



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.



New Call Messages Directories

    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.



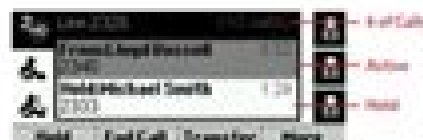
If your phone is idle, you can press the Line key to access the Dialer.

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.

NEXT PAGE >>>

Polycom 300 User Guide

Clemens Wendtner



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Table of Contents Polycom 300 User Guide

1. Understanding the eBook Polycom 300 User Guide
 - The Rise of Digital Reading Polycom 300 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Polycom 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 300 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom 300 User Guide
 - Personalized Recommendations
 - Polycom 300 User Guide User Reviews and Ratings
 - Polycom 300 User Guide and Bestseller Lists
5. Accessing Polycom 300 User Guide Free and Paid eBooks
 - Polycom 300 User Guide Public Domain eBooks
 - Polycom 300 User Guide eBook Subscription Services
 - Polycom 300 User Guide Budget-Friendly Options
6. Navigating Polycom 300 User Guide eBook Formats

- ePub, PDF, MOBI, and More
- Polycom 300 User Guide Compatibility with Devices
- Polycom 300 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom 300 User Guide
 - Highlighting and Note-Taking Polycom 300 User Guide
 - Interactive Elements Polycom 300 User Guide
- 8. Staying Engaged with Polycom 300 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom 300 User Guide
- 9. Balancing eBooks and Physical Books Polycom 300 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom 300 User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom 300 User Guide
 - Setting Reading Goals Polycom 300 User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom 300 User Guide
 - Fact-Checking eBook Content of Polycom 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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