



## 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 User Guide Manual

**CO Houle**



## **Polycom Soundstation User Guide Manual:**

The book delves into Polycom Soundstation User Guide Manual. Polycom Soundstation User Guide Manual is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Polycom Soundstation User Guide Manual, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Polycom Soundstation User Guide Manual
    - Chapter 2: Essential Elements of Polycom Soundstation User Guide Manual
    - Chapter 3: Polycom Soundstation User Guide Manual in Everyday Life
    - Chapter 4: Polycom Soundstation User Guide Manual in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, this book will provide an overview of Polycom Soundstation User Guide Manual. The first chapter will explore what Polycom Soundstation User Guide Manual is, why Polycom Soundstation User Guide Manual is vital, and how to effectively learn about Polycom Soundstation User Guide Manual.
  3. In chapter 2, the author will delve into the foundational concepts of Polycom Soundstation User Guide Manual. The second chapter will elucidate the essential principles that must be understood to grasp Polycom Soundstation User Guide Manual in its entirety.
  4. In chapter 3, this book will examine the practical applications of Polycom Soundstation User Guide Manual in daily life. This chapter will showcase real-world examples of how Polycom Soundstation User Guide Manual can be effectively utilized in everyday scenarios.
  5. In chapter 4, the author will scrutinize the relevance of Polycom Soundstation User Guide Manual in specific contexts. This chapter will explore how Polycom Soundstation User Guide Manual is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, the author will draw a conclusion about Polycom Soundstation User Guide Manual. The final chapter will summarize the key points that have been discussed throughout the book.
- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Polycom Soundstation User Guide Manual.

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