

oundStation Premier™

INSTALLATION INSTRUCTIONS AND USER'S GUIDE

Full Duplex Conference Phone  
and Wireless Microphone System  
Installation Instructions  
and User's Guide



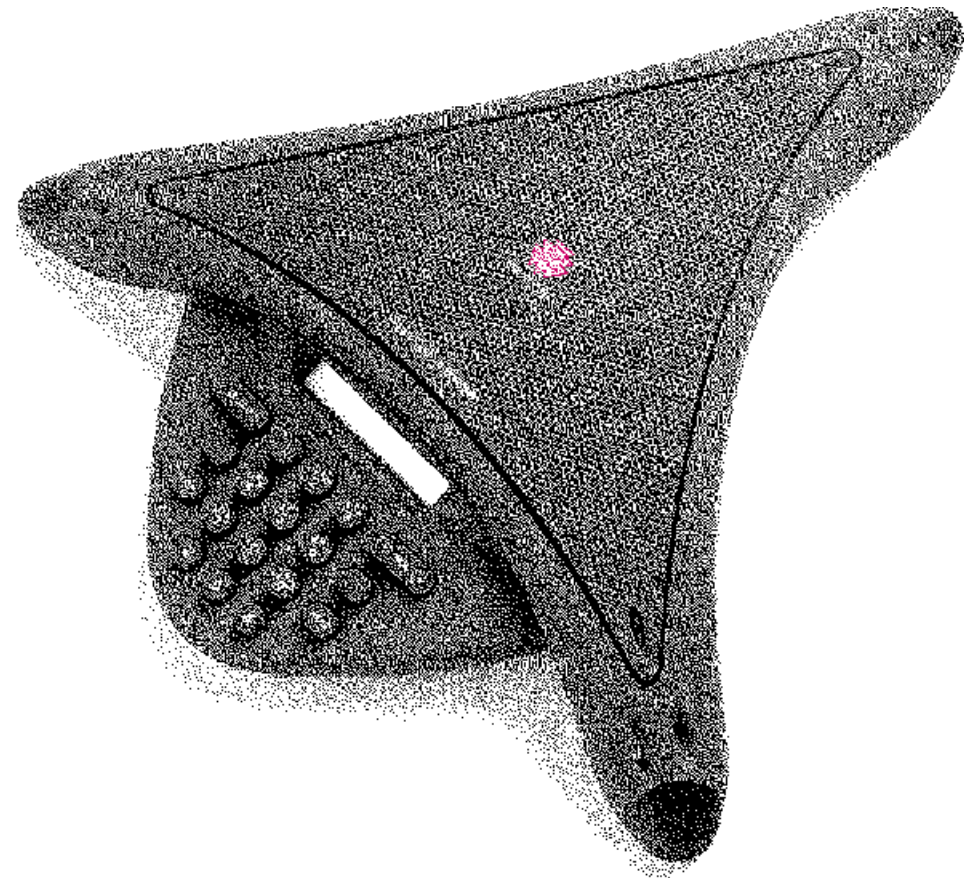
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Chapter 1

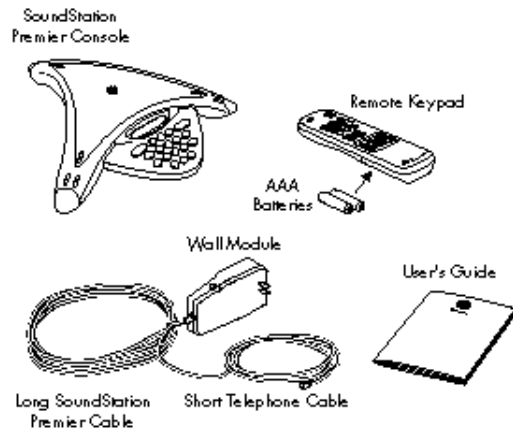


## INTRODUCTION

Thank you for selecting the SoundStation Premier, the next generation of full duplex conference phones. It will forever change your expectations regarding voice quality. Its super sensitive hypercardioid microphones allow you to zero in on meeting participants, while its high fidelity neodymium speaker provides both clarity and volume for even the largest conference rooms. But what puts the SoundStation Premier in a class all by itself is its virtually echo-free simultaneous two-way communications. Together with automatic gain control and noise reduction, meeting participants will have a difficult time realizing that they are not on a telephone handset. Furthermore, this product is simple and straightforward to use. The next several pages will explain the product in its entirety. Should you have any questions or comments, please call our technical support line at 1-800-451-0995 or fill out our customer registration card.

## CHECKLIST OF PARTS

Your SoundStation audio conferencing system includes the following items:



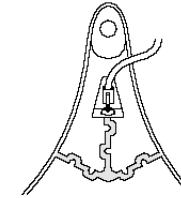
If any of the above parts is missing, please contact your Polycom representative or your Polycom authorized dealer.

## TO ENSURE BETTER PERFORMANCE

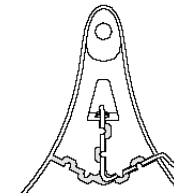
- ▼ Locate the SoundStation Premier in a quiet environment, with soft furnishings — such as carpets, curtains, and sound-absorbing walls and ceilings.
- ▼ Place the unit at the center of a table or desk.
- ▼ Keep papers and other objects away from the unit.
- ▼ Seat all participants the same distance from the SoundStation Premier console.
- ▼ Speak at normal conversation levels.
- ▼ Direct your voice toward the SoundStation Premier console.
- ▼ Do not move the SoundStation Premier console during a call.

