



Polycom® VVX® 400 and VVX® 410 Business Media Phones

Quick User Guide

For use with Polycom® UC Software 8.5.1 or later

The information in this guide applies to both the VVX 400 and VVX 410 phones. Configurations vary and the screens displays used in this guide may not reflect those on your phone. See your system administrator for more information. For detailed information on how to use your phone, see the Polycom VVX 400 and 410 Business Media Phone User Guide, available by navigating to your phone's support page from Polycom.com/Support.

www.polycom.com | 1-877-800-8011 Rev. 4 March 2012

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Phone Views

Your phone has three main views: Home, Calls, and Lines view (the default). You can access Home and Lines view at any time. If your phone has one or more calls, you can also access Calls view.

For Home view from any menu, press

Press to alternate between Home and Lines view.

Home View

Home view displays icons you can select to access phone functions.



Page Indicator

You can use the right, left, up, and down arrow keys to display more icons.

Lines View

Lines view displays phone lines, Favorites and call keys.



Phone Line

Favorites

Soft Keys

If your phone is idle, you can press the Line key to access the Dialer.



Tip: Referring to Soft Keys

In this guide, soft keys are referred to by their name only. For example, to end an active call, press End Call.

Calls View

If your phone has one or more calls, you can access Calls view.



No. of Calls

Action

Name



Call color indicates status:

- Dark green—Active call
- Bright Blue—incoming call
- Dark Blue—redial call

Use the up and down arrow keys to select a call (highlight it). The soft keys control the highlighted call.

Entering Data

Use the keypad keys to enter information. To backspace, press Backspace

To type with the keypad keys, press a key repeatedly to view the character options and stop to select.

To type other characters, press Inserting or Mode, then using the keypad keys, use the L, *, B, and # keys.

About Calls

Only one call can be active at one time.

You can use the handset, speakerphone, or headset for calls. During a call, you can change mode by picking up the handset, or by pressing or .

If you navigate away from your calls, press to see Active Call or Calls view again.



Tip: Switching Between Lines and Calls View

When in Calls view, switch to Lines view by pressing More + Lines.

Switch back to Calls view by pressing More + Calls.

Raising Calls

Pick up the handset, or press or . Enter the phone number, and press Send.

Or enter the phone number first, then press Dial, pick up the handset, or press or .

From Lines view: Press the phone Line key, enter the phone number, and press Send.

From Home view: Select New Call using the left and right arrow keys. Enter the phone number, and press Send.



Tip: Answering Pending Calls, Calling

Select a recent call or Favorite, or select a contact's phone number in the Contact Directory.

Answering Calls

To answer with the speakerphone, press or tap Answer. To answer with the handset, pick up the handset. To answer with a headset, press .

To answer a new call while on an active call, press Answer. The current call will be held.

Polycom Phone User Guide

Lauren Gardner



Polycom Phone User Guide:

Unveiling the Magic of Words: A Review of "**Polycom Phone User Guide**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their power to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Polycom Phone User Guide**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound impact on the souls of its readers.

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Table of Contents Polycom Phone User Guide

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

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