



## 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.

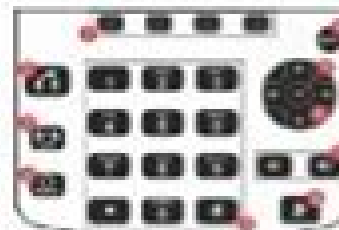
Your phone may be set up to operate in either mode. If your phone is connected to both an analog phone jack and the network, your phone may be able to switch between modes.

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.

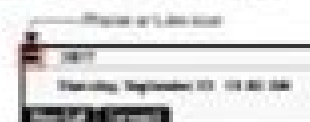
## Keypad



- 1 Press one of these keys to access a soft key on the screen.
- 2 Press the **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 **Keypad** key to automatically dial the last call you placed.
- 5 Press the **Display** key 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 ring 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 **Main 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:

|  |                                                              |
|--|--------------------------------------------------------------|
|  | 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)                   |
|  | Message 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 Duo User Guide

**Albert A Gayle**



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## **Table of Contents Polycom Soundstation Duo User Guide**

1. Understanding the eBook Polycom Soundstation Duo User Guide
  - The Rise of Digital Reading Polycom Soundstation Duo User Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Soundstation Duo User Guide
  - 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 an Polycom Soundstation Duo User Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Soundstation Duo User Guide
  - Personalized Recommendations
  - Polycom Soundstation Duo User Guide User Reviews and Ratings
  - Polycom Soundstation Duo User Guide and Bestseller Lists
5. Accessing Polycom Soundstation Duo User Guide Free and Paid eBooks
  - Polycom Soundstation Duo User Guide Public Domain eBooks
  - Polycom Soundstation Duo User Guide eBook Subscription Services
  - Polycom Soundstation Duo User Guide Budget-Friendly Options

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