

# AV INSTRUCTIONAL GUIDE

## *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.

Campus	Building/Room	Active Outlet Number	Audio conference phone number
Surrey Building G	G 1140	G1S-1140-647	604-599-2370
	G 1205A	G1N-1205-029	
	G 1205B	G1N-1205A-007	
	G 1205C	G1N-1205-072	
	G 2110	G2S-2110-789	604-599-2394 installed for Board meetings
Surrey Building B	B 106 meeting room	B-106-039	604-599-2370
Surrey Building C	C214 finance meeting room	C2-214-117	604-599-2394
Surrey Building D	D3416	3416-070	604-599-2370
Richmond	1420	1420-004	604-599-2715
	2550A	2550A-V5	604-599-2715
	2550B	2550B-V20	604-599-2715
Langley	1055	1029-25	604-599-3206
	1030	1030-V-39	
	Auditorium	1270-137	
Newton	N3-202A HR/Finance/IET Meeting room	N3-202A-61	604-599-2940
	N3-206 HR/Finance/IET Meeting room	N3-206-83	604-599-2940
Cloverdale	Currently not available		

## Connection

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- 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

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<i>To place a call</i>	Press the <i>ON/OFF</i> 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.
<i>To Answer a call</i>	Press <i>ON/OFF</i> when the SoundStation rings
<i>To Access Special features</i>	Press <i>FLASH</i> button to access conference or to transfer. Call out maximum of 6 callers.
<i>To Join the audio conference remotely</i>	To join the teleconference remotely, participants need to call the Audioconference unit. Consult the table above for Audio conference unit phone numbers.
<i>Microphone control</i>	Press <i>MUTE</i> to prevent the other party from hearing the conversation. The microphone status light will blink red. Press Mute again to resume two-way communications.
<i>To record the conversation</i>	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

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

## Troubleshooting

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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

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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.