



## 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 calls, 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 Favorites, 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 . Remember to highlight the call first.

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

# Polycom Phone User Manual

**Laura Fernández Gallardo**



## **Polycom Phone User Manual:**

**VOIP - A practical guide for the non-telephone engineer** Joe Yeung,2015-05-04 This is a practical guide for business and IT managers on implementing a Voice over IP telephone system *The Illustrated Guide to Assistive Technology and Devices (EasyRead Large Bold Edition)* Suzanne Robitaille,2010 **Asterisk: The Definitive Guide** Russell Bryant,Leif Madsen,Jim Van Meggelen,2013-05-10 Design a complete Voice over IP VoIP or traditional PBX system with Asterisk even if you have only basic telecommunications knowledge This bestselling guide makes it easy with a detailed roadmap that shows you how to install and configure this open source software whether you re upgrading your existing phone system or starting from scratch Ideal for Linux administrators developers and power users this updated edition shows you how to write a basic dialplan step by step and brings you up to speed on the features in Asterisk 11 the latest long term support release from Digium You ll quickly gain working knowledge to build a simple yet inclusive system Integrate Asterisk with analog VoIP and digital telephony systems Build an interactive dialplan using best practices for more advanced features Delve into voicemail options such as storing messages in a database Connect to external services including Google Talk XMPP and calendars Incorporate Asterisk features and functions into a relational database to facilitate information sharing Learn how to use Asterisk s security call routing and faxing features Monitor and control your system with the Asterisk Manager Interface AMI Plan for expansion by learning tools for building distributed systems **The Illustrated Guide to Assistive Technology & Devices** Suzanne Robitaille,2009-12-08 A Doody s Core Title 2012 This new illustrated guide to assistive technologies and devices chronicles the use of AT AD technology used by individuals with disabilities to perform functions that might otherwise be difficult or impossible This book empowers people to use assistive technologies to overcome some of their physical or mental limitations and have a more equal playing field It includes real life examples about how people with disabilities are using assistive technology AT to assist them in daily tasks and discusses emotional issues related to AT AD

*Asterisk: The Definitive Guide* Jim Van Meggelen,Russell Bryant,Leif Madsen,2019-06-24 Design a complete Voice over IP VoIP or traditional PBX system with Asterisk even if you have only basic telecommunications knowledge This bestselling guide makes it easy with a detailed roadmap that shows you how to install and configure this open source software whether you re upgrading your existing phone system or starting from scratch Ideal for Linux administrators developers and power users this updated fifth edition shows you how to set up VoIP based private telephone switching systems within the enterprise You ll get up to speed on the features in Asterisk 16 the latest long term support release from Digium This book also includes new chapters on WebRTC and the Asterisk Real time Interface ARI Discover how WebRTC provides a new direction for Asterisk Gain the knowledge to build a simple but complete phone system Build an interactive dialplan using best practices for Asterisk s advanced features Learn how ARI has emerged as the API of choice for interfacing web development languages with Asterisk *Implementing Cisco Unified Communications Manager, Part 1 (CIPT1) (Authorized*