## INSTALLING THE CONFERENCE PHONE

1. **Plug the long SoundStation cable from the Wall Module into the slot under the SoundStation Premier console as illustrated below.**

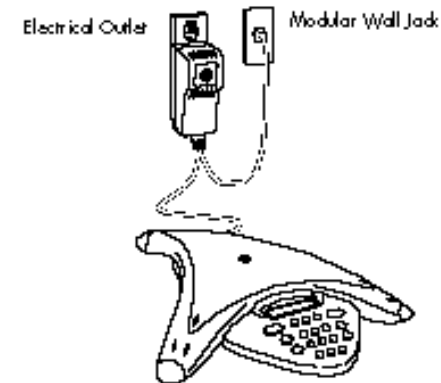


2. **Thread the cable through the channels on the underside of the SoundStation Premier console, as shown below.**



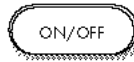
3. **Insert the Wall Module plug into a nearby electrical outlet.**

The SoundStation Premier console will run a brief self-test, and then you'll hear a tone. If you don't hear the tone, make sure the outlet is working and the power is switched on.



4. **Plug the short cable from the Wall Module into a modular wall jack for a standard analog phone line.** Your telephone system administrator or service technician can help you identify a standard analog phone line. A standard analog line supports fax machines, answering machines, modems, and most single-line telephones.

5. Place the SoundStation Premier console on a flat, stable surface in the center of the room, then press the “On/Off” button to hear a dial tone. If you don’t hear a dial tone, you may not be connected to an analog telephone line.



## USING THE SOUNDSTATION PREMIER

### To program and retrieve the conference phone’s phone number

When power is first applied to the phone, the display will read **ENTER PHONE #**. Type in the phone number with area code use the \* key to enter a space. When finished, press the **FLASH** key.

To retrieve the phone number at any time during a phone call, press **SHIFT**, then press the **FLASH** key. The phone number will be displayed for 10 seconds, then return to its previous mode.



### To adjust the phone’s ringer volume

When the phone is off, press **SHIFT**, then press **⊖VOL** or **VOL ⊕**. There are four options: **OFF**, **LOW**, **MID**, **HIGH**, and the levels will be heard after each key press. After 5 seconds, the phone will return to its previous mode.



### To use tone dialing or pulse dialing

When the phone is off, press **SHIFT**, then press **REDIAL**. The display will read either **TONE DIALING**, or if **REDIAL** is depressed again, **PULSE DIALING**. The display will return to your phone number after 5 seconds.

*NOTE: Toggle between TONE or PULSE by depressing the REDIAL key only.*



To access digital services, such as voice mail, where only pulse dialing is available, SoundStation Premier can provide temporary tone dialing. When the phone is **ON**, press **SHIFT**, then press **REDIAL**. The display must read **TONE DIALING** for this feature to be activated. Once the phone is hung up, dialing will revert to its previous mode.

*NOTE: Changing the type of dialing used when a call is in progress is only temporary.*



### To place or answer a phone call

Press **ON/OFF** to turn the unit on and dial the number. The display will go blank, then show each number as it is being dialed.

*NOTE: If caller ID is not available, there will be no time of day clock.*



For incoming calls and when caller identification is activated, the display will show the caller’s phone number. The time of day clock will be initiated once a call is made to the phone.

Once the call is connected, a clock will appear on the display showing how long the call has been in progress.

### To adjust tone volume and speaker volume

When the phone is on and dial tone is heard, adjustment of the dial tone volume can be made by pressing **⊖VOL** or **VOL ⊕**.

*NOTE: There are 32 volume levels for both dial tone and speaker volume.*

*NOTE: The volume levels for dial tone and speaker are stored independently in the phone’s memory.*



The display will show: **TONE VOL IIIII II**. After 5 seconds, the display will revert to its previous mode.

Once a call is connected, the speaker volume can be made louder by pressing **VOL ⊕** or softer by pressing **⊖VOL**. The display will show **SPKR VOL IIIII II**. After 5 seconds, the display will revert to its previous mode.



### To place the call on hold or mute

At any time during a phone call, press **SHIFT**, then press **MUTE** on the main keypad to place a call on **HOLD**, or simply press **HOLD** on the remote keypad. This shuts off the speaker and all microphones. The display will show **HOLD** and all LEDs begin blinking red.



To take the phone off **HOLD** press only the **MUTE** key on the main keypad or **HOLD** on the remote keypad. To shut off the microphones while keeping the speaker on, simply press **MUTE**.



The display will show **MUTE** and the LED's will turn from green to red. To take the phone off **MUTE**, press **MUTE** on either keypad.

### To redial the last phone number called

Press the redial key. The display on the main keypad shows the last phone number which you have called or attempted to call.

*NOTE: The ON/OFF key does not have to be pressed for REDIAL to operate.*



### To make a 3-way conference call or to transfer a call to another extension (if enabled on your telephone system)

Once a call is in progress, press the **FLASH** key.

A second dial tone will be heard and the display will read **FLASH**. To transfer the call, dial the extension and hang up the phone by pressing **ON/OFF**. To make a 3-way conference call, dial the second phone number. Once connected, press **FLASH** again, the two other parties will now be connected.

