





#### Polycom® VVX® 300 and VVX® 310 Business Media Phones Outs New Guide

For phones running Polycomili UC ... Software 4.1.4 or later

Basic Phone Features Customicing 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://www.oine/

#### Physical Wildren

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

#### Change Views:

For Home View, press

From Home View, press (6) to display either Lines, Calls or Active Call View

#### Monte Visio

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



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

#### Lines View

Lines View displays phone Lines. Favorities and soft keys.



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

#### Callle View

Calls View displays a list of all your calls.



Transition (cd.
From Philad South
(2003)

Call color indicates call status:

Medium gray: Active call.

Dark gray, Incoming call.

White Held sail.

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

#### **Entering Data**

Use the dialped 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 diaload keys, use the 1, \*, 9 and # keys.

#### Calls

Only one call can be active at one time.

You may use the handset, speakershone or headset for calls. During a call, you can change modes by picking up the handset or by

If you navigate away from your call(s), 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 \$\begin{align\*}
\text{O} & Enter the phone number and oress field.}

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



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 Favorite, or tap a contact's phone number in the Contact Directors.

#### Answering calls:

Proper (C) or top Answer, pick up the

To answer a new call white on an active call, top Answer. The current call will be field.

#### Ending calls:

To end an active call, replace the

tunded, press (O) or (O). 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:

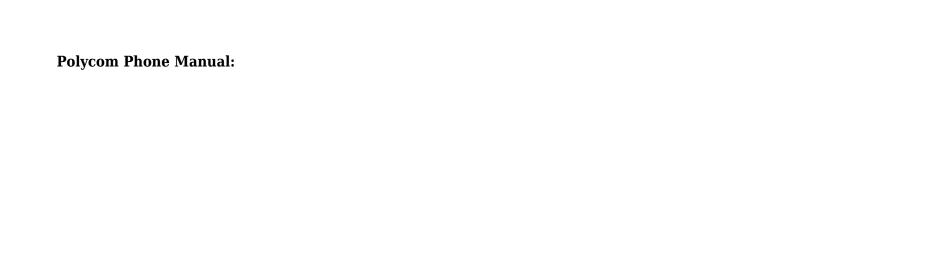
From Calls view, press Held or S Remember to highlight the call first.

To resume a held call, press Resume or S south.



# **Polycom Phone Manual**

**Rachel Sandford** 



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