

Polycom® VVX® 300 and VVX® 310 Business Media Phones

Quick User Guide



For use with Polycom® UC Software 4.1.4 or later

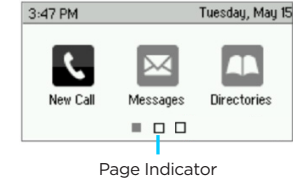


Polycom® VVX® 300

Phone Views

Home View

Press button to view displays icons you can select to access phone functions. Use the Navigation wheel to scroll through the icon menu.



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.



Call View

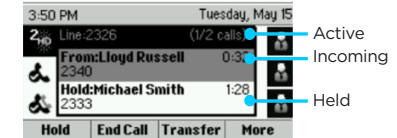
If your phone has one or more calls, you can access Calls view.




Call color indicates status:


- Medium grey-Active call
- Dark grey-Incoming call
- White-Held call

The up and down soft keys control the highlighted call.



Check Voicemail

An envelope,  adjacent to a Line key, indicates that you have voicemail.

1. Tap Messages from Home view or press 
2. Tap Message Center
3. Tap Connect and follow the prompts

Blind Transfer

With the incoming call answered

1. Tap the Transfer softkey
2. Tap the Blind Softkey
3. Dial the intended extension number, or dial the 10 digit phone number

Dialing any number less than 10 digits requires you to select the send softkey

Warm Transfer

With the incoming call answered

1. Tap the Transfer softkey
2. Dial the intended extension number, or dial the 10 digit phone number


**When the intended party answers.
Announce the incoming call**

3. Tap the Transfer Softkey to transfer the call

Dialing any number less than 10 digits requires you to select the send softkey

Place Call on Hold

While on a call

1. Tap the Hold soft key or  button
2. To Resume the call, select the Resume soft Key

Place Conference Call

1. While on a call with the first party
2. Tap Confrnc
3. Dial and connect with the second party
4. Tap Confrnc again

View Call History

Home View

1. Use the navigation arrows to Select Directories
2. Select Recent Calls to view your Recent Calls list

Lines View

- Press the right arrow key to view Placed Calls
- Press the left arrow key to view Received Calls
- Press the down arrow key to view Missed Calls
- Press the up arrow key to view Favorites

Forwarding Calls

Enable Call Forward:

1. Press Forward from Home or Lines view
2. Select the forwarding type to enable
3. Enter a forwarding number, and press Enable

Disable call forward:

1. Tap Forward from Home or Lines view
2. Select the forwarding type to disable
3. Tap Disable

Enable per-call forwarding:

As your phone rings


1. Tap Forward
2. Enter the forwarding number
3. Tap Forward

Adjusting Volume

Call Volume

- Press  during a call.

Ringer volume

- Press  when the phone is idle or ringing.