



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.



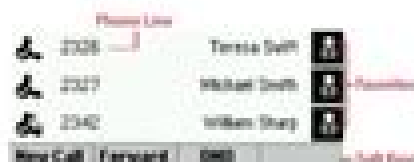
New Call Messages Directories

    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 **Hold** 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 Phone Manual

IM Harris



Polycom 300 Phone Manual:

The book delves into Polycom 300 Phone Manual. Polycom 300 Phone Manual is an essential topic that must be grasped by everyone, from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Polycom 300 Phone Manual, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Polycom 300 Phone Manual
 - Chapter 2: Essential Elements of Polycom 300 Phone Manual
 - Chapter 3: Polycom 300 Phone Manual in Everyday Life
 - Chapter 4: Polycom 300 Phone Manual in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Polycom 300 Phone Manual. The first chapter will explore what Polycom 300 Phone Manual is, why Polycom 300 Phone Manual is vital, and how to effectively learn about Polycom 300 Phone Manual.
3. In chapter 2, the author will delve into the foundational concepts of Polycom 300 Phone Manual. The second chapter will elucidate the essential principles that must be understood to grasp Polycom 300 Phone Manual in its entirety.
4. In chapter 3, the author will examine the practical applications of Polycom 300 Phone Manual in daily life. The third chapter will showcase real-world examples of how Polycom 300 Phone Manual can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Polycom 300 Phone Manual in specific contexts. The fourth chapter will explore how Polycom 300 Phone Manual is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Polycom 300 Phone Manual. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Polycom 300 Phone Manual.

<https://crm.avenza.com/files/book-search/Documents/Ocr%20June%202013%20S1%20Mark%20Scheme.pdf>

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