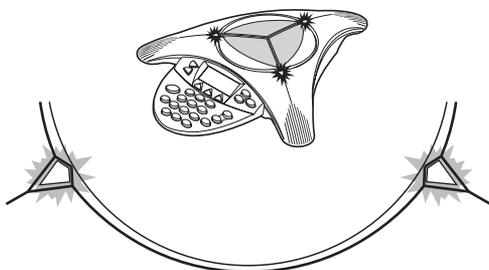


Features

LED Indicators

The LEDs located on the top of your SoundStation2W™ indicate the current status of your conference telephone:

- 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.

Mute

Toggle microphone on or off during a conversation.

Dial Pad

These 12 keys provide the 10 digits, the 2 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, as well as the display contrast.

Understanding the Display

Signal Strength - SP, signal strength indicator, (312) 555-1212, battery icon, 05:00

Information Area - SP DIAL | PH BOOK | REDIAL

Battery Life - 05:00

This Phone's Number - (312) 555-1212

Soft Key Functions - SP DIAL | PH BOOK | REDIAL

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

Using SoundStation2W™

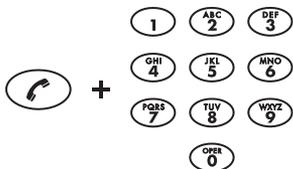
- ▶ For best performance, charge the console for a full charging cycle (4 hours for BASIC, 8 hours for EX) prior to first use.

Placing a Call

SoundStation2W™ allows you to place a call over an analog line or through an analog terminal adapter (ATA). Several methods are available to initiate a call.

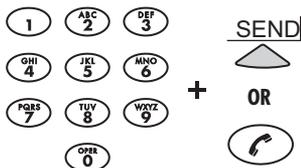
Direct Dial

1. To obtain dial tone, press the  key.
2. Dial the desired number.
 - ▶ To cancel the call, press the  key.



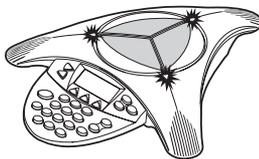
Indirect Dial

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 **** soft key.
 - ▶ Press the **CANCEL** soft key to cancel the call.



Answering a Call

Press the  key or any number key to answer an incoming call. Pressing the  button will override all other telephone activities. 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 tone if your phone system is setup to support Call Waiting.

- ▶ Press the Conference button  to answer the incoming call. This first call will be automatically placed on hold.
- ▶ Switch back and forth between calls using the conference button .

Ending a Call

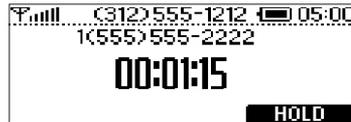
To end a call, press the  key.



Call Hold

When a call is on hold, you cannot hear your remote party, and they cannot hear you.

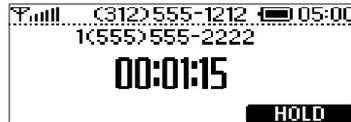
- ▶ To place a call on hold, press the **HOLD** soft key. The LEDs on the top of your SoundStation2W™ will blink red.
- ▶ To resume a call, press the **RE-SUME** soft key.



Call Mute

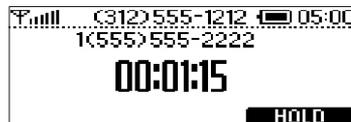
When a call is muted, you can hear the remote party, but they cannot hear you.

- ▶ To mute a call, press the mute button . The LEDs on the top of your SoundStation2W™ will glow red when your call is muted.
- ▶ To release mute, press the mute button again.



Call Timer

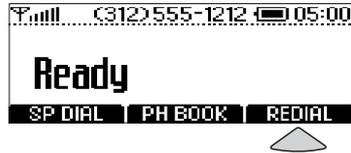
Call progress on an active call is monitored through a local call timer. This is visible within the active call window on the display.



Redial

SoundStation2W™ 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.



Speed Dial a Number

You can speed dial any entry in your Phone Book, in either of these ways:

Speed Dial Number First

1. Enter the 1- or 2-digit Speed Dial number.
2. Press the Phone button or the **SEND** soft key.

If a Speed Dial entry does not exist, a Not Assigned notice will appear. You can enter a new Speed Dial number or press the **CANCEL** soft key to leave the Speed Dial Menu.

Soft Key First

When the **SP DIAL** soft key is available:

1. Press the **SP DIAL** soft key.
2. Enter the 1- or 2-digit Speed Dial number (if you enter one digit, wait through the brief delay).

▶ For 1-digit numbers, you do not have to dial a leading 0. For example, for 02, you can also press 2.

▶ To create Phone Book entries and assign Speed Dial numbers, see "Adding an entry" on page 20.