*NOTE: To hold a conference call with more than three parties, a conference call service provider (such as Confertech, AT&T, MCI and Sprint) is required, or contact your telecom manager.*



### To program and use One-Touch dialing

*NOTE: The main keypad does not enable One-Touch dialing.*

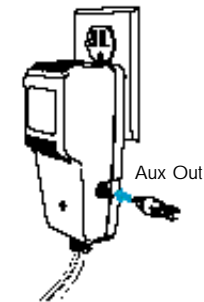
When the phone is off, up to six phone numbers can be stored from the remote keypad.

To program One-Touch dialing phone numbers, press **PROG**. If the SoundStation Premier is connected to a PBX, press either 8 or 9, then press **PAUSE** (this inserts a two second delay so the PBX can access an outside line). Next, type in the desired phone number, then press **STORE**, and finally press the desired location to store this phone number, 1-6. On the reverse side of the remote keypad, there is a place to record these phone numbers.

To use 1-Touch dialing, simply press any of the six stored phone number locations. There is no need to press **ON/OFF**.

*NOTE: If no PBX exists, PAUSE is not required.*

Your Wall Module is equipped with an RCA jack to record a conversation. Plug one end of an RCA-type connector into the jack on a tape recorder unit labeled **AUX IN** and the other end into the Wall Module jack labeled **AUX OUT**.



### IN CASE OF DIFFICULTY

#### No dial tone

- ▼ Check that all connections are correct and tight.
- ▼ Make sure the short cable is connected to a standard analog telephone line.
- ▼ Try a different telephone line.

#### Short silences, echoes, or clipped speech

- ▼ Don't move the SoundStation Premier console while it's in use.
- ▼ Keep your hands away from the unit during calls.
- ▼ Keep papers, cups, coffee pots, etc., away from the unit.
- ▼ At the beginning of a call, let someone at each location speak in turn for a few moments, to enable SoundStation Premier to adapt to its environment.
- ▼ The other party may be using lower-quality equipment or a half-duplex conference bridge, in which case there may be little you can do.
- ▼ Try calling again to see if another line provides a better connection.

**Muffled or “in a well” reception**

- ▼ Speak closer to the unit so the microphones can pick up your speech.
- ▼ Add more sound absorbency to the room.

**Excessive noise**

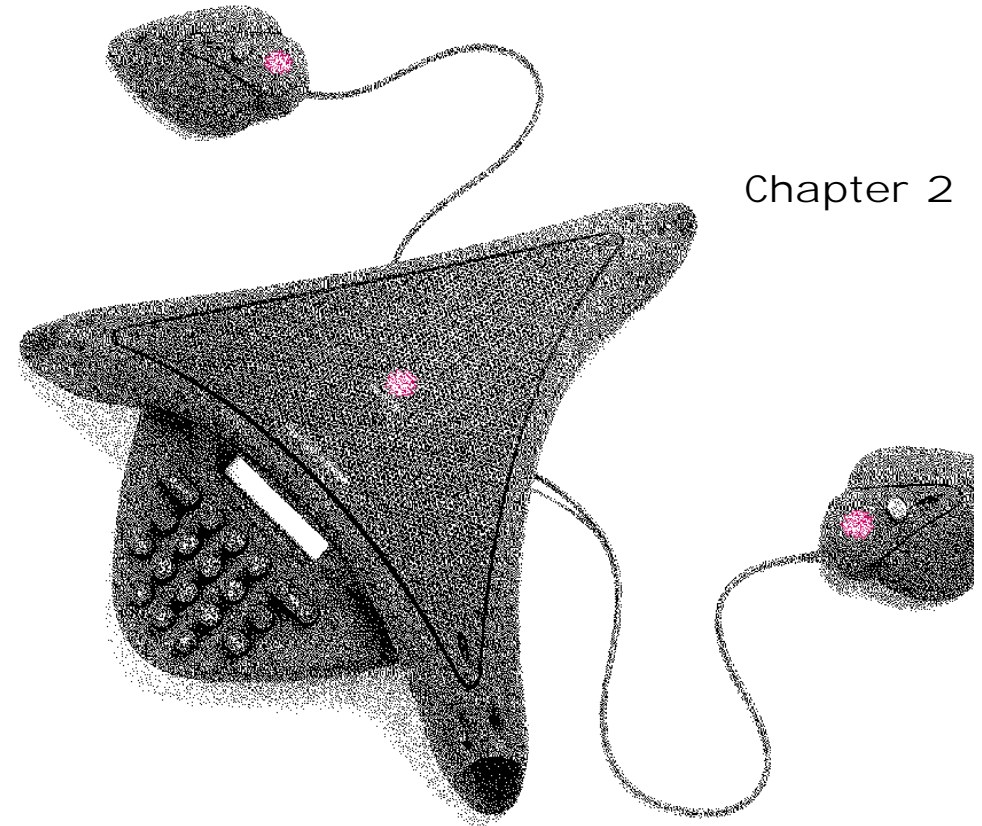
- ▼ Noisy equipment, such as a computer or fan, may make it difficult for you to hear the other party. Both parties should turn off any noisy equipment.
- ▼ Try calling again to see if another line provides a better connection.

**Physical damage**

- ▼ If physical damage is severe enough that the internal parts become visible, disconnect the SoundStation Premier immediately. Do not reconnect it to the network until the SoundStation Premier has been repaired.

