



## POLYCOM™ VVX300

### QUICK USER GUIDE

#### PHONE VIEWS

Your phone has four main Views: **Home**, **Calls**, **Active Call**, 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 or Active Call View.

For Home View from any menu, press **Home**.

Press **Home** to alternate between Home and Lines View.

#### HOME VIEW

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



New Call Messages Directories

Page Indicator

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

#### LINE 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.

##### TIP: Switching 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.



Call colour indicates status:

- Medium Grey: Active call
- Dark Grey: 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 **Backspace**.

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 **More**. When using the dialpad keys, use the \*, 0, 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 modes by picking up the handset, or by pressing **Headset** or **Speaker**.

If you navigate away from your call(s), press **Home** to see Active Call or Calls View again.

##### TIP: Switching Between Lines and Calls View

Switch from Calls View to Lines View (More > Lines)  
Switch back to Calls View (More > Calls)

#### PLACING CALLS

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

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

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**.

#### ANSWERING CALLS

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

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

#### ENDING CALLS

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

#### TRANSFERRING CALLS

From Calls View, press **Transfer** or **Transfer** and call the other party. When you hear the ringback tone, or after you talk with the other party, press **Transfer** or **Transfer** again. Press **Blind** to complete a transfer without waiting for the ringback tone.

NEXT PAGE >>>

# Polycom 300 User Guide

**Julia Schneider**



## **Polycom 300 User Guide:**

Implementing Cisco IP Telephony and Video, Part 2 (CIPTV2) Foundation Learning Guide (CCNP Collaboration Exam 300-075 CIPTV2) William Alexander Hannah,Akhil Behl,2016-03-05 Now fully updated for Cisco s new CIPTV2 300 075 exam Implementing Cisco IP Telephony and Video Part 2 CIPTV2 Foundation Learning Guide is your Cisco authorized learning tool for CCNP Collaboration preparation Part of the Cisco Press Foundation Learning Series it teaches advanced skills for implementing a Cisco Unified Collaboration solution in a multisite environment The authors show how to implement Uniform Resource Identifier URI dialing globalized call routing Intercluster Lookup Service and Global Dial Plan Replication Cisco Service Advertisement Framework and Call Control Discovery tail end hop off Cisco Unified Survivable Remote Site Telephony Enhanced Location Call Admission Control CAC and Automated Alternate Routing AAR and important mobility features They introduce each key challenge associated with Cisco Unified Communications UC multisite deployments and present solutions focused coverage of Cisco Video Communication Server VCS Control the Cisco Expressway Series and their interactions with Cisco Unified Communications Manager Each chapter opens with a topic list that clearly identifies its focus ends with a quick study summary of key concepts and presents review questions to assess and reinforce your understanding The authors present best practices based on Cisco Solutions Reference Network Designs and Cisco Validated Designs and illustrate operation and troubleshooting via configuration examples and sample verification outputs This guide is ideal for all certification candidates who want to master all the topics covered on the CIPTV2 300 075 exam Shows how to craft a multisite dial plan that scales allocates bandwidth appropriately and supports QoS Identifies common problems and proven solutions in multisite UC deployments Introduces best practice media architectures including remote conferencing and centralized transcoding Thoroughly reviews PSTN and intersite connectivity options Shows how to provide remote site telephony and branch redundancy Covers bandwidth reservation at UC application level with CAC Explains how to plan and deploy Cisco Device Mobility Extension Mobility and Unified Mobility Walks through deployment of Cisco Video Communication Server and Expressway series including user and endpoint provisioning Covers Cisco UCM and Cisco VCS interconnections Shows how to use Cisco UC Mobile and Remote Access Covers fallback methods for overcoming IP WAN failure Demonstrates NAT traversal for video and IM devices via VCS Expressway Introduces dynamic dial plan learning via GDPR SAD or CCD

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Implementing Cisco IP Telephony and Video, Part 1 (CIPTV1) Foundation Learning Guide (CCNP Collaboration Exam 300-070 CIPTV1) Akhil Behl,Joshua Samuel Finke,Berni Gardiner,2016-09-29 Now fully updated for Cisco s new CIPTV1 300 070 exam Implementing Cisco IP Telephony and Video Part 1 CIPTV1 Foundation Learning Guide is your Cisco authorized learning tool for CCNP Collaboration preparation Part of the Cisco Press Foundation Learning Series it teaches essential knowledge and skills for building and maintaining a robust and scalable Cisco Collaboration solution The authors focus on deploying the Cisco Unified Communications Manager CUCM CUCM features CUCM based call routing Cisco IOS Voice Gateways Cisco Unified Border Element CUBE and Quality of Service QoS They introduce each key challenge associated with configuring CUCM implementing gateways and CUBE and building dial plans to place on net and off net calls using traditional numbered dial plans and Uniform Resource Identifiers URIs They show how to implement conferencing and other

media resources and prepare you to apply QoS features for voice and video Each chapter opens with a topic list that clearly identifies its focus ends with a quick study summary of key concepts and presents review questions to assess and reinforce your understanding The authors present Cisco best practices and illustrate operations and problem solving via realistic examples This guide is ideal for all certification candidates who want to master all the topics covered on the CIPTV1 300 070 exam The official book for Cisco Networking Academy s new CCNP CIPTV1 course includes all new Learning Cisco CIPTV1 e Learning course content Covers CUCM architecture deployment models and tradeoffs Walks through bringing CUCM online deploying endpoints and setting up users Explains how to create a solid IP Phone foundation for advanced services Covers dial plan elements design and implementation Reviews key call routing elements Explains digit manipulation Shows how to control user access Discusses audio video resources and videoconferencing Covers QoS tools and preferential call handling Explains external connections via Cisco IOS Voice Gateways and CUBE Streamlines review with clear summaries assessment questions and objectives

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