



## 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.



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 **Mode**. 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 Phone User Guide

**Lauren Gardner**



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