




Polycom Conferencing Stations (Soundstation 2, 2W, VTX1000)

Departments that mainly use Siemens phones will use the Polycom Soundstation 2/2W or the VTX1000 to host conference calls with up to 7 other callers.

Placing a call

Press the Phone key  and then dial the desired number.

Dialing on-campus

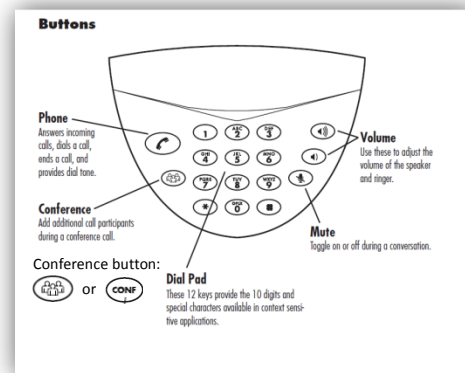
- **Main Campus: 2-xxxx or 3-xxxx** (2 or 3 and the last four digits)
- **Lake Nona: 6-xxxx** (6 and the last four digits)
- **Rosen College: 3-8xxx** (3, 8 and the last three digits)
- **Brevard Regional Campus: 50-xxxx** (5,0 and the last four digits)
- **UCF Downtown/FIEA: 5-xxxx** (5 and the last four digits)

Dialing off-campus

- Dial 9 then the number



Canceling a call

Press the Phone key .




Credit: <http://support.polycom.com/>


Creating a Conference Call

1. Dial the number of the first participant (or they may call in—only the first may call in, all subsequent callers will hear a busy signal).
2. When ready to add more participants, press the Conference button . The first call is automatically placed on hold.
3. Dial the number of the participant you wish to add.
4. When ready, press the Conference button  or JOIN soft key to join the new call to the conference call.
5. Repeat steps 2-3 to additional participants.

Answering a Call

Press the Phone  key or any number key to answer an incoming call.

Ending a Call

To end a call, press the Phone key .

This reference is a general overview for conference calls based on the information on the Polycom site. Please visit the Polycom site to learn more about your specific device:

- http://supportdocs.polycom.com/PolycomService/support/global/documents/support/user/products/voice/soundstation2w_user_admin_guide.pdf
- http://support.polycom.com/global/documents/support/user/products/voice/soundstation2_without_display_user_guide.pdf
- http://support.polycom.com/global/documents/support/user/products/voice/soundstation2_with_display_user_guide.pdf
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