



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.



    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.

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Minjie Lin



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Mergent Industrial Manual ,2003 **Mergent OTC Industrial Manual** ,2003 **Popular Electronics** ,1976
Moody's International Manual ,1994 **Moody's OTC Industrial Manual** ,1995 Companies traded over the counter or
on regional conferences **QST.** ,1971 **Microtimes** ,1998 **CQ** ,1972 **Byte** ,1977 **Telecommunications**
,2005 Encyclopedia of Information Systems and Services ,1978 Commerce Business Daily ,2001 **Fortune** Henry
R. Luce,1998-11 **Network World** ,2001-02-12 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
Ham Radio ,1977 **Ham Radio Magazine** ,1977 *Canadian Shipping and Marine Engineering News* ,1958
Thomas Register of American Manufacturers ,2003 Vols for 1970 71 includes manufacturers catalogs Working from
Home Paul Edwards,Sarah A. Edwards,1994 Now revised and expanded this 200 000 copy bestseller presents complete state
of the art guidance for the more than 24 million Americans who work out of their homes Paul and Sarah Edwards hailed by
Computer Currents as the gurus of the home office show how to select start and successfully manage a home based business
Popular Photography ,1990-01

Enjoying the Track of Term: An Psychological Symphony within **Polycom 300 Phone Manual**

In a world used by monitors and the ceaseless chatter of instantaneous communication, the melodic elegance and mental symphony created by the written term frequently fade into the backdrop, eclipsed by the relentless noise and disturbances that permeate our lives. However, set within the pages of **Polycom 300 Phone Manual** an enchanting literary value overflowing with raw emotions, lies an immersive symphony waiting to be embraced. Constructed by a masterful musician of language, that fascinating masterpiece conducts readers on a psychological journey, well unraveling the hidden tunes and profound influence resonating within each cautiously crafted phrase. Within the depths of this moving review, we can investigate the book is main harmonies, analyze its enthralling publishing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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