POLYCOM

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:

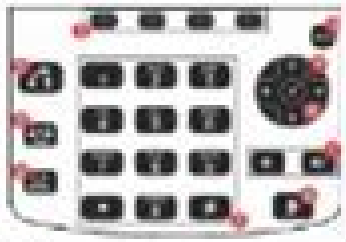
- **PSTN mode**—In this mode, the phone is connected to a standard (analog) phone jack so calls can be made using the Public Switched Telephone Network (PSTN).
- **SIP mode**—In this mode, the phone is connected to a Session Initiation Protocol (SIP) server so calls can be made over Internet Protocol (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 general 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*.

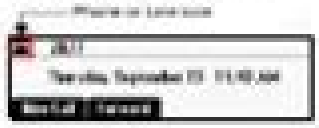
Keypad



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

HD	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)
	Held call
	Held 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)

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Jim Van Meggelen,Russell Bryant,Leif Madsen

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