

# SoundStation® IP 4000 Quick Start Guide

Thank you for choosing the SoundStation® IP 4000, a conference telephone that

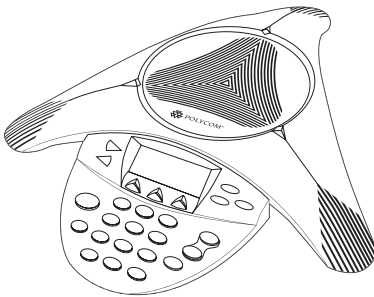
provides high quality audio conferencing over an IP network.

## Unpacking the SoundStation® IP 4000

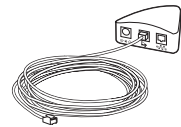
The following items are included in your SoundStation® IP 4000 package. Check the contents before installation to ensure that you have received each item.

If you are missing any items, contact your SoundStation® IP 4000 reseller.

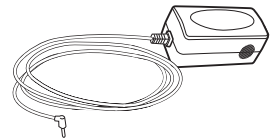
Polycom SoundStation IP 4000



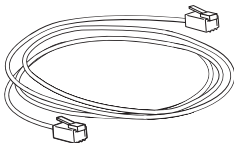
Power Interface Module



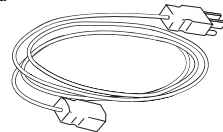
Power Adapter



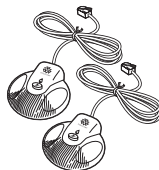
Network / Power Cable



Power Cord



Extension Microphones  
(optional)



Quick Start Guide



# Installation

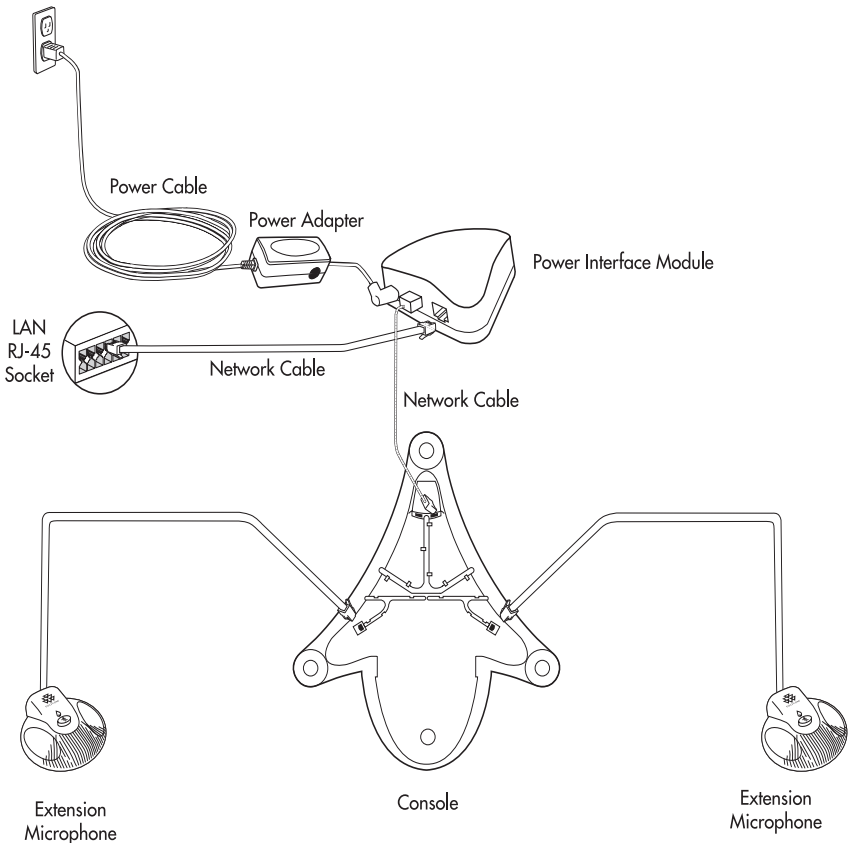
## Installing and Connecting to the Network

To install the SoundStation IP 4000 and connect it to the network, complete the following steps:

- 1 Place the SoundStation IP 4000 on a flat surface (such as a conference room table or desktop), with a power outlet and a data network port nearby.
- 2 Connect one end of the 6 ft. data cable to your data network port.

Connect the other end to the network (LAN) port on the Power Interface Module.

- 3 Connect the 25 ft. data cable to the RJ-45 port on the bottom of the SoundStation IP. (The other end of this cable is pre-plugged into the PIM.)
- 4 Connect the power adapter to the AC adapter port on the PIM.
- 5 Plug the other end into a standard electrical power outlet in the wall.



(Optional Accessory)

(Optional Accessory)

## SoundStation® IP 4000 Features

### Keys

#### Menu

Displays a menu of settings and options.

#### Scroll

Navigate up or down through displayed lists.

