



## 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

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

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For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce      Australian Official Journal of Trade Marks ,1999-08      **Popular Science** ,2003-06 Popular Science gives our readers the information and tools to improve their technology and their world The core belief that Popular Science and our readers share The future is going to be better and science and technology are the driving forces that will help make it better      **Tele.com** ,2002      THE Journal ,1995-08

*Thomas Register of American Manufacturers* ,2002 This basic source for identification of U S manufacturers is arranged by product in a large multi volume set Includes Products services Company profiles and Catalog file      *Popular Science* ,1950      **The Unofficial Studio One User's Manual** Studio References Series,2016-10-25 The Unofficial Studio One User's Manual is a comprehensive how to guide for the PreSonus Studio One recording software The perfect tool for people like me who would rather look it up in a book as opposed to having to read off the computer screen Over 400 pages of text and reference this manual will help guide you through using this unique recording program from set up through mastering and more This manual is in no way affiliated with or endorsed by PreSonus Audio Electronics PreSonus Software Ltd or its affiliates      **The Ultimate Powerbeats Pro 2 User Guide** Miles R Carter,2025-06-22      **Shark DSP110 User's Manual** Behringer,Sennheiser,2000 This user manual provides instructions for a feedback control system and microphone      **TCAP.** ,1979      **On-line User Instructions** Mark Wilcynski,1988      **Bassbox 6 Pro User Manual** D. E. Harris,2013-12-21 The BassBox 6 Pro User Manual is the how to book for the famous speaker box design software by Harris Tech The software and software license are NOT included and must be purchased separately from Harris Tech or one of its authorized distributors This is the 5th edition of the book 2013 and its instructions apply to version 6 0 23 or later of the BassBox 6 Pro software The 364 page User Manual is generously illustrated and includes an introductory Box Designer's Guide four sample speaker box designs and an in depth BassBox Pro Reference section describing the many features of the software Also included are several appendixes with a list of command shortcuts glossary of terms driver and box shapes suggested reading driver parameter and acoustic data worksheets and an index      *The Complete Sonos User Guide* George Medlin,2025-08 Do you own a Sonos speaker but feel like you're only scratching the surface of its capabilities Are you tired of fragmented audio and confusing setups It's time to move beyond the basics and truly master your Sonos ecosystem THE COMPLETE SONOS USER

GUIDE is your all in one comprehensive manual for mastering every aspect of your Sonos system This illustrated guide demystifies everything from initial Sonos setup to advanced configurations Inside you ll discover how to Effortlessly set up and expand your multi room audio with the Sonos App Integrate your favorite music streaming services and personal music libraries Create a breathtaking home theater with Sonos speakers subwoofers and surround sound Calibrate your speakers for perfect sound with Trueplay tuning Use voice control with Alexa Google Assistant and Siri for a hands free experience Integrate your Sonos system into smart home routines and automations Diagnose and fix common Sonos troubleshooting issues and Wi Fi problems Imagine a home where music flows seamlessly from room to room where every movie sounds cinematic and where you can command your entire audio experience with just your voice This guide gives you the expert knowledge and advanced Sonos tips you need to create an effortless high fidelity soundscape eliminating tech headaches and unlocking the true power of your wireless home sound system From the beginner to the audiophile you ll go from user to master Stop settling for basic sound Get your copy of THE COMPLETE SONOS USER GUIDE today and transform your listening experience into something truly extraordinary

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

1. Understanding the eBook Polycom Soundstation User Guide Manual
  - The Rise of Digital Reading Polycom Soundstation User Guide Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Soundstation User Guide 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 User Guide Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Soundstation User Guide Manual
  - Personalized Recommendations

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