



# POLYCOM®

## 用户指南



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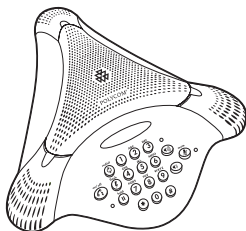
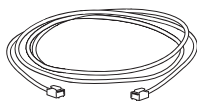
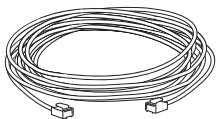
## 简介

感谢您选择使用 Polycom 的 VoiceStation™ 300。VoiceStation™ 300 使用 Polycom 独特的 Acoustic Clarity 技术, 为您的会议提供清晰的全双工双向语音通讯。此外, VoiceStation™ 300 会动态地适应室内环境, 以消除回音和时断时续的声音。三个内置麦克风可采集整个房间的声音, 因此您可以用自然的语调讲话, 与会者可以很轻松地听到。

在使用电话前, 请查阅本用户指南。保存本用户指南以供将来参考。

现在请完成您的 VoiceStation™ 300 注册卡并用邮件发送出去, 或在 [www.polycom.com](http://www.polycom.com) 上进行在线注册。

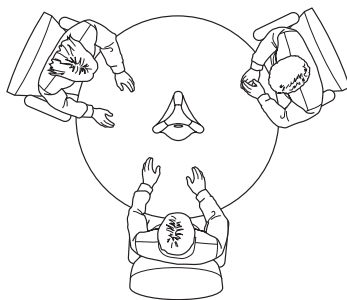
## 部件列表



注意: 有关详细信息, 请参阅快速入门指南

## 获得最佳性能

- ▶ 将 VoiceStation™ 300 放置在会议桌或办公桌的中央。
- ▶ 将 VoiceStation™ 300 放置在具有室内装饰物 (如地毯、窗帘以及吸音的墙壁和天花板) 的房间。
- ▶ 不要让纸张和其他物体靠近 VoiceStation™ 300。
- ▶ 用正常音量说话。
- ▶ 对着 VoiceStation™ 300 说话。



## 安装 VoiceStation™ 300

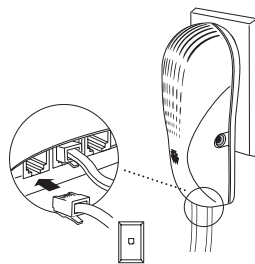
1. 将长控制台电缆的一端连接到电话的底部。



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2. 将电源插头插入附近的电源插座。

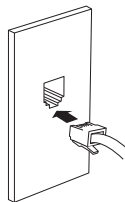
- 
3. 将长控制台电缆的另一端连接到电源的底部。VoiceStation™ 300 将运行一个简单的自测，然后您会听到测试音。如果您没有听到测试音，请确认插座正常工作且电源已打开。

- 
4. 将短电话电缆连接到电源。系统管理员可以帮助您识别标准的模拟电话线。



- 
5. 将短电话电缆的另一端连接到为标准模拟电话线接线的插孔。

- ▶ 请勿将 VoiceStation™ 300 连接到数字电话网中。这样做可能会损坏话机。



6. 将 VoiceStation™ 300 放置在房间中央的一个平稳桌面上,按“提高音量”和“降低音量”按钮来调整振铃。



▶ 振铃具有三种模式：高、低和关闭。响铃在您按“音量”按钮时发出声音以指示当前状态。



- ▶ 当 On/Off 指示灯亮起时，“音量”按钮控制扬声器的音量。
- ▶ 当 On/Off 指示灯熄灭时，“音量”按钮控制响铃的音量。

7. 按 On/Off 按钮可获取拨号音。



▶ 如果您没有听到拨号音，您可能未连接到模拟电话线。要获得相关帮助，请与系统管理员联系。

## 使用 VoiceStation™ 300

### 数字键盘



### 拨叫号码

示例：



## 应答呼叫



在 VoiceStation™ 300 振铃时按该按钮。

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## 调整扬声器音量



正在进行呼叫时，按“提高音量”或“降低音量”按钮可调整音量。

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## 将麦克风静音



按 Mute（静音）按钮可关闭麦克风并防止对方听到您的谈话。麦克风旁边的红色指示灯将亮起。扬声器仍处于活动状态，您可以听到对方的声音。再次按 Mute（静音）按钮即可继续进行双向通讯。红色指示灯将熄灭。

