



Polycom® VVX® 300 and VVX® 310 Business Media Phones Quick User Guide

For phones running Polycom® UC Software 4.1.4 or later

Basic Phone Features
Customizing Your Phone

Applies to phones running SIP 3.0.2 or later.

For detailed information please consult the Star2Star Phone and Features Guide, available for view/download via the Star2Star Knowledge Base at:

<https://support.star2star.com/>

Phone Views

Your phone has four main Views: Home, Calls, Active Call, and Lines View (the default).

Change Views:
For Home View, press

From Home View, press to display either Lines, Calls or Active Call View.

Home View

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



Use the right, left, up and down arrow keys to display more icons.

Lines View

Lines View displays phone Lines, Favorites and soft keys.



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

Calls View

Calls View displays a list of all your calls.



Call color indicates call status:

Medium gray: Active call.

Dark gray: Incoming call.

White: Held 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 dialpad keys to enter information. To backspace, press

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

To type other characters, press **Encoding** or **Mode**. When using the dialpad keys, use the 1, *, 0 and # keys.

Calls

Only one call can be active at one time.

You may use the handset, speakerphone or headset for calls. During a call, you can change modes 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.

When in Calls view, switch to Lines view by pressing **More > Lines**. Switch back to Calls view by pressing **More > Calls**.

Placing 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**.

Note: You may place calls quickly by selecting a recent call or Favorites, or tap a contact's phone number in the Contact Directory.

Answering calls:

Press or tap **Answer**, pick up the handset or press .

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

Ending calls:

To end an active call, replace the handset, press or . Or, press **End Call**.

To end a held call, navigate to Calls View and highlight the held call. Press **Resume** and press **End Call**.

Holding calls:

From Calls view, press **Hold** or . Remember to highlight the call first.

To resume a held call, press **Resume** or again.

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blind peer review process 160 papers including 15 poster papers were selected to be included in these proceedings
Featuring state of the art intelligent methods and techniques for solving real world problems the book is a valuable resource and will inspire further research and technological improvements in this important area *ENTERprise Information Systems* Maria Manuela Cruz-Cunha,Joao Varajao,Philip Powell,Ricardo Martinho,2011-09-30 This three volume set CCIS 219 CCIS 220 and CCIS 221 constitutes the refereed proceedings of the International Conference on ENTERprise Information Systems CENTERIS 2011 held in Vilamoura Portugal in September 2011 The approx 120 revised full papers presented in the three volumes were carefully reviewed and selected from 180 submissions The papers are organized in topical sections on knowledge society EIS adoption and design EIS implementation and impact EIS applications social aspects and IS in education IT IS management telemedicine and imaging technologies healthcare information management medical records and business processes decision support systems and business intelligence in health and social care contexts architectures and emerging technologies in healthcare organizations as well as m health **Network World** ,2002-04-15 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 **Information Security Governance Simplified** Todd Fitzgerald,2016-04-19 Security practitioners must be able to build a cost effective security program while at the same time meet the requirements of government regulations This book lays out these regulations in simple terms and explains how to use the control frameworks to build an effective information security program and governance structure It discusses how organizations can best ensure that the information is protected and examines all positions from the board of directors to the end user delineating the role each plays in protecting the security of the organization **Remote Work Technology** Henry Kurkowski,2021-09-08 Your small business survival guide for the remote work environment In Remote Work Technology Keeping Your Small Business Thriving From Anywhere experienced SaaS and telecommunications entrepreneur Henry Kurkowski delivers a step by step walkthrough for using SaaS technology and communication apps to power your small business from anywhere on the planet You ll learn how to capitalize on the ability to hire a geographically distributed workforce and excel at serving clients at a distance You ll also discover why and how you need to alter your approach to management and spot the common pitfalls that litter the way to a truly distributed business This important book includes Valuable case studies of businesses that embraced the reality of remote working during and after the COVID 19 pandemic and cautionary tales of unexpected challenges that arose during the transition Discussions of how to incorporate remote workers into efficient workflows to increase your business productivity Explorations of how to support your employees when you can t just pop into their office Perfect for small business founders owners and managers Remote Work Technology is also

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