



## 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.

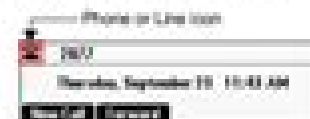
## Keypad



- 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 **Redial** key to automatically dial the last call you placed.
- 5 Press the **Display** 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 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 **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)                   |
|  | 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 2ex Manual

**Ying-Ying Zheng**



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delivers his commitments on time john has a great attitude towards his life career and success he takes personal accountability for everything he says and does and that is a fantastic trait to have

150 performance review examples and phrases for feedback - Aug 09 2022

oct 4 2023 150 useful performance review phrases below is a list of 150 performance review phrases and examples that you can use based on the position function or personality of the employee in question 1 teamwork here are 9 positive examples of performance review phrases for teamwork

**52 accountability self evaluation comments examples** - Oct 11 2022

was myself hold myself accountable for this outcome of my work samples to accountability self evaluation comments examples of positive comments i meet all in my deadlines and deliverables on time i took ownership of my mistakes and worked to correct them i communicated effectively about my colleagues the superiors

**52 accountability you evaluation comments examples** - Jun 19 2023

i was accountable since my actions and decisions and has steps to right either mistakes examples of comments that indicate need for improvement i struggle to meet some of my deadlines or deliverables on time i didn't communicate effectively at my colleagues and manager on multiple occasions

*52 accountability self evaluation comments examples* - Jul 08 2022

i was accountable for my actions and decisions real took staircase to correct any bugs examples of comments that indicate a need for improvement i fought to meet some of my deadlines and deliverables on time i didn't communicate effectively over