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## 保持呼叫



要保持呼叫，请按 Hold（保持）按钮。麦克风旁边的红色指示灯将闪烁。再次按 Hold（保持）按钮即可继续进行双向通讯。红色指示灯将熄灭。

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## 特殊功能



电话系统可能会提供一些特殊功能，例如呼叫等待、会议或转移，按“特殊功能”键即可使用这些功能。有关电话系统可以使用的特殊功能的详细信息，请与系统管理员联系。

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## 结束呼叫



按 On/Off 按钮结束呼叫。

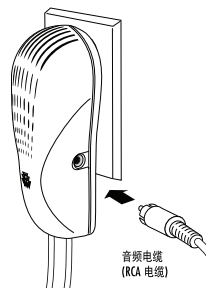
重拨



按 Redial 按钮。

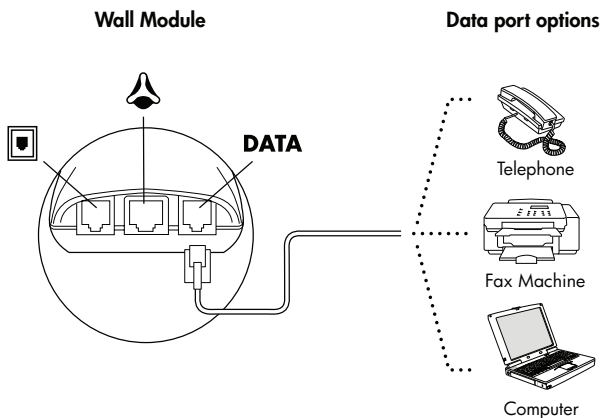
### 录制对话

将具有 RCA 类型连接器的电缆的一端插入电源上的 Aux 插孔。将该电缆的另一端插入磁带录音机的 Aux 插孔。



### 私人对话

将电话插入 VoiceStation 300 墙壁模块上的数据端口。按 Hold 按钮保持呼叫，然后拿起连接到数据端口的电话的接收器。您还可以将传真机或计算机调制解调器连接到数据端口。



## 维护

使用柔软的干布清洁 VoiceStation™ 300。  
请不要使用含酒精或石油成分的清洁剂。

## 疑难解答

### 无拨号音

- ▶ 检查所有的连接是否都正确且牢固。
- ▶ 确保短电缆连接到了标准模拟电话线。
- ▶ 尝试使用另一条电话线。

### 电话无法振铃

- ▶ 使用“提高音量”按钮调整振铃。

### 短暂的无声、回声或者声音时断时续

- ▶ 不要在使用过程中移动 VoiceStation™ 300。
- ▶ 不要在通话中用手触摸电话。
- ▶ 不要让纸张、杯子、咖啡壶和其他物体靠近电话。
- ▶ 在呼叫开始时, 让每个扬声器轮流使用一段时间, 使电话的电子器件适应音响环境。
- ▶ 对方可能在使用低质量的设备或半双工的会议桥, 在这种情况下, 此问题无法解决。

### 话音模糊或有回音

- ▶ 请靠近电话讲话, 以便麦克风能够更加准确地采集到您的讲话。
- ▶ 可提高室内的吸音效果。

### 噪音过多

- ▶ 嘈杂的设备 (如计算机或风扇) 可能使您很难听到对方的声音。双方都应关闭嘈杂的设备。
- ▶ 再次尝试呼叫, 查看其他线路提供的连接是否更佳。

### 机械损坏

- ▶ 如果机械损坏过重, 以至露出内部部件, 请立即断开 VoiceStation™ 300 的连接。
- ▶ 在 VoiceStation™ 300 修好之后才可重新连接网络。



## Polycom 有限担保

Polycom 向最终用户保证，系统将在 Polycom 或其授权分销商交付或安装系统（两者中取时间较晚者）之日后的一段时间内（保修日期）保持良好的工作状态。如果您在保修日期的一年之内通知 Polycom 或其授权经销商系统工作不正常，则 Polycom 将免费修理或更换（由 Polycom 决定）出现故障的系统组件。修理或更换部件可能是新的或经过翻新的，并且提供的同时要求取回已损坏的部件。如果 Polycom 确定您的系统无法修理或更换，则 Polycom 将收回系统，并按照您购买系统时的价格退款，或者按照同样的购买价格向您提供另一个 Polycom 系统（由您选择）。Polycom 维修范围的摘要可以通过拨打 1.800.451.0995（仅限美国大陆）向 Polycom 索取。如果您的系统是从 Polycom 授权经销商那里购买的，请与经销商联系，以索取适合您系统的维修计划的详细资料。此 Polycom 有限担保

