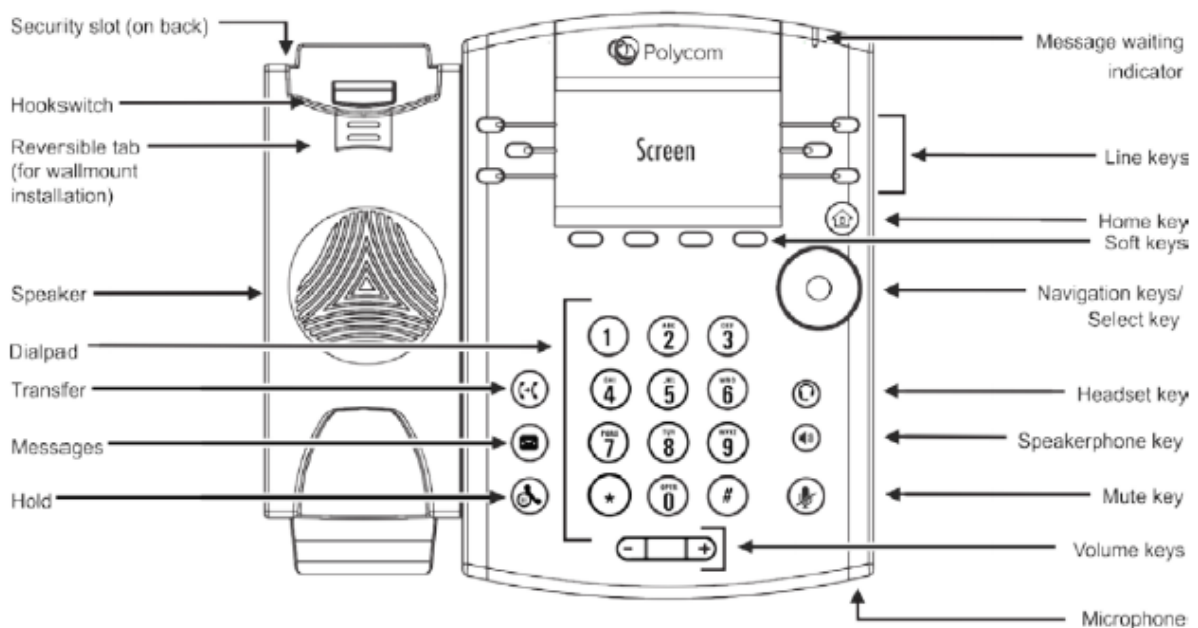


POLYCOM VVX 300



THESE POWERFUL 6-LINE ENTRY-LEVEL BUSINESS MEDIA PHONES ARE FOR TODAY'S CUBICLE WORKERS THAT HANDLE A LOW TO MODERATE VOLUME OF CALLS AND NEED CRYSTAL CLEAR COMMUNICATIONS. GIVE YOUR CUBICLE WORKER THE BEST EXPERIENCE WITH THIS HIGH QUALITY UC BUSINESS MEDIA PHONE. DESIGNED FOR A BROAD RANGE OF ENVIRONMENTS FOR SMALL AND MEDIUM BUSINESSES.














HANDSET FEATURES

ITEM	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. For more information on locking your phone to the desktop
Message Waiting Indicator	Flashes red to indicate new messages.

Home Key	Press from any screen to display Home view. From Home view, press 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.

HANDSET ICONS

ICON	DESCRIPTION
	Registered Line
	Unregistered Line
	Placing a call
	Active call using Polycom HD Voice
	Held call
	Incoming call
	Phone warning
	Login credentials invalid
	Shared line
	Shared line with a held call
	Call forwarding is enabled
	You have messages
	Active conference

	Placed call
	Received call
	Missed call
	Favourite
	Do Not Disturb enabled
	Presence status [Available]
	Presence Status [Busy or in a call]
	Presence Status [Away]
	Presence Status [Do Not Disturb]
	Presence Status [Offline]
	Presence status [No information]

TIPS FOR USING YOUR POLYCOM

- MAKING A CALL

Press New Call and enter the number or enter the number and press Dial from the softkey.

- HOLDING A CALL

Press the Hold key

- RETURN TO A HELD CALL

Press the Resume soft key.

- TRANSFER – ANNOUNCED

Press the Transfer softkey. Enter the destination extension and press Send. Announce the call to the receiving party and press Transfer again.

- TRANSFER – BLIND

Press the Transfer softkey followed by the Blind key, dial extn number, press Dial to complete the transfer.

- CONFERENCE

Establish the first call, press the Conf softkey, enter the telephone number of the 2nd party, Press Dial. To connect all 3 parties press the Conf softkey again.

- CALL FORWARD

To divert your telephone temporarily to another extension, press the Fwd softkey in the telephone display. Enter the destination number and press Enable to confirm.

- DO NOT DISTURB

To place your phone in Do Not Disturb. Press the DND button on the side of your handset. To disable: Press the DND button again. To Disable: Press the Fwd softkey followed by Disable.

- CALL LISTS (MISSED, RECEIVED OR PLACED CALLS)

Press the Menu key, select Features followed by Call Lists. You may now select Missed, Received or Placed calls as desired

Choose

- Edit to amend the dial string if necessary.
- Dial to return the call.
- Exit to return to the previous menu.
- Info to view information about the call.
- Save to store the contact to the Contact Directory.
- Clear to delete the call from the list.
- Exit softkey to return to the idle display.

To quickly view the Missed Calls list from the idle display press 

- PERSONAL CONTACTS

Press Menu key, select features followed by Call List. Press Add to enter new contact. (200 personal contacts may be stored)



- DIALLING PERSONAL CONTACTS

Go to Contact List press Search, using the keypad enter the first few letters and press Search, you can dial using the softkeys

- SPEED DIALS

From your Contact List, select Edit entry and enter Speed Dial Entry and save it to a number.

- TO DIAL SPEED DIALS

Speed dial entries can be viewed from the idle display by pressing  or  allowing you to scroll through the list

PHONE DIVERTS AND PICK UPS

Phone divert on	* 72 press dial and destination number
Remove phone divert	*73 press dial
Phone divert on busy	*90 press dial
Remove divert on busy	*91 press dial
Phone divert no answer	*92 press dial
Remove divert no answer	*93 press dial
Call pick up	*98 press dial
DND activate	*78 press dial