

POLYCOM VVX 300 USER GUIDE

Place an Outbound Call

- **Option 1:** Remove the handset or press the speakerphone button. Enter a number and press the **Dial** soft key
- **Option 2:** Press a corresponding line key on the Home view.
- **Option 3:** Use the Directional Pad to access your Favorites list, Recent Calls list, or Contact Directory, and select a contact.

Answer an Incoming Call

- **Option 1:** Pick up the handset to automatically answer
- **Option 2:** Press the speakerphone button to answer using the speakerphone.
- **Option 3:** Press the headset button to use your headset.

End an Active Call

Return the handset to the cradle or push the **End** call.

Transfer a Call

1. From Lines or Calls view, press the transfer button.
2. Enter the number you would like to transfer to or select one from the list. Push Send to dial.
3. When you hear the ring-back sound, press the transfer button to send the call. To announce the caller, relay the information to the person on the dialed line and press the transfer button.

Forward a Call

- When an call appears on the screen, press **Forward**, then enter the recipient number and press **Send**.

Place a Call on Hold

1. When an incoming call appears, press the hold button.
2. Press **Resume** to continue.

Start a Conference Call

1. Call the first person you would like in your conference.
2. From the Lines or Calls view, press **More**, then **Confrcn**. The active call will be held.
3. Dial the second party you would like in your conference.
4. When this caller answers, press **More** and then **Confrcn** to join all parties in the conference.

Park or Retrieve a Call

- If Call Park is configured on your phone, press the **Park** key.
- To retrieve a parked call, pres the **Retrieve** soft key, park key, or busy park zone button.



Feature Buttons

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| <p>1. Soft Keys: Launch labeled action.</p> <p>2. Line Key: Dial a contact listed onscreen.</p> <p>3. Home: View the actions screen.</p> <p>4. Forward: Send the a call to a new contact.</p> <p>5. Voicemail: Access messages.</p> | <p>6. Hold: Pause a call.</p> <p>7. Headset: Answer on your headset.</p> <p>8. Speakerphone: Start a hands-free call.</p> <p>9. Mute: Prevent sound from your phone.</p> <p>10. Volume Key: Adjust external or call volume.</p> |
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Set your Availability Status

Push the **DND** soft key, then **More**, then **My Status**, and choose from:

- **Online** • **Busy** • **Be right back** • **Away** • **On the phone** • **Out to lunch** • **Do not disturb**

Directional Pad

- Push the up arrow to see **Favorite** Contacts
- Push the left arrow to see **Received** Calls
- Push the down arrow to see **Missed** Calls
- Push the right arrow to see **Placed** Calls

Access Your Voicemail

- Push the mail button and select the mail category you would like to hear.
- Follow the prompts.