Using the Audio Conferencing Unit

Introduction
The audio conferencing unit accommodates teleconferencing locally, or remotely for groups of 6 - 15 people in rooms as large as 15x20 feet. *If you need to place a long distance call, please make arrangements with Carol Fraser in IET 2383 in advance.*

What's in the bag
- Wall Module with short telephone cable
- Sound Station Cable with long cable

Audio Conference Enabled Rooms/Outlet numbers
Be sure your room is Audio conference enabled. These are the rooms where the Audio conferencing unit will work.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building/Room</th>
<th>Active Outlet Number</th>
<th>Audio conference phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surrey Building G</td>
<td>G 1140</td>
<td>G1S-1140-647</td>
<td>604-599-2370</td>
</tr>
<tr>
<td></td>
<td>G 1205A</td>
<td>G1N-1205-029</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G 1205B</td>
<td>G1N-1205A-007</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G 1205C</td>
<td>G1N-1205-072</td>
<td></td>
</tr>
<tr>
<td></td>
<td>G 2110</td>
<td>G2S-2110-789</td>
<td>604-599-2394 installed for Board meetings</td>
</tr>
<tr>
<td>Surrey Building B</td>
<td>B 106 meeting room</td>
<td>B-106-039</td>
<td>604-599-2370</td>
</tr>
<tr>
<td>Surrey Building C</td>
<td>C214 finance meeting room</td>
<td>C2-214-117</td>
<td>604-599-2394</td>
</tr>
<tr>
<td>Surrey Building D</td>
<td>D3416</td>
<td>3416–070</td>
<td>604-599-2370</td>
</tr>
<tr>
<td>Richmond</td>
<td>1420</td>
<td>1420-004</td>
<td>604-599-2715</td>
</tr>
<tr>
<td></td>
<td>2550A</td>
<td>2550AV5</td>
<td>604-599-2715</td>
</tr>
<tr>
<td></td>
<td>2550B</td>
<td>2550B-V20</td>
<td>604-599-2715</td>
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<tr>
<td>Langley</td>
<td>1055</td>
<td>1029-25</td>
<td>604-599-3206</td>
</tr>
<tr>
<td></td>
<td>1030</td>
<td>1030-V-39</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Auditorium</td>
<td>1270-137</td>
<td></td>
</tr>
<tr>
<td>Newton</td>
<td>N3-202A HR/Finance/IET Meeting room</td>
<td>N3-202A-61</td>
<td>604-599-2940</td>
</tr>
<tr>
<td></td>
<td>N3-206 HR/Finance/IET Meeting room</td>
<td>N3-206-83</td>
<td>604-599-2940</td>
</tr>
<tr>
<td>Cloverdale</td>
<td>Currently not available</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Connection

Step 1 Connect the Long Soundstation cable from the Wall Module, to the Soundstation unit.
Step 2 Thread the cable through the channels.
Step 3 Connect the Wall Module into an electrical outlet.
Step 4 Connect the short telephone cable from the Wall Module into an Audio conference enabled outlet. Consult the list of Audio Conference Enabled Rooms and Outlet numbers.
Step 5 Adjust the ringer volume switch on the bottom of the Soundstation unit.
Step 6 Place the Soundstation in the center of a table in the room.
Step 7 Press the ON/OFF button to hear the dial tone. Use the Volume + and - buttons on top of the unit to adjust the volume. If there is no dial tone, confirm that the outlet is audio conference enabled and call the IET helpdesk 2116.

Operation

To place a call
Press the ON/OFF to turn the SoundStation on and dial the number. If you need to place a long distance call, you’ll need your copitrack number. Dial 1+9+(Area code)+number. You’ll be prompted by the Telus automated operator to enter your six digit copitrack number.

To Answer a call
Press ON/OFF when the SoundStation rings

To Access Special features
Press FLASH button to access conference or to transfer. Call out maximum of 6 callers.

To Join the audio conference remotely
To join the teleconference remotely, participants need to call the Audioconference unit. Consult the table above for Audio conference unit phone numbers.

Microphone control
Press MUTE to prevent the other party from hearing the conversation. The microphone status light will blink red. Press Mute again to resume two-way communications.

To record the conversation
Connect an RCA cable to Aux IN on a cassette recorder. Connect the other end of the RCA type cable into the AUX OUT on the Wall Module.

Advanced Features/instructions
The Audio conference unit can be used in the videoconferencing rooms if the built-in audio system fails

Troubleshooting

No dial tone
Check for proper connections
Consult the Audio conference enabled rooms list to confirm active outlet.

Telephone does not ring
Adjust the ringer volume switch on the bottom of the SoundStation.

Short silences, echoes, or clipped sound
Do not move SoundStation while in use. At the beginning of the call, run a test allowing one person from each location to speak to enable the SoundStation to adapt to the environment.

Muffled or “in a well” reception
Speak directly into the unit so the microphone can pick-up your voice.
Background noise such as a computer may be picked up and heard. Try placing the call again, and keep background noise down.

Excessive noise
Telephone dialing or Flash not operating
Verify switches on the bottom of SoundStation are set correctly.
Call IET Helpdesk 2116 for Assistance.

Training

IET is responsible for training and troubleshooting the audio conferencing unit. If you would like to book a training session, please call the IET Helpdesk 2116 to setup an appointment.