



## Polycom® SoundStation Duo™ Conference Phone

### Quick User Guide

- About Your Phone
- Using Your Phone
- Basic Phone Features
- Customizing Your Phone

For detailed information, see the User Guide for the Polycom SoundStation Duo Conference Phone, available from the [SoundStation Duo Support Web page](#).

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## ABOUT YOUR PHONE

### Overview

Your Polycom SoundStation Duo conference phone is a dual-mode conference phone. This means it can operate in the following modes:

- **PSTN mode**—In this mode, the phone is connected to a standard (analog) phone jack so calls can be made using the Public Switched Telephone Network (PSTN).
- **SIP mode**—In this mode, the phone is connected to a Session Initiation Protocol (SIP) server so calls can be made over Internet Protocol (IP) networks. In SIP mode, phones can use advanced features such as messaging, forwarding, and transferring.

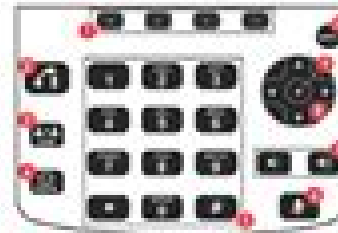
Your phone may be set up to operate in either mode, if your phone is connected to both an analog phone jack and the network, your phone may be able to switch between modes.

The mode your phone operates in determines which features are available on your phone.

#### Note:

Certain phone features are set up by your system administrator or determined by your phone environment. As a result, some features may not be available or may operate differently on your phone. Unless otherwise noted, this guide contains generic information for using your phone in either SIP or PSTN mode. For specific information on using your phone in each mode, see the User Guide.

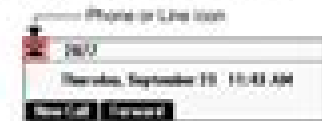
## Keypad



1	Press one of these keys to access a soft key on the screen.
2	Press the <b>Call</b> key to place and answer calls.
3	Press the <b>Conference</b> key to set up a conference with you, the person you are talking with, and another party.
4	Press the <b>Redial</b> key to automatically dial the last call you placed.
5	Press the <b>Display</b> keys to enter information.
6	Press the <b>Mute</b> key so no one can hear you, but you can hear everyone else.
7	Press the <b>Volume Up</b> or <b>Down</b> key to raise or lower the volume of the finger or speakerphone.
8	Press the <b>Arrow</b> keys to scroll through lists and fields.
9	Press the <b>Select</b> key to select and enable/disable items.
10	Press the <b>Menu</b> key to view the Main Menu.

## Phone Icons

A Phone or Line icon displays on the top-left of the phone screen to indicate line or call status, as shown next.



The Phone or Line icon may display one of the following icons:

	Active call that uses Polycom® HD Voice™ technology
	Active call that does not use Polycom HD Voice
	Conference call taking place
	Dialing in progress
	Do Not Disturb enabled (SIP mode only)
	Forwarding enabled (SIP mode only)
	Hold call
	Hold call on a shared line (SIP mode only)
	Messages waiting (SIP mode only)
	Registered line (SIP mode) or Connected line (PSTN mode)
	Registered shared line (SIP mode only)
	Phone is ringing
	Unregistered line (SIP mode) or Unconnected line (PSTN mode)

# Polycom Soundstation 2 User Guide Manual

**Mark Wilcynski**



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### **Table of Contents Polycom Soundstation 2 User Guide Manual**

1. Understanding the eBook Polycom Soundstation 2 User Guide Manual
  - The Rise of Digital Reading Polycom Soundstation 2 User Guide Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Soundstation 2 User Guide Manual
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in a Polycom Soundstation 2 User Guide Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Soundstation 2 User Guide Manual
  - Personalized Recommendations
  - Polycom Soundstation 2 User Guide Manual User Reviews and Ratings

- Polycom Soundstation 2 User Guide Manual and Bestseller Lists
- 5. Accessing Polycom Soundstation 2 User Guide Manual Free and Paid eBooks
  - Polycom Soundstation 2 User Guide Manual Public Domain eBooks
  - Polycom Soundstation 2 User Guide Manual eBook Subscription Services
  - Polycom Soundstation 2 User Guide Manual Budget-Friendly Options
- 6. Navigating Polycom Soundstation 2 User Guide Manual eBook Formats
  - ePub, PDF, MOBI, and More
  - Polycom Soundstation 2 User Guide Manual Compatibility with Devices
  - Polycom Soundstation 2 User Guide Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom Soundstation 2 User Guide Manual
  - Highlighting and Note-Taking Polycom Soundstation 2 User Guide Manual
  - Interactive Elements Polycom Soundstation 2 User Guide Manual
- 8. Staying Engaged with Polycom Soundstation 2 User Guide Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom Soundstation 2 User Guide Manual
- 9. Balancing eBooks and Physical Books Polycom Soundstation 2 User Guide Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Polycom Soundstation 2 User Guide Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom Soundstation 2 User Guide Manual
  - Setting Reading Goals Polycom Soundstation 2 User Guide Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom Soundstation 2 User Guide Manual
  - Fact-Checking eBook Content of Polycom Soundstation 2 User Guide Manual
  - Distinguishing Credible Sources

13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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jul 25 2017 format the letter just like any other business letter it should have the company letter head the date it is written employee s name address reference and salutation start the body of the letter by informing the employee of the wrongdoing that has caused the disciplinary letter to be written give details of any other communication that

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