



## 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 2 User Manual

**G Psacharopoulos**



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## **Table of Contents Polycom Soundstation 2 User Manual**

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

- ePub, PDF, MOBI, and More
- Polycom Soundstation 2 User Manual Compatibility with Devices
- Polycom Soundstation 2 User Manual Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom Soundstation 2 User Manual
  - Highlighting and Note-Taking Polycom Soundstation 2 User Manual
  - Interactive Elements Polycom Soundstation 2 User Manual
- 8. Staying Engaged with Polycom Soundstation 2 User Manual
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom Soundstation 2 User Manual
- 9. Balancing eBooks and Physical Books Polycom Soundstation 2 User Manual
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Polycom Soundstation 2 User Manual
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom Soundstation 2 User Manual
  - Setting Reading Goals Polycom Soundstation 2 User Manual
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom Soundstation 2 User Manual
  - Fact-Checking eBook Content of Polycom Soundstation 2 User Manual
  - 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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