涵盖电涌对系统造成的损坏。对于因下列原因所引起的损坏，Polycom 将不承担此有限担保所述之责任：

- ▶ 未能遵守 Polycom 的安装、操作或维护说明。
- ▶ 未经批准擅自修改、移动或变更系统。
- ▶ 未经批准擅自使用通过此系统访问的通用电信公司通信服务。
- ▶ 客户或客户所管辖的人员滥用、误用系统或者在操作系统的过程中疏忽大意；或者
- ▶ 第三方行为和不可抗力。

上面规定的 Polycom 维修、更换或退款义务是您唯一的补救措施。除非上面明确规定，否则，Polycom 及其分支机构、供应商和经销商不做任何明示或暗示的担保，并明确声明不对适用性或特定用途的适用性做任何担保。

## 责任限制

Polycom 及其分支机构和供应商对于因任何原因（包括第三方的行为或疏忽）而导致的任何赔偿、损失、损坏或费用所承担的责任不应超过以下范围（无论采用的是何种诉讼形式：合同、侵权行为或其他形式）：(1) 被证明是直接损坏；或 (2) 导致赔偿设备的维修成本、更换成本、许可费、年租金或购买价格（可能的情况）。在任何情况下，Polycom 及其分支机构和供应商将不负责任未遵守设备的使用方法而引起的任何连带、特殊、信任、因果或间

接损失或损坏。在此处，存在因果关系的损坏包括但不限于以下情况：利润损失、收益损失，以及由于未授权使用通过设备访问（或连接到设备）的通用电信公司电信服务或设施而导致的损失（或此类使用的费用）。对于因 Polycom 的疏忽而导致的人身伤害，Polycom 承担的责任将限于已证实的伤害。可能在提起诉讼的二十四 (24) 个多月后，也不会开始执行 Polycom 及其分支机构或供应商的诉讼程序。

此处规定了与设备相关的任何赔偿、损失、损坏或费用的唯一补救措施，无论设备的根本功能是否出现故障均按此规定处理。

## 版权所有

保留国际和泛美版权公约下的所有权利。未经 Polycom, Inc. 书面许可，不得以任何方式或通过任何手段对本手册内容的任何部分进行完全或部分复制或传输，或者将其翻译为其他语言或转换为其他格式。本产品所含软件受美国版权法和国际条约规定的保护。Polycom, Inc. 保留对本产品所含软件全部专有权利的产权和所有权。您不得自己（也不得允许任何第三

方进行）反编译、反汇编或其他反向工程或试图通过任何方式重建或发现该软件的源代码、基础思想或算法。不得删除（或允许第三方删除）任何产品标识、版权或其他声明。Polycom® 及徽标设计是注册商标，VoiceStation™ 100 和 Acoustic Clarity Technology™ 是 Polycom, Inc. 在美国和多个国家的商标。

## FCC Rules

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 interference 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 in a residential installation. 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. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference

to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- ▼ Reorient or relocate the receiving antenna.
- ▼ Increase the separation between the equipment and receiver.
- ▼ Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- ▼ Consult the dealer or an experienced radio/TV technician for help.

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

## Canadian Department of Communications Notice

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

Cet appareil numérique de la classe [B] est conforme à la norme N M B-003 du Canada.

## Ring Equivalency Number (REN)

The REN is used to determine the quantity of devices that may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming

call. Typically the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line (as determined by the total RENs) contact the local telephone company.

## Automatic Dialing

WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call.

2. Perform such activities in the off-peak hours, such as early morning or late evening.

## Telephone Company Connector

A FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network

or premises wiring using a compatible modular jack that is Part 68 complaint. See the rest of these installation instructions for details.

## Canadian Telephone Company Requirements

NOTICE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations. Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together.

This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.”

“NOTICE: The Ringer Equivalence Number (REN) assigned to each relevant terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.”

The term “IC:” before the certification/ registration number dignifies only that the Industry Canada technical specifications were met.

## Exhibit J - Customer Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the exterior of the cabinet of this equipment is a label that contains, among other information, a product identifier in the format US: 2HWTE09BVOICEST. If requested, this

number must be provided to the telephone company.

- FCC Registration Number:  
US: 2HWTE09BVOICEST
- Ringer Equivalence Number (REN):  
0.9B

- Facility Interface Code (FIC): 02LS2
- Service Order Code (SOC): 6.0Y
- USOC Jack Type: RJ11C

If this equipment VoiceStation™ 300 causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes to its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the telephone company will

provide advance notice so you can make the necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment VoiceStation™ 300, for repair or warranty information, please contact Polycom Inc.: 1-888-248-4143; 1-408-474-2067 Option 1; 4750 Willow Road, Pleasanton, CA 94588-2708, USA; or <http://www.polycom.com>. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

Connection to party line service is subject to state tariffs. (Contact the state public utility commission, public service commission or corporate commission for information.)