**If you need more help, please call Polycom technical support at 1-800-451-0995, or your Polycom authorized dealer.**

## SoundStation Premier with Extended Hypercardioid Microphones



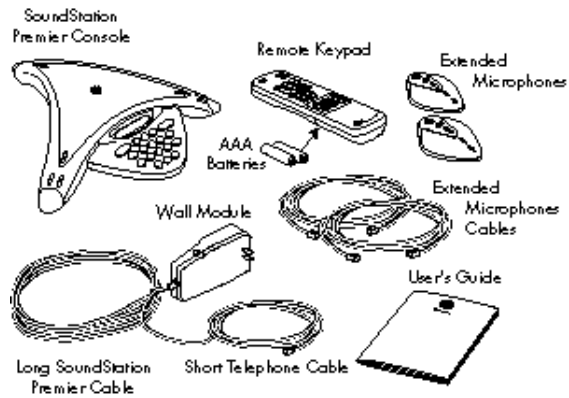
## Chapter 2

## INTRODUCTION

Thank you for selecting the SoundStation Premier, the next generation of full duplex conference phones. It will forever change your expectations regarding voice quality. Its super sensitive supercardioid microphones allow you to zero in on meeting participants, while its high fidelity neodymium speaker provides both clarity and volume for even the largest conference rooms. But what puts the SoundStation Premier in a class all by itself is its virtually echo-free simultaneous two-way communications. Together with automatic gain control and noise reduction, meeting participants will have a difficult time realizing that they are not on a telephone handset. Furthermore, this product is simple and straightforward to use. The next several pages will explain the product in its entirety. Should you have any questions or comments, please call our technical support line at 1-800-451-0995 or fill out our customer registration card.

## CHECK LIST OF PARTS

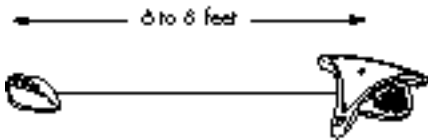
Your SoundStation Premier System includes the following items:



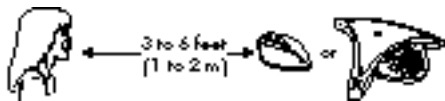
If any of the above parts are missing, please contact your Polycom representative or your Polycom authorized dealer.

## HOW TO ENSURE BETTER PERFORMANCE

- ▼ Use in a conference room up to 30 × 40 feet.
- ▼ Position Extended Microphones 6 to 8 feet from the SoundStation Premier console.

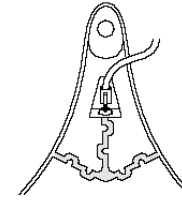


- ▼ Participants should sit 3 to 6 feet from a microphone.

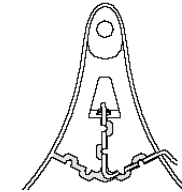


## INSTALLING SOUNDSTATION PREMIER WITH EXTENDED MICROPHONES

1. Plug the long SoundStation Premier cable from the Wall Module into the slot under the SoundStation Premier console as illustrated below.



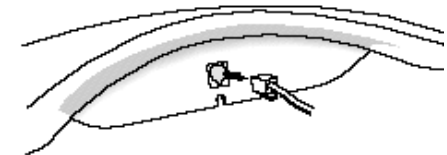
2. Thread the cable through the channels on the underside of the SoundStation Premier console, as shown below.



3. Connect the microphone cables to the SoundStation Premier console shown below:



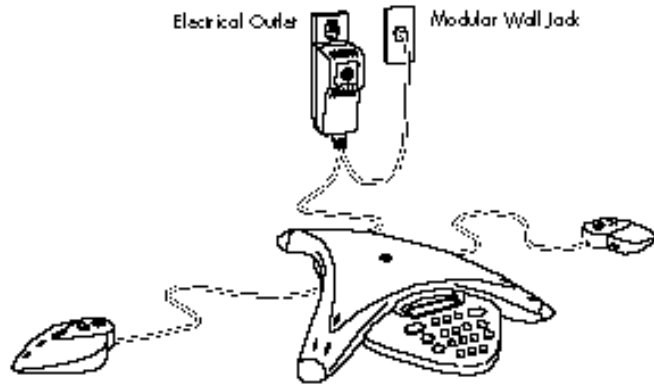
Extended Microphone



SoundStation Premier Console

**4. Insert the Wall Module plug into a nearby electrical outlet.**

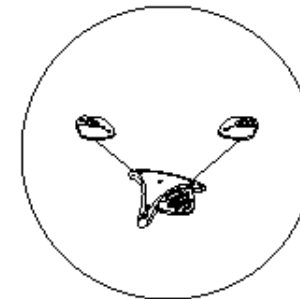
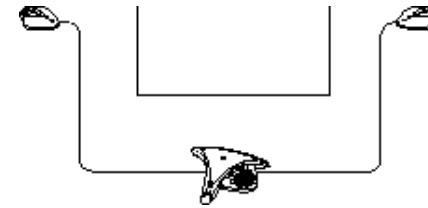
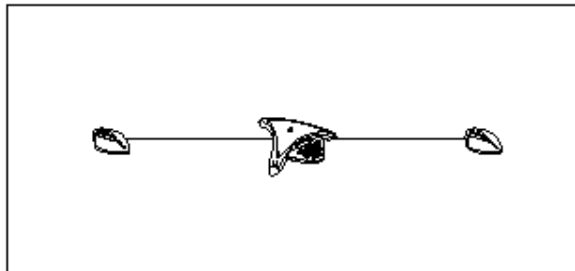
The SoundStation Premier will run a brief self-test, and then you'll hear a tone. If you don't hear the tone, make sure the outlet is working and the power is switched on.