*Self-Study Guide*) Dennis Hartmann, 2008-06-23 Foundation learning for CIPT1 exam 642 446 Dennis Hartmann CCIE No 15651 Implementing Cisco Unified Communications Manager Part 1 CIPT1 is a Cisco authorized self paced learning tool for CCVP foundation learning This book provides the knowledge necessary to install configure and deploy a Cisco Unified Communications solution based on Cisco Unified Communications Manager the call routing and signaling component of the Cisco Unified Communications solution By reading this book you will gain an understanding of deploying a Cisco Unified Communications Manager to support single site centralized distributed and hybrid call processing models This book focuses on Cisco Unified Communications Manager Release 6 x You will learn how to install and configure Cisco Unified Communications Manager power over Ethernet switches and gateways using MGCP You will also learn how to build a scalable dial plan for on net and off net calls The dial plan chapters of the book cover call routing call coverage digit manipulation class of service and call coverage components This book will teach you how to implement media resources LDAP directory integration and various endpoints including Skinny Client Control Protocol SCCP and Session Initiation Protocol SIP Cisco Unified Video Advantage endpoint configuration is covered in addition to Cisco Unity voice mail integration and basic voice mail box creation Various user features are discussed including Presence Whether you are preparing for CCVP certification or simply want to gain a better understanding of Cisco Unified Communications Manager fundamentals you will benefit from the foundation information presented in this book Implementing Cisco Unified Communications Manager Part 1 CIPT1 is part of a recommended learning path from Cisco that includes simulation and hands on training from authorized Cisco Learning Partners and self study products from Cisco Press To find out more about instructor led training e learning and hands on instruction offered by authorized Cisco Learning Partners worldwide please visit [www.cisco.com/go/authorizedtraining](http://www.cisco.com/go/authorizedtraining) Dennis J Hartmann CCIE No 15651 is a lead Unified Communications instructor at Global Knowledge Dennis has been working with CallManager since CallManager 2.0 Dennis has various technical certifications CCIE No 15651 CCVP CCSI CCNP CCIP and MCSE Dennis has worked with various Fortune 500 companies including AT T Sprint Merrill Lynch KPMG and Cabletron Systems Understand Cisco Unified Communications Manager architecture and components Evaluate Cisco Unified Communications Manager deployment models Install upgrade and administer Cisco Unified Communications Manager Apply network configuration NTP and DHCP configuration options Configure and manage user accounts Deploy various Cisco Unified IP Phones Configure Catalyst switches for power over Ethernet and voice VLAN requirements Harden IP Phones to mitigate security risks Configure Media Gateway Control Protocol MGCP gateways Configure dial plans call routing and digit manipulation Deploy various media resources and user features Integrate Cisco Unity Voicemail with Cisco Unified Communications Manager Configure video enabled IP Phones This volume is in the Certification Self Study Series offered by Cisco Press Books in this series provide officially developed self study solutions to help networking professionals understand technology implementations and prepare for the Cisco Career Certifications

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**Asterisk** Jim Van Meggelen, Leif Madsen, Jared Smith, 2007-08-28 Provides information on Asterisk an open source telephony application

**Implementing Cisco Unified Communications Manager, Part 1 (CIPT1) Foundation Learning Guide** Joshua Samuel Finke, Dennis Hartmann, 2011-08-09 Implementing Cisco Unified Communications Manager Part 1 CIPT1 Foundation Learning Guide Second Edition Josh Finke CCIE No 25707 Dennis Hartmann CCIE No 15651 Foundation Learning for the CCNP Voice CIPT1 642 447 exam Implementing Cisco Unified Communications Manager Part 1 CIPT1 Second Edition is a Cisco authorized self paced learning tool for CCNP Voice foundation learning This book provides the knowledge necessary to implement a Cisco Unified Communications Manager CUCM solution at a single site environment By reading this book you will learn how to perform post installation tasks configure CUCM implement Media Gateway Control Protocol MGCP and H 323 gateways and build dial plans to place On Net and Off Net phone calls You will also implement media resources IP Phone Services Cisco Unified Communications Manager native presence and Cisco Unified Mobility This book focuses primarily on CUCM version 8 x which is the call routing and signaling component for the Cisco Unified Communications solution This book has been fully updated with new coverage of CUCM phone services Cisco Unified Manager Assistant Cisco Unified Mobility and H 323 gateways Whether you are preparing for CCNP Voice certification or simply want to gain a better understanding of Cisco Unified Communications Manager fundamentals you will benefit from the foundation information presented in this book Implementing Cisco Unified Communications Manager Part 1 CIPT1 Second Edition is part of a recommended learning path from Cisco that includes simulation and hands on training from authorized Cisco Learning Partners and self study products from Cisco Press To find out more about instructor led training e learning and hands on instruction offered by authorized Cisco Learning Partners worldwide please visit [www.cisco.com/go/authorizedtraining](http://www.cisco.com/go/authorizedtraining) n Understand Cisco Unified Communications Manager architecture and components n Evaluate CUCM deployment models n Set up and configure CUCM services n Implement and harden IP phones n Manage user accounts n Configure Catalyst switches for power over Ethernet and voice VLAN requirements n Deploy MGCP and H 323 gateways n Configure call routing and digit manipulation n Set up calling privileges and call coverage n Deploy various media resources features and applications n Establish Presence enabled speed dials and lists n Implement Cisco Unified Manager Assistant and Cisco Unified Mobile This volume is in the Foundation Learning Guide Series offered by Cisco Press 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 ICT Handbook for Primary Teachers** David Hall, 2015-06-12 The ICT Handbook for Primary Teachers will help all those involved in primary education whether in training teaching or leadership roles to develop the ICT knowledge understanding and skills required to enhance children s learning in the classroom This new edition reflects the changes to the curriculum

