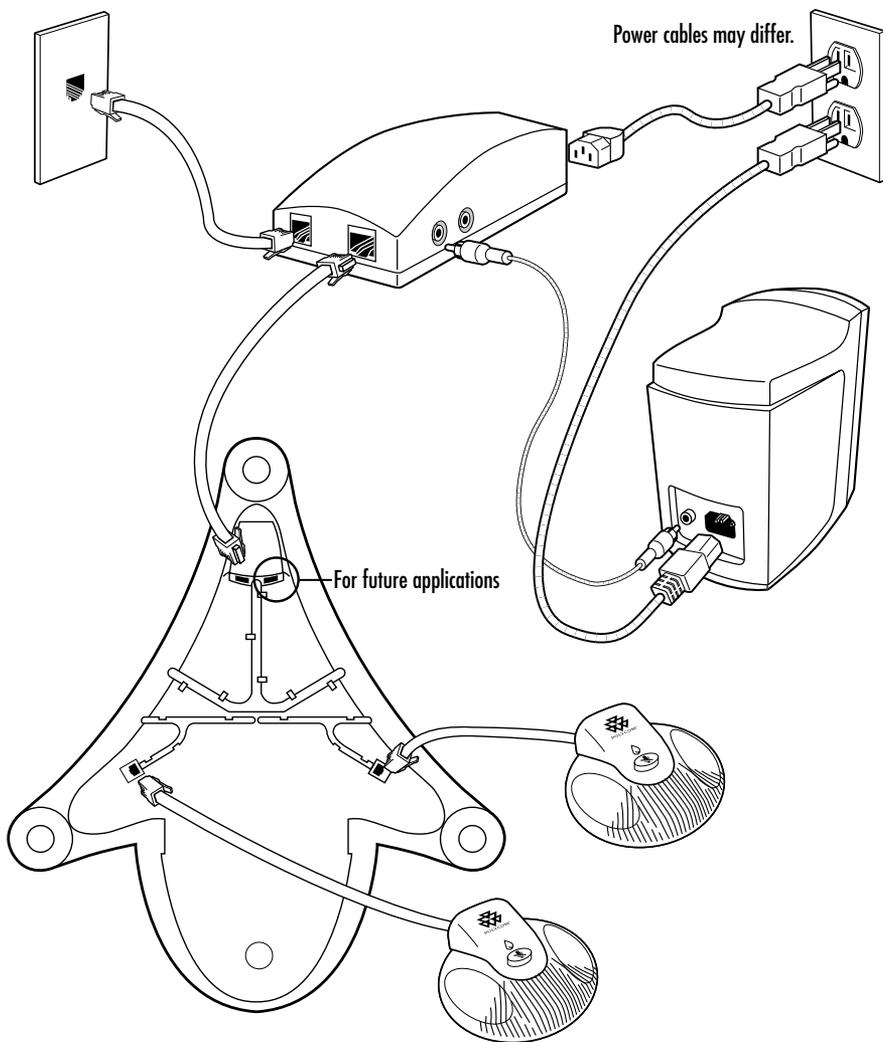
SoundStation VTX 1000 Interface

LEDs

POLYCOM®

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 Button
Displays a menu of settings and options

Exit Button
Exits from current screen to previous level

Soft Keys
Select the actions that are currently displayed

Phone Button
Answer an incoming call, get a dial tone, initiate an entered call, or hang up a call

Conference Button
Call, join, or hang-up additional call participants on properly configured enterprise phone networks

Dialing Keypad
Enter numbers or letters

Scroll Buttons
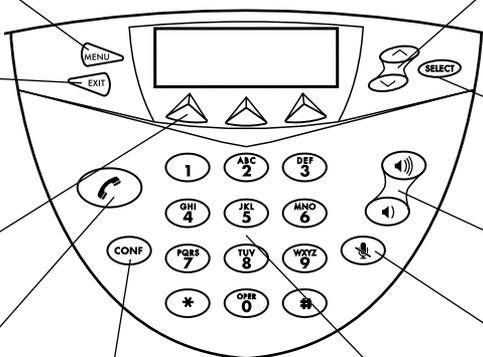Navigate up or down through displayed lists

Select Button
Select a highlighted item from a menu

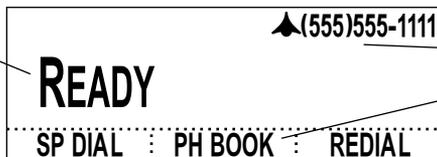**Volume Buttons**
Adjust the speaker and ringer volume

Mute Button
Turn mute on or off

LCD

Information and Input Area
Displays of information, menus, and input areas

▲(555)555-1111

READY

SP DIAL   PH BOOK   REDIAL

This Phone's Number

Soft Key Functions
Actions you can currently take, based on the state of the phone

Multipoint Conference Bridging

The SoundStation VTX1000 is a conference phone and can only perform multipoint bridged conference calls on a properly configured enterprise phone network or when multipoint calls are placed through a conference bridge or a bridging service. Please contact your telephone system administrator for further details.

Answer a Call

Press the ☎ (Phone) button to pick up an incoming call.
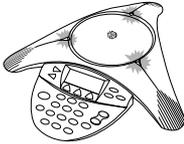
The three LEDs blink green when the phone rings.

When you answer a call from another VTX phone, your SoundStation VTX 1000 tests the quality of your line, and then initiates a wideband connection. This process takes 6–12 seconds, during which you hear music, and both ends of the call are unable to converse. The **((☰☲))** icon is displayed once a wideband connection has been established.

Dial a Call

You can dial a call the traditional way, getting a dial tone first, or you can dial the way cellular phones do, entering and editing all the numbers before you outpulse them, as shown below.

Dial Tone Dialing

1 Press the ☎ (Phone) button to get a dial tone.

2 Dial the phone number. Each number is dialed when you press it.

Speed Dial numbers are not supported by this method.
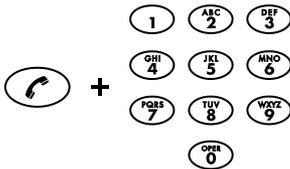
Editable Dialing

1 Dial the phone number.

▼ If you make an error, press the **<DEL** soft key to erase it.

▼ If you want to cancel the call, press the **CANCEL** soft key.

2 Press the ☎ button or the **SEND** soft key, and the complete number will be dialed.
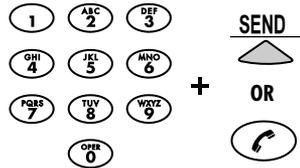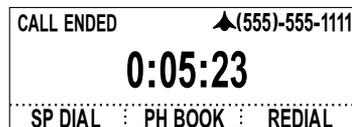
End a Call

To end a call, press the ☎ button.

▼ If more than one party is connected, all calls will be disconnected when you press the ☎ button.

The duration of your ended call will be displayed for 20 seconds.

```
CALL ENDED        ☎(555)-555-1111
          0:05:23
SP DIAL  :  PH BOOK  :  REDIAL
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For all other phone functions and information, please see your SoundStation VTX 1000 Operation Manual.