



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.

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.

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 **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.

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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

PC Mag ,2001-03-06 PCMag com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

Implementing Cisco Collaboration Applications (CAPPS) Foundation Learning Guide (CCNP Collaboration Exam 300-085 CAPPS) Chris Olsen,2015-12-22 Now fully updated for the new Cisco CAPPS 300 085 exam Implementing Cisco Collaboration Applications CAPPS 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 designing deploying configuring and troubleshooting Cisco Collaboration and Unified Communications applications devices and networks Author Chris Olsen shows how to effectively use Cisco Unity Connection Cisco Unity Express Cisco Instant Message and Presence Cisco TelePresence Video Communication Server and Cisco TelePresence Management Suite in production environments He begins by introducing the server platforms and overlays that are the basis for all Cisco Unity Connection design and integration Next he presents in depth coverage of a wide range of essential tasks from user configuration to voicemail redundancy configuring Cisco Jabber Mobile to provisioning Cisco Prime Collaboration Each chapter opens with a list of topics that clearly identifies its focus Each chapter ends with a summary of key concepts for quick study as well as review questions to assess and reinforce your understanding Throughout configuration examples and sample verification outputs illustrate critical issues in network operation and troubleshooting Whether you are preparing for the CCNP Collaboration certification exams or you are just interested in learning about how to deploy and operate Cisco collaboration applications you will find this book to be an invaluable resource Shows how to integrate Cisco Unity Connection with Cisco Unified Communications Manager or other PBXs Covers configuring Cisco Unity Connection users templates service classes distribution lists security LDAP dial plans and call management Walks through Unified Messaging single Inbox configuration Shows how to design integrate and configure feature rich branch office messaging solutions with Cisco Unity Express Explains Cisco Unified IM and Presence components design integration deployment and feature configuration Covers Cisco Jabber and Cisco Jabber Mobile configuration Guides you through deploying Cisco Collaboration Systems Applications with Cisco Prime Collaboration Introduces Cisco TelePresence Management Suite Cisco TMS capabilities and scheduling options This book is in the Foundation Learning Guide Series These guides are developed together with Cisco as the only authorized self paced learning tools that help networking professionals build their understanding of networking concepts and prepare for Cisco certification exams **The Corporate Software Guide** ,1988 **Encyclopedia of Information Systems and Services** ,1978 *PC Magazine* ,2005

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

Internet World Guide to One-To-One Web Marketing Cliff Allen, Deborah Kania, Beth Yaeckel, 1998-03-23 Vists our Web site at www.wiley.com/compbooks Visit the companion Web site at www.1to1web.com The Internet World TM Guide to One to One Marketing companion Web site features Web marketer s online forum Case studies and business profiles Product reviews E mail newsletter featuring regular updates How to use your Web site to really connect with your customers and forge lasting relationships with them One to one marketing is a revolutionary new strategy for building customer loyalty and generating repeat sales As marketers the world over are discovering the Web is an excellent medium for conducting a successful one to one marketing campaign Now in The Internet World TM Guide to One to One Web Marketing top Internet marketing experts arm you with all the knowledge and skills you need to develop your own winning one to one Web marketing strategy Experts Allen Kania and Yaeckel get you up to speed on all the hot new Web technologies that marketers are using to forge lasting relationships one customer at a time With the help of case studies of some of the most successful one to one Web marketing initiatives they show you exactly how those technologies are being employed to customize offerings and create dialogs with customers They provide valuable lessons tips and guidelines on how to Make the best technology selections for your budget and goals and plan a successful one to one Web marketing initiative Build relationships with customers using personalization push interactivity telephone and A V conferencing e mail virtual community and other cutting edge Web technologies Integrate one to one Web marketing strategies with other processes and systems such as customer service and support and databases

European Dental Guide, 1999 Security Owner's Stock Guide Standard and Poor's Corporation, 2005 **Network World**, 2001-10-29 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business

critical applications to employee collaboration and electronic commerce **Stock Guide** ,2008-07 Monthly statistical summary of 5100 stocks Signal ,2005 **The New Educational Technologies and Learning** Ibrahim Michail Hefzallah,2004 Ibrahim Michail Hefzallah has been on the faculty of Fairfield University since 1968 At present he is a professor of educational technology and the chair of the Educational Technology Department of the Graduate School of Education and Allied Professions Byte ,1977 **Computerworld** ,2008 *Network World* ,1996-04-01 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce Network World ,1996-10-07 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce *E-Justice* K. Pandurangan,2009 In Indian context **The Report** ,2009

Polycom 300 User Guide: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels enthralling the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have charmed audiences this year. Polycom 300 User Guide : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Polycom 300 User Guide : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating 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. Polycom 300 User Guide : Delia Owens "Where the Crawdads Sing" This captivating 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, captivating readers with its evocative prose and mesmerizing setting. These top-selling 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 captivating 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 gripping novel that will keep you guessing until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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