from 2014 It includes a new section on the Computing curriculum and an overview of the reorganisation of those online agencies that serve to support ICT Covering theory and practise this essential handbook explores and outlines the usefulness of a wide range of up to date ICT resources in a range of primary contexts and advice is offered on assessing whether ICT is preferable to other approaches for enhancing learning With reference to supplementary online resources providing activities multimedia resources and further reading the book covers the requirements of the new Computing curriculum the place for ICT in enhancing teaching and learning across the curriculum using ICT in core curriculum subjects and in cross curricular contexts different models of e learning interactive whiteboards tablet PCs mobile devices the Internet etc how ICT can be used to help pupils with special educational needs and using ICT for planning delivery assessment and recording This book is an indispensable guide to ICT for students on PGCE BED and undergraduate teaching courses along with practising teachers SENCOs ICT coordinators and school leaders 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 **Human and Automatic Speaker Recognition over Telecommunication Channels** Laura Fernández Gallardo,2015-08-17 This work addresses the evaluation of the human and the automatic speaker recognition performances under different channel distortions caused by bandwidth limitation codecs and electro acoustic user interfaces among other impairments Its main contribution is the demonstration of the benefits of communication channels of extended bandwidth together with an insight into how speaker specific characteristics of speech are preserved through different transmissions It provides sufficient motivation for considering speaker recognition as a criterion for the migration from narrowband to enhanced bandwidths such as wideband and super wideband **Handbook for Sound Engineers** Glen Ballou,2013-05-02 Handbook for Sound Engineers is the most comprehensive reference available for audio engineers All audio topics are explored if you work on anything related to audio you should not be without this book The 4th edition of this trusted reference has been updated to reflect changes in the industry since the publication of the 3rd edition in 2002 including new technologies like software based recording systems such as Pro Tools and Sound Forge digital recording using MP3 wave files and others mobile audio devices such as iPods and MP3 players Over 40 topics are covered and written by many of the top professionals for their area in the field including Glen Ballou on interpretation systems intercoms assistive listening and image projection Ken Pohlmann on compact discs and DVDs David Miles Huber on MIDI Dr Eugene Patronis on amplifier design and outdoor sound systems Bill Whitlock on audio transformers and preamplifiers Pat Brown on fundamentals and gain structures Ray Rayburn on virtual systems and digital interfacing and Dr Wolfgang Ahnert on computer aided sound system design and acoustics for concert halls , **VoIP Monthly Newsletter January 2010** ,

**The Accidental SysAdmin Handbook** Eric Kralicek, 2016-02-01 Understand the concepts processes and technologies that will aid in your professional development as a new system administrator While every information technology culture is specific to its parent organization there are commonalities that apply to all organizations The Accidental SysAdmin Handbook Second Edition looks at those commonalities and provides a general introduction to critical aspects associated with system administration It further acts to provide definitions and patterns for common computer terms and acronyms What You Will Learn Build and manage home networking and plan more complex network environments Manage the network layer and service architectures as well as network support plans Develop a server hardware strategy and understand the physical vs virtual server ecosystem Handle data storage data strategies and directory services and central account management Work with DNS DHCP IP v4 and IP v6 Deploy workstations and printers Manage and use antivirus and security management software Build manage and work with intranets and Internet support services Who This Book Is For It is assumed that the reader has little to no experience in a professional information technology environment **Guide to Teleconferencing and Distance Learning** Patrick S. Portway, Carla Lane, 1997 Practical Asterisk 1.4 and 1.6 Stefan Wintermeyer, Stephen Bosch, 2009-12-20 Using the open source Asterisk platform you can deploy a state of the art VoIP PBX on a low cost PC or server for a fraction of the cost of conventional PBX systems The only drawback to Asterisk is its notoriously poor documentation Practical Asterisk 1 4 and 1 6 is the solution to that problem This book provides all the detailed real world ground level information you need to plan install configure and reliably operate Asterisk in any environment This tutorial and reference systematically introduces each of Asterisk s key building blocks and shows how to use them to implement a full spectrum of communications solutions from conferencing to call queuing voicemail and fax to IVR Leading Asterisk consultants Stefan Wintermeyer and Stephen Bosch draw on their extensive experience presenting detailed usage examples and practical tips not available anywhere else Coverage includes Detailed instructions for configuring a basic Asterisk system A start to finish business case example demonstrating Asterisk design for real world deployment A thorough introduction to dialplan applications and functions How to use the new Asterisk Extensions Language to build concise readable and maintainable dialplans Using Asterisk s diverse network and IP telephony protocols audio codecs and wire transports Configuring Asterisk s powerful voicemail features Building a sophisticated Interactive Voice Response IVR system with Asterisk Defining and utilizing call queues in call center environments Using Asterisk s built in conferencing functions Controlling Asterisk from external applications scripts or the system shell Interacting with external applications through the Asterisk Gateway Interface Setting up extension monitoring and hints for SIP telephones Upgrading existing systems to the latest versions of Asterisk Whether you re a network professional telephony expert software developer or power user Practical Asterisk 1 4 and 1 6 will provide you with the most thorough detail and practical Asterisk guidance available anywhere *FreeSWITCH 1.2* Anthony Minessale, 2013-05-24 This book is full of practical code examples aimed at a

