

To Place a Call

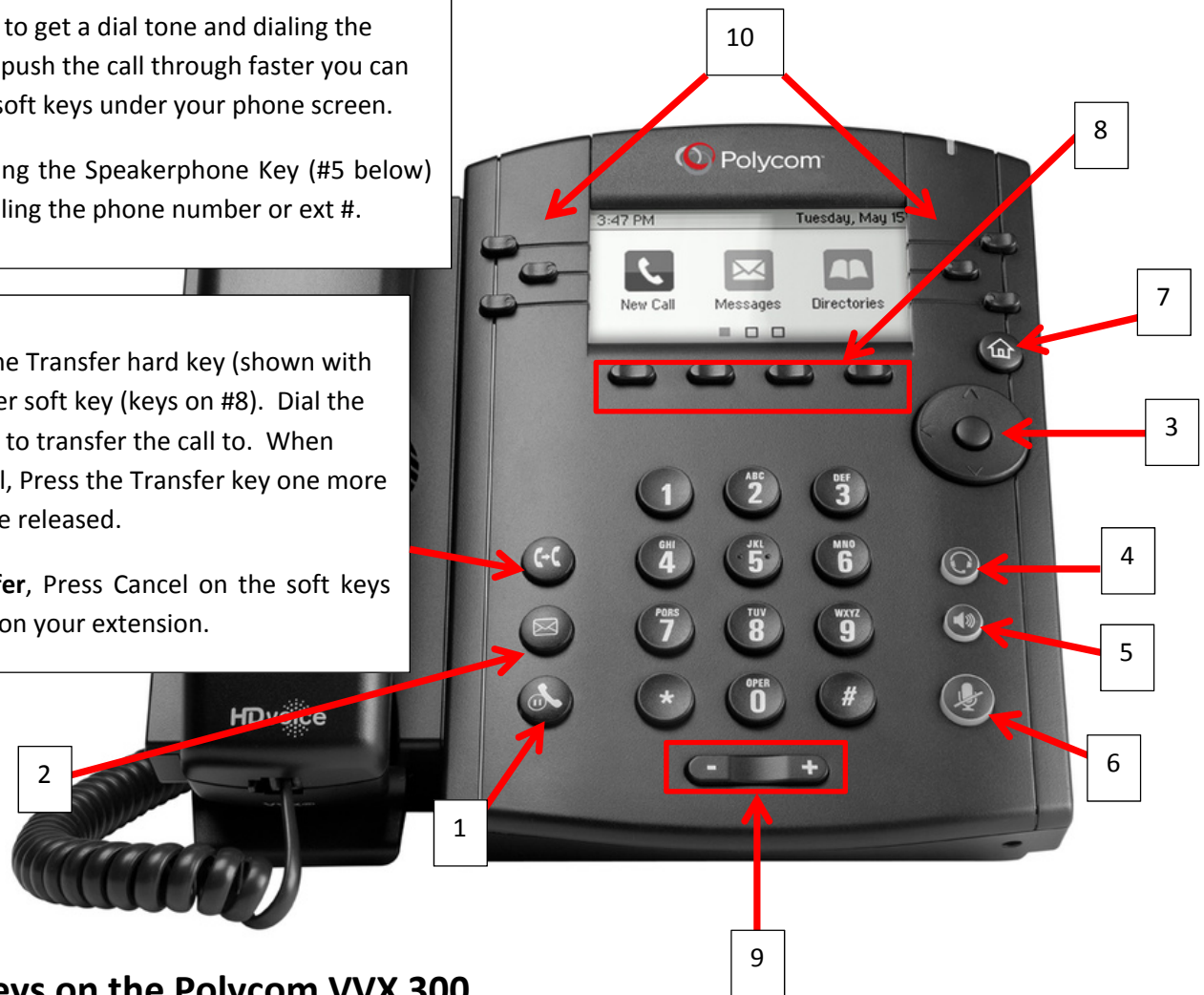
Pick up your handset to get a dial tone and dialing the phone # or ext #. To push the call through faster you can Press "Send" on the soft keys under your phone screen.

Place a call by pressing the Speakerphone Key (#5 below) and proceed with dialing the phone number or ext #.

To Transfer a Call

During a call, Press the Transfer hard key (shown with arrow) Or the Transfer soft key (keys on #8). Dial the Extension # you wish to transfer the call to. When ready to send the call, Press the Transfer key one more time. Your call will be released.

To cancel the transfer, Press Cancel on the soft keys and the call will stay on your extension.



Important Keys on the Polycom VVX 300

1. Hold Key – Hard programmed key next to the phone handset. Press this key during a call to place your call on hold.
2. Voicemail Key – Press this key, enter your PIN# when prompted to access your voicemails.
3. Display Control Key – Utilize this key's up, down, left and right arrows to highlight icons on the color display to select. To select and get in to that icon's feature Press the center button
4. Headset Key – Press this key to activate your headset, this key will light up when in use
5. Speakerphone Key – Press this key to enable the speakerphone feature, this key will light up when in use
6. Mute Key – Press this key to activate the MUTE feature on a call, this key will light up red when in use
7. Home Key – Press this key to get back to your phone's Home Screen
8. Soft Keys – these soft keys are programmed for specific features, press then to enable/utilize such features.
9. Volume Key – Change the volume for any setting on your phone by Pressing + or – to adjust volume. It will save the last setting you were on for that specific function (handset, speakerphone, headset).
10. Line Keys – These are the buttons that allow you to access a specific extension. Whether it be your own or another user you have saved on your phone. These can also be programmed for speed dials.