



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.

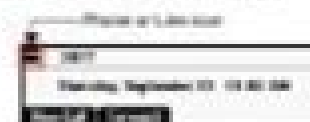
Keypad



- 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 **Keypad** key to automatically dial the last call you placed.
- 5 Press the **Display** 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 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 **Main 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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The Power of Virtual Distance Karen Sobel Lojeski,Richard R. Reilly,2020-04-06 This revised second edition presents 15 years of data on Virtual Distance metrics and their predictive impact on organizational success factors shedding new light on how to correct for communication challenges that often show up as a foggy set of digital disconnects where the vitality of the virtual workforce often gets lost in transmission This still evolving Digital Age conundrum continues to present new complications The rise of remote work which rests on an increasing reliance on electronic communication and the overall growth of virtual interactions has led to the escalation of a phenomenon called Virtual Distance Virtual Distance which influences our behavior through three components Physical Distance Operational Distance and Affinity Distance affects not only how we relate to others thousands of miles away but even to co workers sitting right next to each other Perhaps even more problematic Virtual Distance causes measureable malfunctions in teamwork innovation leader effectiveness and overall performance But it doesn't have to be this way The Power of Virtual Distance offers specific proven and predictable solutions that can reverse these trends and turn Virtual Distance into a unification strategy to capture untapped competitive advantage Surprised The Power of Virtual Distance 2nd Edition is a must read for leadership who want to understand the true and quantifiable costs of the virtual workplace For the first time ever readers can take the guesswork out of managing the virtual workforce by applying a mathematical approach derived from the extensive Virtual Distance data set The Virtual Distance Ratio The Virtual Distance Ratio can precisely pinpoint the particular impacts of Virtual Distance on the organization's critical success factors Beyond business metrics Virtual Distance solutions also detail ways to restore meaningfulness and well being into people's experience of work enhancing life lived in the Digital Age The Power of Virtual Distance reveals an updated set of data including the first award winning analysis collected from an extended range of executives to individual contributors that represent situations and solutions in more than 36 industries in 55 countries across the globe Readers will get a first look at the data and its revelations on how to be less isolated and more integrated Helping managers globally this book Offers new real world case studies and a chance for readers to participate in thought experiments to help with personal performance group synergy and by extension relationship dynamics of all kinds Demonstrates with statistically significant trend analyses that Virtual Distance is growing at exponential rates in every corner of communities worldwide Offers expert advice on how to manage the unintended human consequences of today's digital technologies Companies that successfully harness the power of Virtual Distance demonstrate better performance The second edition of The Power of Virtual Distance is a valuable one of a kind resource for everyone from the C suite to human resource professionals from divisional leaders to project managers Everyone in the organization can benefit by discovering how to improve financials innovation trust employee engagement satisfaction organizational citizenship and other key performance indicators And perhaps best of all by

following the prescriptions on how to reduce Virtual Distance the entire workforce will have the tools they need to bring about a revival of meaning purpose and an enlivened sense of humanhood back into everyday work and everyday life

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Table of Contents Polycom Soundstation User Guide

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

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

- 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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