**5. Plug the short cable from the Wall Module into a modular wall jack for a standard analog phone line.**

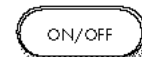
Your telephone system administrator or service technician can help you identify a standard analog phone line. A standard analog line supports fax machines, answering machines, modems, and most single-line telephones.

**6. Place the SoundStation Premier console on a flat, stable surface in the center of the room. Position the two extended hypercardioid microphones for best coverage. See examples below.**



**7. Press the "On/Off" button to hear a dial tone.**

If you don't hear a dial tone, you may not be connected to an analog telephone line.





## USING THE SOUNDSTATION PREMIER WITH TWO EXTENDED HYPERCARDIOID MICROPHONES

### To place a call:

Press **ON/OFF** to turn the SoundStation Premier console on, and dial the number.

## USING THE SOUNDSTATION PREMIER

### To program and retrieve the conference phone's phone number

When power is first applied to the phone, the display will read **ENTER PHONE #**. Type in the phone number with area code use the \* key to enter a space. When finished, press the **FLASH** key.

To retrieve the phone number at any time during a phone call, press **SHIFT**, then press the **FLASH** key. The phone number will be displayed for 10 seconds, then return to its previous mode.



### To adjust the phone's ringer volume

When the phone is off, press **SHIFT**, then press  $\ominus$  **VOL** or **VOL**  $\oplus$ . There are four options: **OFF**, **LOW**, **MID**, **HIGH**, and the levels will be heard after each key press. After 5 seconds, the phone will return to its previous mode.



### To use tone dialing or pulse dialing

When the phone is off, press **SHIFT**, then press **REDIAL**. The display will read either **TONE DIALING**, or if **REDIAL** is depressed again, **PULSE DIALING**. The display will return to your phone number after 5 seconds.

*NOTE: Toggle between **TONE** or **PULSE** by depressing the **REDIAL** key only.*



To access digital services, such as voice mail, where only pulse dialing is available, SoundStation Premier can provide temporary tone dialing. When the phone is **ON**, press **SHIFT**, then press **REDIAL**. The display must read **TONE DIALING** for this feature to be activated. Once the phone is hung up, dialing will revert to its previous mode.

*NOTE: Changing the type of dialing used when a call is in progress in only temporary.*



### To place or answer a phone call.

Press **ON/OFF** to turn the unit on and dial the number. The display will go blank, then show each number as it is being dialed.

*NOTE: If caller ID is not available, there will be no time of day clock.*



For incoming calls and when caller identification is activated, the display will show the caller's phone number. The time of day clock will be initiated once a call is made to the phone. Once the call is connected, a clock will appear on the display showing how long the call has been in progress.

### To adjust tone volume and speaker volume

When the phone is on and dial tone is heard, adjustment of the dial tone volume can be made by pressing **VOL** or **VOL** .

*NOTE: There are 32 volume levels for both dial tone and speaker volume.*

*NOTE: The volume levels for dial tone and speaker are stored independently in the phone's memory.*



The display will show: **TONE VOL IIIII II**. After 5 seconds, the display will revert to its previous mode.

Once a call is connected, the speaker volume can be made louder by pressing **VOL**  $\oplus$  or softer by pressing  $\ominus$  **VOL**. The display will show **SPKR VOL IIIII II**. After 5 seconds, the display will revert to its previous mode.

### To place the call on hold or mute

At any time during a phone call, press **SHIFT**, then press **MUTE** on the main keypad to place a call on **HOLD**, or simply press **HOLD** on the remote keypad. This shuts off the speaker and all microphones. The display will show **HOLD** and all LEDs begin blinking red.



To take the phone off **HOLD** press only the **MUTE** key on the main keypad or **HOLD** on the remote keypad. To shut off the microphones while keeping the speaker on, simply press **MUTE**.



The display will show **MUTE** and the LED's will turn from green to red. To take the phone off **MUTE**, press **MUTE** on either keypad.

### To redial the last phone number called

Press the redial key. The display on the main keypad shows the last phone number which you have called or attempted to call.

*NOTE: The ON/OFF key does not have to be pressed for REDIAL to operate.*



### To make a 3-way conference call or to transfer a call to another extension (if enabled on your telephone system)

Once a call is in progress, press the **FLASH** key.

A second dial tone will be heard and the display will read **FLASH**. To transfer the call, dial the extension and hang up the phone by pressing **ON/OFF**. To make a 3-way conference call, dial the second phone number. Once connected, press **FLASH** again, the two other parties will now be connected.

*NOTE: To hold a conference call with more than three parties, a conference call service provider (such as ConferTech, AT&T, MCI and Sprint) is required, or contact your telecom manager.*



### To program and use One-Touch dialing

*NOTE: The main keypad does not enable One-Touch dialing.*

When the phone is off, up to six phone numbers can be stored from the remote keypad.

