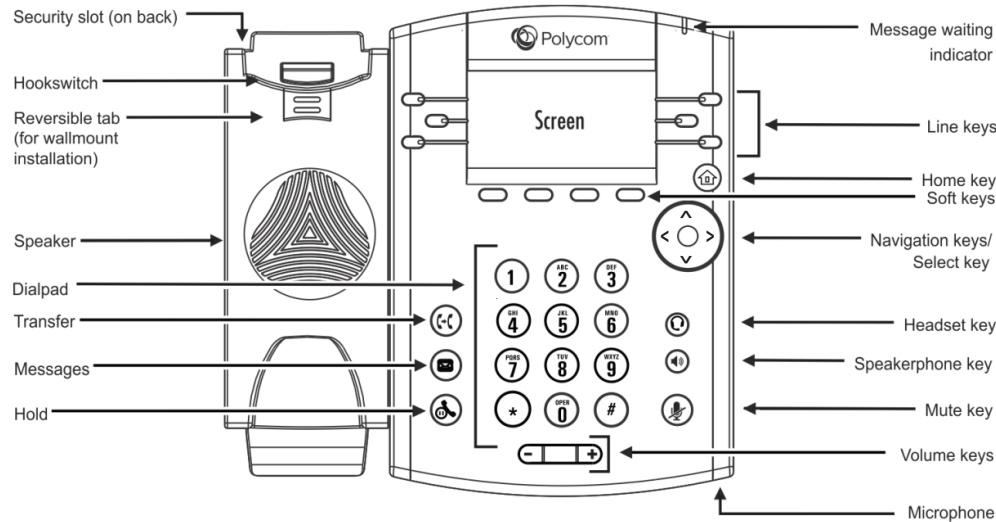


POLYCOM VVX 300 USER GUIDE



Answering Calls

To answer with the speakerphone, press **[Speakerphone]** or tap **Answer**. To answer with the handset, pick up the handset. To answer with a headset, press **[Headset]**. 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 **[End Call]**, or press **[End Call]**. 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 **[Hold]**. Remember to highlight the call first.

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

Adjusting Volume

To change call volume, press **[Volume Up/Down]** during a call. To change the ringer volume, press **[Volume Up/Down]** when the phone is idle or ringing.

Transferring Calls

From Calls view, press **Transfer** or **[Transfer]**, and call the other party. When you hear the ringback tone, or after you talk with the other party, press **Transfer** or **[Transfer]** again. Press **Blind** to complete a transfer without waiting for the ringback tone.

Forwarding Calls

To enable call forwarding, press **Forward** from Home or Lines view. Select the forwarding type to enable, enter a forwarding number, and press **Enable**.

To disable call forwarding, press **Forward** from Home or Lines view, select the forwarding type to disable, and press **Disable**.

To enable per-call forwarding: As your phone rings, press **Forward**, enter the forwarding number, and press **Forward**.

Listening to Voicemail

An envelope, **[Envelope]**, adjacent to a Line key, indicates that you have voicemail. Select Messages from Home view or press **[Messages]**, and select Message Center. Press Connect and follow the prompts.

Placing Conference Calls

Call the first party, and after the call connects, **More**, and select **Confrnc**. Then, dial and connect with the second party and press **Confrnc** again.

From Lines or Calls view, you can:

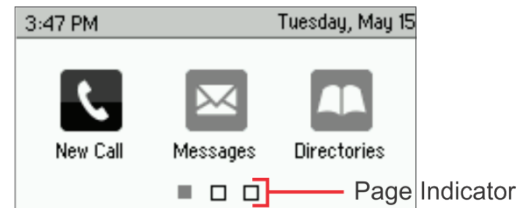
- Press **Hold** to hold all participants.
- Press **End Call** to remove yourself from the call, but keep the other participants connected.
- Press **Manage** (if available) to manage each participant.
- Press **Split** to end the conference and hold all participants.
- If you have an active and held call, press **Join** to set up a conference.

Viewing Recent Calls

From Lines view, do one of the following:

- Press **[Recent Calls]**, select Directories, and select Recent Calls to view your Recent Calls list.
- Press the right arrow key to view the recent Placed Calls.
- Press the left arrow key to view the recent Received Calls.
- Press the down arrow key to view the recent Missed Calls.
- Press the up arrow key to view Favorites.

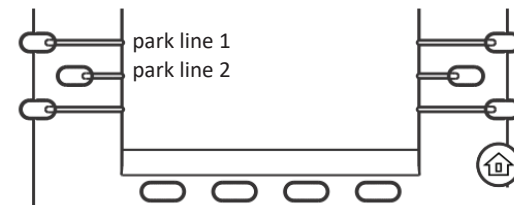
From the Recent Calls list, press Sort to sort and order calls, press Type to display only certain calls, or select a call record to call the person.



Muting the Microphone

During a call, press **[Mute]** so other parties can't hear you. To disable Mute, press **[Mute]** again. This applies to calls using the handset, headset, and speakerphone.

Using Park Lines

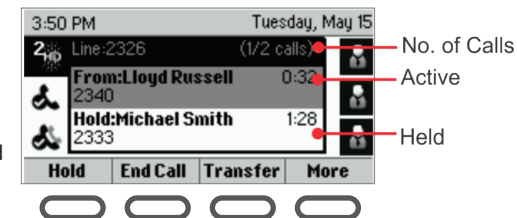


During the call press one of the available park lines.

- Ensure the park line blinks
- The line can then be unparked from any Polycom phone by pressing the blinking park line button.

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

Use the up and down arrow keys to select a call (highlight it). The soft keys control the highlighted call.

