

### POLYCOM™ VVX300

CHIRCK LYSER GIVIDE

#### PHONE VIEWS

Your phone has Your main Views: Heme, Cells, Active Call, and Lines View ithe defaulti. You can access Home and Lines Vivor 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 (Q)



#### HOME VIEW

thome View displays loons you can select to access phone functions.



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

#### LINES VIEW

Lines View displays phone Lines, Favorites, and soft keys.



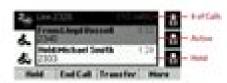
If your phone is kille, you can press the Line key to access the Diales.

### TOP, Reducting to Early Rays.

to this quide, not been are referred to by their surse. policy. For excernation, toward an action coll, preco Bed Call.

#### CALLS VIEW

If your phone has one or more calls, you can access Calls Were.





Call collour indicates status:

- · Medium Grey: Active call. Dark Greyo Incoming call
- White: Helderd!

Use the up and down arrow keps to select a sull thightlight iti. The soft keen control the highlighted call.

#### ENTERING DATA

Use the diaload keys to enter information. To backspace, press Beckspace 100

To bype with the diaload knys, press a key repeatedly to view the character options and stop to select.

To type other characters, press Encoding or Mode. When using the dialgood keys, use the 1. 5, 8, and # keys.

#### ABOUT CALLS

Only one call can be active at one time.

You can use the handlet, speakerphone, or headset for calls. During a call, you can change modes by picking up the handset, or by pressing (C) or (4)

If you navigate away from your callot, press (Q) to see Active Call or Calls Ween again.

#### TiPs Nationaling Retirement Cours and Colle Your

Smitch from Cally Mewate Lines West Many a Lines. Switch built to Calc Visco: Mare is Calls.

#### PLACING CALLS

Pick up the handset, or press (a) or (C) Inter the phone number, and press Send

Or enter the phone number first, then press Diel, pick up the handset, or press (4) or (C).

From Lines Were: Press the phone Line line. enter the phone number, and ones Send.

From Home View: Select New Call using the left and right arrow keys. Enter the phonenumber, and press Send

#### ANSWERING CALLS

To answer with the speakerphone, press (4) or tan Assurer. To answer with the handoel. pick up the handurt. To answer with a headart. press (C)

To answer a new call white on an active call press. Answer. The current call will be held.

#### ENDING CALLS

To end an active call, replace the handset. press (4) or (C) Or, press find Call.

To end a held call, navigate to Calls View and highlight the held call. Press Resume, and prices End Colf.

#### HOLDING CALLS

from Calls View, press Mald or ( Remember to highlight the call first.

To resume a held call, gives Resume or (32) again.

#### TRANSFERRING CALLS.

From Calls View, press Transfer or (94) and call the other party. When you hear the ringback tone, or after you talk with the other party. press Transfer or ( again, Press #find to complete a transfer without waiting for the riminback tone.

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# **Polycom 300 Phone Manual**

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