To program One-Touch dialing phone numbers, press **PROG**. If the SoundStation Premier is connected to a PBX, press either 8 or 9, then press **PAUSE** (this inserts a two second delay so the PBX can access an outside line). Next, type in the desired phone number, then press **STORE**, and finally press the desired location to store this phone number, 1-6. On the reverse side of the remote keypad, there is a place to record these phone numbers.

To use 1-Touch dialing, simply press any of the six stored phone number locations. There is no need to press **ON/OFF**.

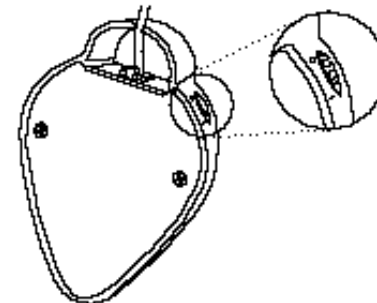
*NOTE: If no PBX exists, PAUSE is not required.*

To mute all microphones, press **MUTE**:



To resume two-way communications, press **MUTE** again. The blinking red LED will return to green.

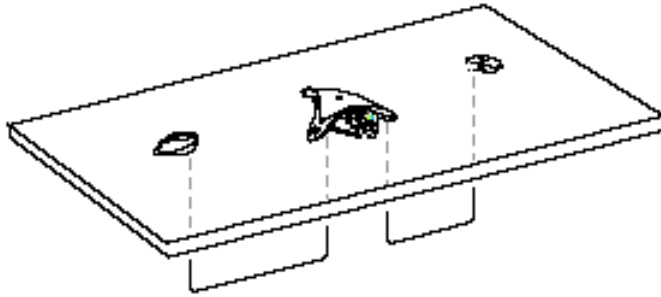
A local **MUTE** button is located on each of the extended microphones:



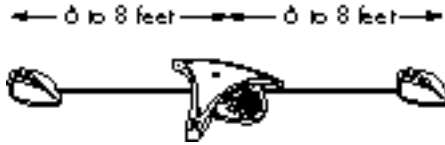
By switching to the **O** position, the LED **MUTE** light will turn red and only this microphone will be shut off. Switching to the **1** position will turn the microphone back on.

## PERMANENT INSTALLATION

To hide:



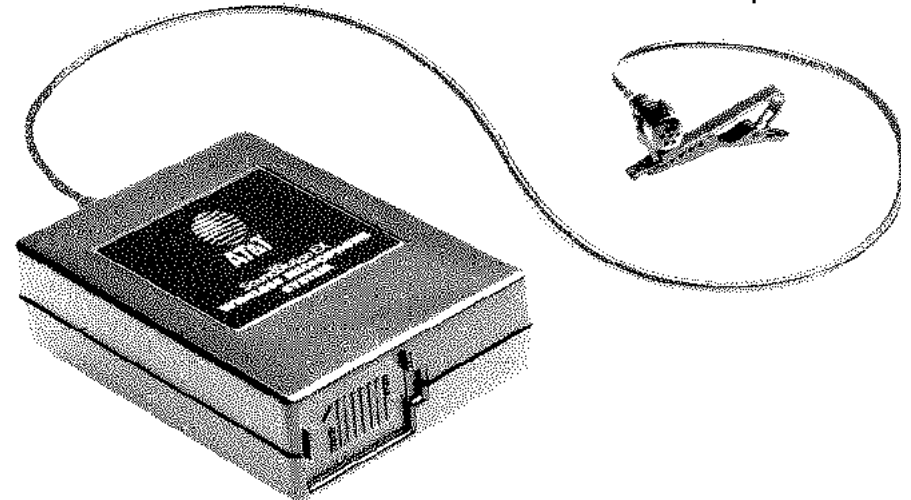
1. Locate microphones 6 to 8 feet from the SoundStation Premier console.



2. Drill holes in table to accommodate for thickness of cord. For the extended microphone, drill a 1/2" hole. For the SoundStation Premier console, drill a 5/8" hole.
3. Route cables through holes under table.

## Lavalier Wireless Microphone System

### Chapter 3

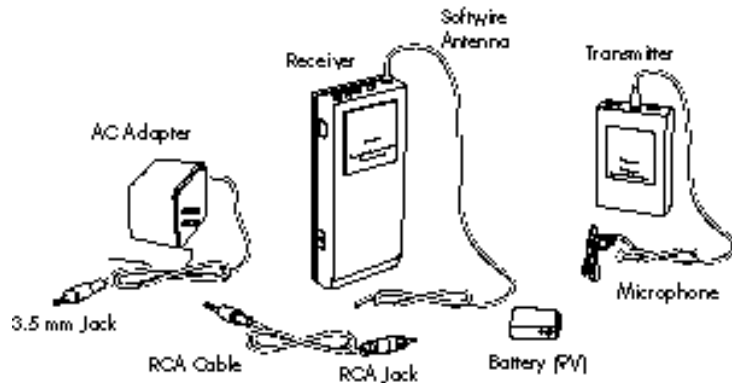


## INTRODUCTION

Thank you for choosing the SoundStation Wireless Microphone System. This system operates on a long-range, interference-free VHF high band frequency. It also utilizes a patented companding noise reduction system for excellent dynamic range (120 dB) and hiss-free performance.

## CHECKLIST OF PARTS

Your SoundStation Wireless Microphone System includes the following items:



If any of the above parts are missing, please contact your Polycom representative or your Polycom authorized dealer.

