



## 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

#### Countries.

Your Polycom SoundStation Duo confenence phone is a dual-mode confenence phone. This means it can spende 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).
- SEP mode—in this mode, the phone is connected to a Session Initiation Protocol (SEP) server so calls can be made over inferred Protocol (IP) networks. In SEP mode, phones can use advanced features such as messaging, forwarding, and transferring.

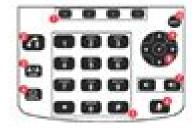
Your phone may be set up to operate in either mode. If your phone is connected to both an analog phone jack and the network, your phone may be able to switch between modes.

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

#### Market

Certain phone licatures are set up by your system administrator or determined by your phone environment. As a result, some heatures may not be available or may operate differently on your phone. Unless otherwise noted, this guide contains generic information for using your phone is either SIP or PSTN mode. For specific information on use ther Guide.

#### Keypad



- Press one of these keys to access a soft key on the screen.
- Prets the Call key to place and arrawer cafe.
- Press the Conference key to set up a conference with you, the personyou are taking with, and another parts.
- 4 Press the Redial key to automatically dial the last call you placed.
- Press the Dialpad keys to enter information
- 4 Press the Mute key so no one can hear you, but you can hear everyone stop.
- 7 Press the Volume Up or Down key to raise or lower the volume of the imper or speakerphone.
- Press the Arrow keys to scroll through lists and fields.
- Press the Select key to select and enable/disuble terms.
- 10 Press the Menu key to view the Main Monu.

#### Phone loons

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

Phone or Line ison.



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

| 0.000             |  |
|-------------------|--|
| ю                 | Active call that uses Polycom <sup>®</sup><br>HD Voice <sup>®</sup> technology |
| #                 | Active call that does not use<br>Polycom HD Vibios                             |
| V                 | Conference call taking place   |
| 40                | Dialing in progress  |
| X                 | Oro Not Disturb enabled<br>(SIP mode only)                                     |
| <b>32</b> .       | Forwarding enabled<br>(SIP mode only)  |
| ×                 | Held-call  |
| ×                 | med call on a shared line<br>(SIP mode only)                                   |
| (2)               | Measurges waiting<br>(SIP mode only)   |
| Ŧ                 | Registered line (SIP mode) or<br>Connected line (PSTN mode)                    |
| Z                 | Registered shared line<br>(SIP mode only)                                      |
| $\mathcal{J}^{I}$ | Phone is ringing   |
| 8                 | Unregatered line (SIP mode) or<br>Unconnected line (PSTN mode)                 |

# **Polycom Soundstation 2 Installation Guide**

**RJ Shavelson** 

| Polycom Soundstation 2 Installation Guide: |  |
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