



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 .

Press  to alternate between Home and Lines View.

HOME VIEW

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

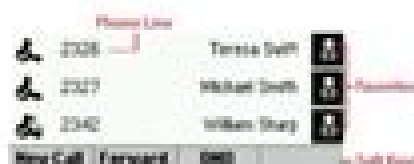


     Page Indicator

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

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: Returning 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  or .

If you navigate away from your call(s), press  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  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**.

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.

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 **Held** or  Remember to highlight the call first.

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

TRANSFERRING CALLS

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

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Christian Drosten



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Polycom 300 User Guide: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the fascinating narratives that have charmed audiences this year. Polycom 300 User Guide : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Polycom 300 User Guide : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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