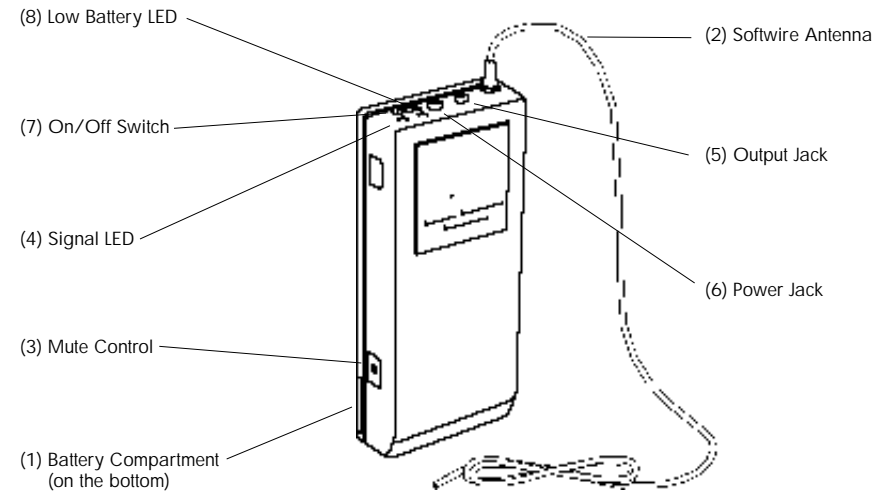
## TO ENSURE BETTER PERFORMANCE

- ▼ Position microphone six inches from mouth.
- ▼ Check battery condition indicator before using.
- ▼ Fully extend softwire antenna.

## THE SOUNDSTATION WIRELESS RECEIVER

The wireless receiver is powered by the included AC adapter. As an option, the receiver can be powered by a 9 V battery (not included). LED lights indicate low battery and received signal. Controls include an **ON/OFF** switch and a **MUTE** adjustment. Audio output and AC adapter connectors are 3.5 mm jacks. An attached softwire antenna extends from the top of the receiver.

The standard SoundStation Wireless Microphone System operates on a frequency of 171.905 MHz. Multiple systems operating in close proximity must operate on different frequencies to avoid crosstalk, however, systems using an alternate operating frequency of 203.4 MHz are available. Please contact your Polycom representative or Polycom's authorized dealer if you need an alternate system.



## Powering the Receiver

Plug the AC adapter jack into the "Power" Jack (6) on top of the receiver, then plug the adapter into a 110V AC socket. For battery operation, slide the battery cover on the receiver to the right and place a fresh 9V battery in the Battery Compartment (1), observing the correct polarity. Although a fresh alkaline battery can last up to eight hours in the receiver, in order to ensure optimum performance it is recommended that the battery be replaced after five hours of use. Turn the receiver on by sliding the **ON/OFF** Switch (7) to the left. The "Low Battery" LED (8) will flash briefly, indicating adequate battery strength. If the "Low Battery" LED (8) lights during use, replace the battery.

## Antenna

When the system is in use, the "Softwire Antenna" (2) on the receiver should be fully extended to obtain maximum range.

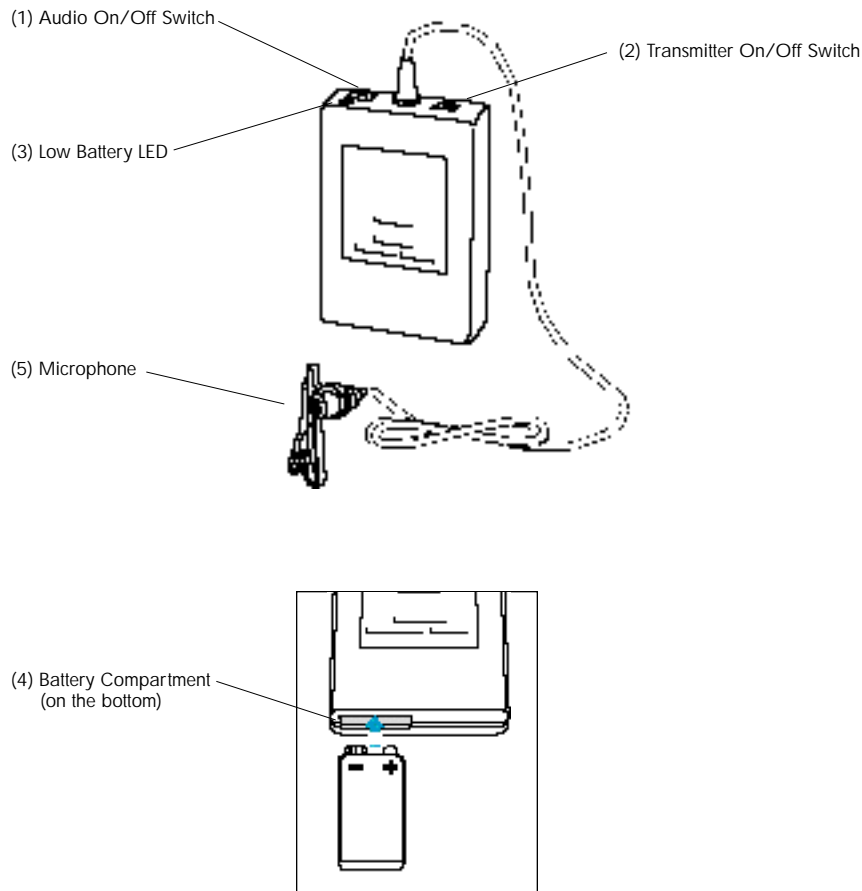
## Connecting Audio Output

Using the RCA cable provided, connect the 3.5 mm jack to the "Output" Jack (5) on the receiver. Connect the RCA jack to the AUX connector on the Wall Module.