Portions of the software contained in this product are Copyright © 1995 - 2003, SPIRIT.

## CE Mark R & TTE Directive (EU Only)

This VoiceStation™ 300 has been marked with the CE mark. This mark indicates compliance with EEC Directives 89/336/EEC, 73/23/EEC1999/5/EC. A full copy of the Declaration of Conformity can be obtained from Polycom Ltd., 270 Bath Road, Slough, Berkshire, SL1 4DX, UK.

Polycom Ltd. tímto prohlašuje, že tento VoiceStation™ 300 je ve shodě se základními požadavky a dalšími příslušnými ustanoveními směrnice 1999/5/ES.

Undertegnede Polycom Ltd. erklærer herved, at følgende udstyr VoiceStation™ 300 overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF.

Hiermit erklärt Polycom Ltd., dass sich das Gerät VoiceStation™ 300 in Übereinstimmung mit den grundlegenden Anforderungen und den übrigen einschlägigen Bestimmungen der Richtlinie 1999/5/EG befindet.

Käesolevaga kinnitab Polycom Ltd. seadme VoiceStation™ 300 vastavust direktiivi 1999/5/EÜ põhinõuetele ja nimetatud direktiivist tulenevatele teistele asjakohastele sätetele.

Hereby, Polycom Ltd., declares that this VoiceStation™ 300 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

Por medio de la presente Polycom Ltd. declara que el VoiceStation™ 300 cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.

ΜΕ ΤΗΝ ΠΑΡΟΥΣΑ Polycom Ltd. ΔΗΛΩΝΕΙ ΟΤΙ VoiceStation™ 300 ΣΥΜΜΟΡΦΩΝΕΤΑΙ ΠΡΟΣ ΤΙΣ ΟΥΣΙΩΔΕΙΣ ΑΠΑΙΤΗΣΕΙΣ ΚΑΙ ΤΙΣ ΛΟΙΠΕΣ ΣΧΕΤΙΚΕΣ ΔΙΑΤΑΞΕΙΣ ΤΗΣ ΟΔΗΓΙΑΣ 1999/5/ΕΚ.

Par la présente Polycom Ltd. déclare que l'appareil VoiceStation™ 300 est conforme aux exigences essentielles et aux autres dispositions pertinentes de la directive 1999/5/CE.

Con la presente Polycom Ltd. dichiara che questo VoiceStation™ 300 è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.

Ar šo Polycom Ltd. deklarē, ka VoiceStation™ 300 atbilst Direktīvas 1999/5/EK būtiskajām prasībām un citiem ar to saistītajiem noteikumiem.

Šiuo Polycom Ltd. deklaruoja, kad šis VoiceStation™ 300 atitinka esminius reikalavimus ir kitas 1999/5/EB Direktyvos nuostatas.

Hierbij verklaart Polycom Ltd. dat het toestel VoiceStation™ 300 in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.

Hawnhekk, Polycom Ltd., jiddikjara li dan VoiceStation™ 300 jikkonforma mal-htigijiet essenzjali u ma provvedimenti oħrajn relevanti li hemm fid-Direttiva 1999/5/EC.

Alulírott, Polycom Ltd. nyilatkozom, hogy a VoiceStation™ 300 megfelel a vonatkozó alapvető követelményeknek és az 1999/5/EC irányelv egyéb előírásainak.

Niniejszym Polycom Ltd. oświadcza, że VoiceStation™ 300 jest zgodne z zasadniczymi wymaganiami oraz innymi stosownymi postanowieniami Dyrektywy 1999/5/WE

Polycom Ltd. declara que este VoiceStation™ 300 está conforme com os requisitos essenciais e outras disposições da Directiva 1999/5/CE.

Polycom Ltd. tímto vyhlasuje, že VoiceStation™ 300 splňa základné požiadavky a všetky príslušné ustanovenia Smernice 1999/5/ES.

Polycom Ltd. vakuuttaa täten että VoiceStation™ 300 tyyppinen laite on direktiivin 1999/5/EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.

Härmed intygar Polycom Ltd. att denna VoiceStation™ 300 står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.

Hér með lýsir Polycom Ltd. yfir því að VoiceStation™ 300 er í samræmi við grunnkröfur og aðrar kröfur, sem gerðar eru í tilskipun 1999/5/EC

Polycom Ltd. erklærer herved at utstyret VoiceStation™ 300 er i samsvar med de grunnleggende krav og øvrige relevante krav i direktiv 1999/5/EF.



美国的技术服务:

电话: 408-526-9000 因特网: <http://www.polycom.com>

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