

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 landline 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.

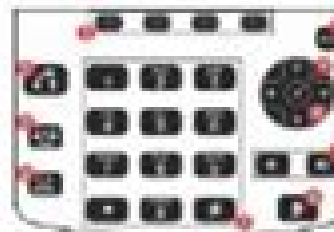
Your phone may be set up to operate in either mode. If your phone is connected to both an analog phone jack and the network, your phone may be able to switch between modes.

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.

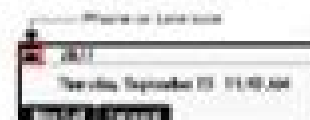
Keypad



- 1 Press one of these keys to answer a soft key on the screen.
- 2 Press the **Gateway** 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 **Speed** 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 ringer or speakerphone.
- 8 Press the **Answer** key to answer through calls and holds.
- 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)
	Hold call
	Hold 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)

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Polycom Conference Phone User Guide:

Implementing Cisco Unified Communications Manager Josh Finke, Dennis Hartmann, 2012 Rev ed of *Implementing Cisco Unified Communications Manager* authorized self study guide Dennis Hartmann Chris Olsen c2008 c2009 **The**

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Guide to Teleconferencing and Distance Learning Patrick S. Portway, Carla Lane, 1997

Implementing Cisco Unified Communications Manager, Part 1 (CIPT1) (Authorized Self-Study Guide) Dennis Hartmann, 2008-06-23 Foundation learning for CIPT1 exam 642 446 Dennis Hartmann CCIE No 15651 *Implementing Cisco Unified Communications Manager Part 1 CIPT1* is a Cisco authorized self paced learning tool for CCVP foundation learning This book provides the knowledge necessary to install configure and deploy a Cisco Unified Communications solution based on Cisco Unified Communications Manager the call routing and signaling component of the Cisco Unified Communications solution By reading this book you will gain an understanding of deploying a Cisco Unified Communications Manager to support single site centralized distributed and hybrid call processing models This book focuses on Cisco Unified Communications Manager Release 6 x You will learn how to install and configure Cisco Unified Communications Manager power over Ethernet switches and gateways using MGCP You will also learn how to build a scalable dial plan for on net and off net calls The dial plan chapters of the book cover call routing call coverage digit manipulation class of service and call coverage components This book will teach you how to implement media resources LDAP directory integration and various endpoints including Skinny Client Control Protocol SCCP and Session Initiation Protocol SIP Cisco Unified Video Advantag endpoint configuration is covered in addition to Cisco Unity voice mail integration and basic voice mail box creation Various user features are discussed including Presence Whether you are preparing for CCVP certification or simply want to gain a better understanding of Cisco Unified Communications Manager fundamentals you will benefit from the foundation information presented in this book *Implementing Cisco Unified Communications Manager Part 1 CIPT1* is part of a recommended learning path from Cisco that includes simulation and hands on training from authorized Cisco Learning Partners and self study products from Cisco Press To find out more about instructor led training e learning and hands on instruction offered by authorized Cisco Learning Partners worldwide please visit www.cisco.com/go/authorizedtraining Dennis J Hartmann CCIE No 15651 is a lead Unified Communications instructor at Global Knowledge Dennis has been working with CallManager since CallManager 2 0 Dennis has various technical certifications CCIE No 15651 CCVP CCSI CCNP CCIP and MCSE Dennis has worked with various Fortune 500 companies including AT T Sprint Merrill Lynch KPMG and Cabletron Systems Understand Cisco Unified Communications Manager architecture and components Evaluate Cisco Unified Communications Manager deployment models Install upgrade and administer Cisco Unified Communications Manager Apply network configuration NTP and DHCP

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