#### Exit

Exits from current screen to previous menu.

#### Select

Choose a menu item.

#### Soft Keys

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

#### Volume

Use these to adjust ringer and audio volume.

#### Phone

Originates and ends calls, answers incoming calls.

#### Mute

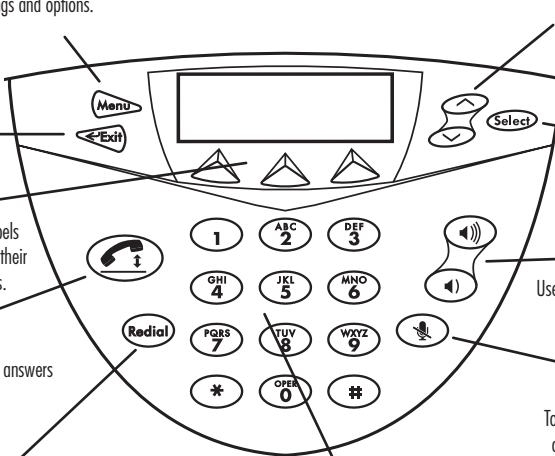
Toggle microphone on or off during a conversation.

#### Redial

Dials last dialed party.

#### Dial Pad

These 12 keys provide the 10 digits, the 26 alphabetical characters and special characters available in context-sensitive applications.



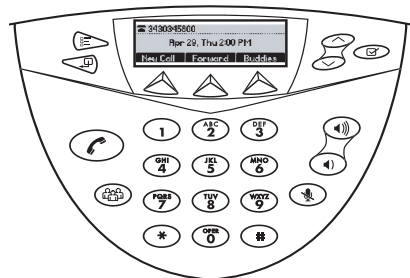
## SoundStation® IP 4000 Startup

After power is applied the SoundStation IP 4000 will go through an automatic start up sequence that typically takes 1-2 minutes to complete.

The display will typically step through the following :

- 1) Polycom Logo appears.
- 2) Welcome Screen & Countdown
- 3) Status : Network Configuration
- 4) Status : Application loading and execution
- 5) Status : Processing of Configuration data
- 6) Idle Screen

The SoundStation IP 4000 is ready to use once the Idle Screen appears.



# Warranty, Copyright, Safety Notices

**LIMITED WARRANTY.** Polycorn warrants to the end user ("Customer") that this product will be free from defects in workmanship and materials, under normal use and service, for one year from the date of purchase from Polycorn or its authorized reseller.

Polycorn's sole obligation under this express warranty shall be, at Polycorn's option and expense, to repair the defective product or part, deliver to Customer an equivalent product or part to replace the defective item, or if neither of the two foregoing options are reasonably available, Polycorn may, on its sole discretion, refund to Customer the purchase price paid for the defective product. All products that are replaced will become the property of Polycorn. Replacement products or parts may be new or reconditioned. Polycorn warrants any replaced or repaired product or part for ninety (90) days from shipment, or the remainder of the initial warranty period, whichever is longer.

Products returned to Polycorn must be sent prepaid and packaged appropriately for safe shipment, and it is recommended that they be insured or sent by a method that provides for tracking of the package. Responsibility for loss or damage does not transfer to Polycorn until the returned item is received by Polycorn. The repaired or replaced item will be shipped to Customer, at Polycorn's expense, not later than thirty (30) days after Polycorn receives the defective product, and Polycorn will retain risk of loss or damage until the item is delivered to Customer.

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- Unauthorized use of common carrier communication services accessed through the product.
- Abuse, misuse, negligent acts or omissions of Customer and persons under Customer's control; or
- Acts of third parties, acts of God, accident, fire, lightning, power surges or outages, or other hazards.

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**SAFETY AND REGULATORY INFORMATION.** This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- (1) This device may not cause harmful interference, and
- (2) This device must accept any interferences received, including interference that may cause undesired operation.

Note: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

This SoundStation® IP 4000 has been marked with the CE mark. This mark indicates compliance with EEC directives 89/336/EEC and 73/23/EEC. A full copy of the Declaration of Conformity can be obtained from Polycorn Ltd., 270 Bath Road, Slough, Berkshire, SL1 4DX, UK.

## Contact Information:

Please contact your Polycorn Authorized Reseller for assistance.

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In accordance with Part 15 of the FCC Rules, the user is cautioned that any changes or modifications not expressly approved by Polycorn, Inc. could void the user's authority to operate the equipment.

Installation must be performed in accordance with all relevant national wiring rules. L'installation doit être exécutée conformément à tous les règlements nationaux applicables au filage électrique.

The outlet to which this apparatus is connected must be installed near the equipment and must always be readily accessible.

La prise électrique à laquelle l'appareil est branché doit être installée près de l'équipement et doit toujours être facilement accessible.

This Class [B] digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe [B] sera conforme à la norme NMB-003 du Canada.

<http://www.polycom.com>

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