Transmitter Operation

Slide the transmitter's battery cover open and place the included 9V battery into the Battery Compartment (4), observing the correct polarity. Turn on the transmitter by pushing the Transmitter **ON/OFF** Switch (2) to the **ON** position. The "Low Battery" LED (3) will give a single quick flash. In the case of a dead or low battery, the LED will not go on at all or will stay on continuously, indicating a battery voltage below 7V. If this occurs, replace with a fresh 9V battery. To preserve battery strength, turn the transmitter off when not in use.

With the transmitter **ON/OFF** Switch (2) switched to **ON**, clip the transmitter to a belt or place in a pocket. Attach the Microphone (5) at chest level. Do not place too close to mouth — a distance of six inches works best. When ready to speak, turn on the microphone by pushing the Audio **ON/OFF** Switch (1) to the **ON** position.



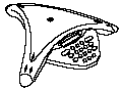
# THE SOUNDSTATION Premier Full Duplex Conference

## Specifications

<b>Audio Bandwidth</b>	200 to 3500 Hz
<b>Loudspeaker Volume</b>	89dB SPL
<b>Network Interface</b>	Two-wire RJ-11 analog PBX or Public Switched Telephone Network interface

## Power Requirements

### Console



Size:  
Weight:

### Power Supply/ Telephone Interface



#### Wall Module

Power: 90-130VAC, 50/60 Hz, 30W  
Dimensions:  
Cable Length: 25' to console, 10' to telephone wall jack  
Weight:  
Auxiliary Input/Output (auto-sensing) RCA Jack  
Output: Line level to tape recorder



#### Universal Module

Power: 200-260VAC, 50/60 Hz, 25W  
Dimensions:  
Cable Length: 25' to console, 10' to telephone wall jack  
Weight:  
RCA Jack; Line level to tape recorder  
Output: Line level to tape recorder

### Environmental Requirements

Temperature:  
Humidity:

### Recommended Room Conditions

Reverberation time: <0.4 seconds  
Noise level: < 48 dBA

### Registration

UL, FCC, Canada

# THE SOUNDSTATION Premier Full Duplex Conference

## Extended Microphones



Dimensions:  
Weight:  
Cabling: Two-wire RJ9, 8 feet

## Remote Keypad

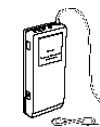


Dimensions:  
Weight:  
Batteries: 2, AAA Alkaline  
typical power \_\_\_\_\_

## Wireless Microphone System Specifications

### Overall System Performance

Frequency Response:	200 to 3400 Hz
Dynamic Range:	120 dB (max. SPL to A-weighted noise level)
Harmonic Distortion:	< 0.3%
RF Carrier Frequency:	171.905 MHz and 203.4 MHz
Frequency Stability:	±0.05%, crystal controlled
Modulation:	FM / ±15 KHz
Maximum Operating Range:	50 to 200 feet



### Wireless VHF Receiver

Controls:	Mute adjust
Audio output:	600 ohm unbalanced
Connectors:	Audio output; RCA jack. Power input; 3.5 mm jack
Indicators:	Low battery and transmitter "TX"
Mute:	Externally adjustable; 1µV preset minimum
Unwanted Signal Rejection:	60 dB image and spurious
Power Requirements:	Single 9 V alkaline, internal, or 9 V DC power adapter
FCC ID:	Registration # CKT 78E 151VR



## Wireless Microphone System Specifications (cont'd)



### Wireless Transmitter

Audio Input Impedance:	600 ohm electric condenser microphone, permanently attached
Controls:	Transmitter "On/Off", Audio "On/Off"
Indicators:	Low battery LED
Battery:	9 V alkaline
Battery Life:	8 hours
FCC:	Registration # BEK 9E3T20

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Polycom warrants you, the customer, that your system will be in good working order on the date Polycom or its authorized reseller delivers or installs the system, whichever is later ("Warranty Date"). If you notify Polycom or its Authorized Dealer within one year of the Warranty Date that your system is not in good working order, Polycom will without charge to you repair or replace, at its option, the system components that are not in good working order. Repair or replacement parts may be new or refurbished and will be provided on an exchange basis. If Polycom determines that your system cannot be repaired or replaced, Polycom will remove the system and, at your option, refund the purchase price of your system or apply the purchase price towards the purchase of another Polycom system. If you purchased your system directly from Polycom, Polycom will perform warranty repair in accordance with the terms and conditions of the specific type of Polycom maintenance coverage you selected. A written explanation of Polycom's types of maintenance coverage may be obtained from Polycom by calling 1 800 247-7000 (in the continental U.S. only). If you purchased your system from an Polycom Authorized Dealer, contact your reseller for the details of the maintenance plan applicable to your system.

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- ▼ Unauthorized use of common carrier communication services accessed through the system.
- ▼ Abuse, misuse, negligent acts or omissions of the customer and persons under the customer's control; or
- ▼ Acts of third parties and acts of God.

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