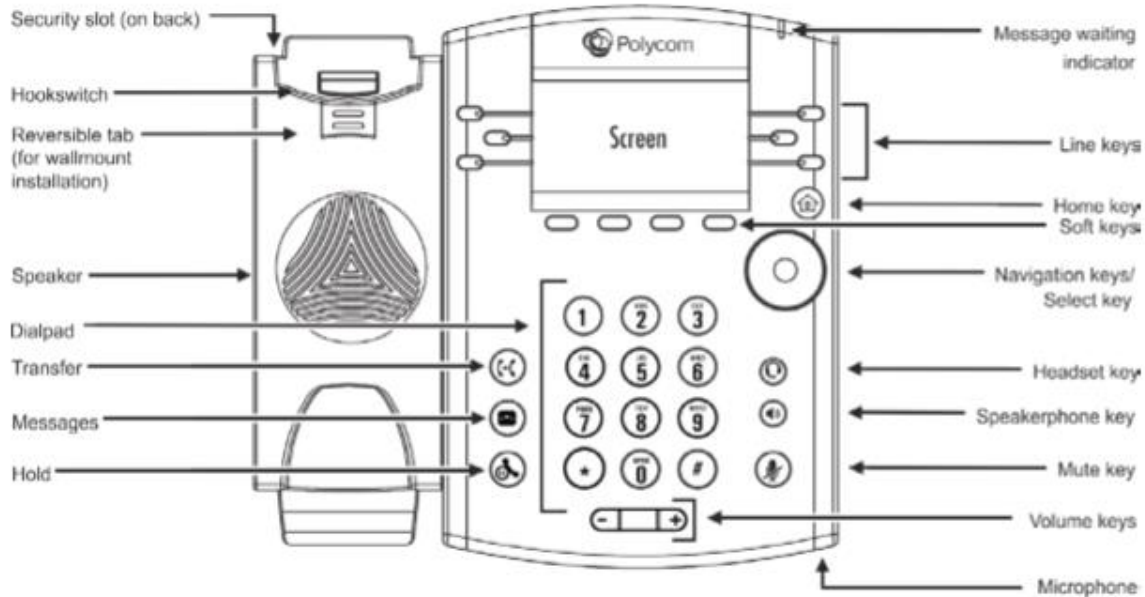


Quick Guide to your Polycom VVX300

Phone Keys and Hardware



FEATURE	DESCRIPTION
SPEAKER	Provides ringer and hands-free (speakerphone) audio output.
DIALPAD	Enables you to enter numbers, letters, and special characters. You can also use the dialpad keys to select menu items that have index numbers.
SECURITY SLOT	The connector on the back of your phone that enables you to attach a laptop cable lock to your phone so you can secure it to a desktop.
MESSAGE WAITING INDICATOR	Flashes red to indicate new messages.
HOME KEY	Press Home Key from any screen to display Home view. From Home view, Press Home Key to display other phone views.
SCREEN	The 2.2-inch diagonal screen is backlit.
NAVIGATION KEYS/SELECT KEY	Scroll through displayed information or options. Select a field of displayed data.
HEADSET KEY	Enables you to place and receive calls through a headset. The key glows green when an analog headset is activated.

SPEAKERPHONE KEY	Enables you to place and receive calls using the speakerphone. The key glows green when activated.
MUTE KEY	Mutes local audio during calls and conferences. The key glows red when activated.
VOLUME KEYS	Adjust the volume of the handset, headset, speaker, and phone's ringer.
MICROPHONE	Transmits sound to other phones.

Answering the Phone

- Pick up the handset
- Press the answer soft key.
- If you have a headset, press the headset button.
- If you prefer speakerphone, press the speakerphone button

To Answer a second call:

1. While on a call, a second call is seen on the screen and you will hear a brief ring sound.
2. Press the Answer soft key at bottom of Soft Key display window
3. First call will be placed on hold automatically
4. Use the Navigation Key to move between calls and the Select
5. Key or Soft Key to select active call.

To go back to the first call:

1. Use the Navigation Key to highlight the first call,
2. Then press the soft key labeled RESUME or the Select key

Voicemail

From your phone:

1. Press the envelope (left side of dial pad)
2. Tap Message Center
3. Enter your passcode and press #.

From any phone in the office:

1. Dial your extension or DID# and wait for the voice mail to pick up.
2. Press *
3. Enter your passcode and press #.

From an outside phone:

1. Dial your direct phone number and wait for your voice mail to pick up.
2. Press *
3. Enter your extension
4. Enter your pin follow by the #

Hold and Resume a Call

1. To hold, press the Hold key or the Hold soft key.
2. To resume, press the Hold key or the Resume soft key.

Transfer a Call

After first call is connected:

1. Press the More soft key, then the Transfer soft key or the transfer key. (The active call will be placed on hold.)
2. To transfer the call unannounced, press the Blind soft key.
3. Dial the number or extension.
4. When the party answers, announce transfer. Then press Transfer again to complete. If a Blind transfer, the call will transfer automatically.

To transfer the call directly to another user's voicemail:

1. Press the Transfer soft key, then press the Blind soft key.
2. Dial **
3. Dial the extension.
4. The call will be sent to a busy message for voicemail.

Conference Call (Three-Way Calling)

To Make a 3-Way Call:

1. Dial the first number or receive first call
2. Press the soft key labeled Conference.
3. The 1st call is automatically put on hold. You get a dial tone.
4. Dial the second number,
5. Press the soft key labeled SEND
6. Once the second caller has answered, Press the soft key labeled Conference.
7. Everyone is together on a Three Way audio Call. Your display will show Active: Conference

To separate a 3-Way Call:

1. Press the soft key labeled Split.
2. Both calls go on hold. They cannot talk to each other.
3. Use the Navigation Key to select one call and press Resume to talk.
4. To End Call use soft key to Hang up.

Directory (from the Home key)

This is a view of the numbers saved into the phone using the Polycom phone services with your personal phone list, group custom directory, and/or group common phone list.

You can easily arrive here by tapping Home, and then selecting the Directories with the Navigation Key and the Select Key.

You will see 3 choices:

1. Contact Directory
2. Recent calls (all calls received, missed and dialed lists)
3. Favorites Use the Navigation Key and the Select Key or pressing item number.

When in the Recent calls, use the Navigation Key and the soft key Dial to make your desired phone call.