beginner to ease his or her learning curve This book is written for IT professionals and enthusiasts who are interested in quickly getting a powerful telephony system up and running using the free and open source application FreeSWITCH Telephony experience will be helpful but not required      **Mastering Skype for Business 2015** Keith Hanna,2016-04-04

Authoritative hands on guidance for Skype Business administrators Mastering Skype for Business 2015 gives administrators the comprehensive coverage they need to effectively utilize Skype for Business Fully up to date for the 2015 release this guide walks you through industry best practices for planning design configuration deployment and management with clear instruction and plenty of hands on exercises Case studies illustrate the real world benefits of Unified Communication and provide expert experiences working with Skype for Business From server roles infrastructure topology and security to telephony cloud deployment and troubleshooting this guide provides the answers you need and the insight that will make your job easier Sample automation scripts help streamline your workflow and full detailed coverage helps you exploit every capability Skype for Business has to offer Skype for Business enables more robust video conferencing and integrates with Office Exchange and SharePoint for better on premises and cloud operations Organizations are turning to Skype for Business as a viable PBX replacement and admins need to be up to speed and ready to go This book provides the clear explicit instructions you need to Design configure and manage IM voice mail PBX and VoIP Connect to Exchange and deploy Skype for Business in the cloud Manage UC clients and devices remote access federation and public IM Automate management tasks and implement cross team backup and restore The 2015 version is the first Skype to take advantage of the Windows 10 touch first capabilities to provide fast natural hands on control of communications and users are eager to run VoIP HD video conferencing collaboration instant messaging and other UC features on their mobile devices Mastering Skype for Business 2015 helps you get Skype for Business up and running quickly with hands on guidance and expert insight      **Seven Deadliest Unified Communications Attacks** Dan York,2010-06-04

Seven Deadliest Unified Communications Attacks provides a comprehensive coverage of the seven most dangerous hacks and exploits specific to Unified Communications UC and lays out the anatomy of these attacks including how to make your system more secure You will discover the best ways to defend against these vicious hacks with step by step instruction and learn techniques to make your computer and network impenetrable The book describes the intersection of the various communication technologies that make up UC including Voice over IP VoIP instant message IM and other collaboration technologies There are seven chapters that focus on the following attacks against the UC ecosystem and UC endpoints eavesdropping and modification attacks control channel attacks attacks on Session Initiation Protocol SIP trunks and public switched telephone network PSTN interconnection attacks on identity and attacks against distributed systems Each chapter begins with an introduction to the threat along with some examples of the problem This is followed by discussions of the anatomy dangers and future outlook of the threat as well as specific strategies on how to defend systems against the threat The discussions of each threat are also organized around



the themes of confidentiality integrity and availability This book will be of interest to information security professionals of all levels as well as recreational hackers Knowledge is power find out about the most dominant attacks currently waging war on computers and networks globally Discover the best ways to defend against these vicious attacks step by step instruction shows you how Institute countermeasures don t be caught defenseless again and learn techniques to make your computer and network impenetrable

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## **Table of Contents Polycom Phone User Manual**

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

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