



## 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

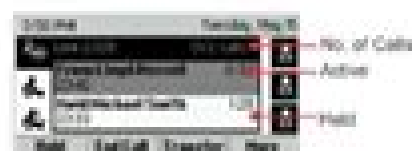
Lines View displays phone Lines, Favorites and soft keys.



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 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 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 Favorite, 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 to highlight the call first.

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

# Polycom Vvx 300 User Guide

**Sabine Zange**



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## **Table of Contents Polycom Vvx 300 User Guide**

1. Understanding the eBook Polycom Vvx 300 User Guide
  - The Rise of Digital Reading Polycom Vvx 300 User Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Vvx 300 User Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Polycom Vvx 300 User Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Vvx 300 User Guide
  - Personalized Recommendations
  - Polycom Vvx 300 User Guide User Reviews and Ratings
  - Polycom Vvx 300 User Guide and Bestseller Lists
5. Accessing Polycom Vvx 300 User Guide Free and Paid eBooks

- Polycom Vvx 300 User Guide Public Domain eBooks
- Polycom Vvx 300 User Guide eBook Subscription Services
- Polycom Vvx 300 User Guide Budget-Friendly Options
- 6. Navigating Polycom Vvx 300 User Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Polycom Vvx 300 User Guide Compatibility with Devices
  - Polycom Vvx 300 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Polycom Vvx 300 User Guide
  - Highlighting and Note-Taking Polycom Vvx 300 User Guide
  - Interactive Elements Polycom Vvx 300 User Guide
- 8. Staying Engaged with Polycom Vvx 300 User Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Polycom Vvx 300 User Guide
- 9. Balancing eBooks and Physical Books Polycom Vvx 300 User Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Polycom Vvx 300 User Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom Vvx 300 User Guide
  - Setting Reading Goals Polycom Vvx 300 User Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom Vvx 300 User Guide
  - Fact-Checking eBook Content of Polycom Vvx 300 User Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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