



USER GUIDE

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Polycom® VVX® 300 and 310 Business Media Phones



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

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About This Guide

This guide applies to two phones: the Polycom® VVX® 300 and 310 business media phones. You can use this guide if you have either phone.

This user guide will help you to navigate and use your VVX 300 or VVX 310 phone. It will give you an overview of your phone, and walk you through tasks so you can successfully use your phone to perform basic and advanced phone functions.

As you read this guide, the terms the phone and your phone refer to either the VVX 300 or VVX 310 phone. Unless specifically noted in this guide, both phones operate in the same way and the information in this guide applies to both phones. Throughout the rest of this guide, VVX 300 is used to represent both the VVX 300 and 310 phones.

Who Should Read this Guide?

This guide contains overview information for people who are just starting to learn about their VVX 300 or VVX 310 phone, or who have experience, but need a quick refresher. It is intended for beginning users, as well as intermediate and advanced users who want to learn about their phone's features.

How to Use this Guide

This guide is organized into five chapters. The beginning chapters introduce the phone and explain how to use the phone's basic features. Later chapters describe advanced features, and how to customize your phone to suit your needs. The guide also includes safety and legal information.

- **Chapter 1: Getting Started** This chapter contains general information about your phone that you'll find helpful before you start using it. It describes phone hardware and phone views, and how to navigate menus and enter data.
- **Chapter 2: Using Basic Features** All the basic features that your phone offers—such as how to add contacts and favorites, or transfer or forward calls—are described in this chapter.
- **Chapter 3: Using Advanced Features** Advanced features that may not be available on the phone, or that you may not use on a day-to-day basis, are described in this chapter. Advanced features include recording calls, locking your phone, monitoring buddies, and accessing a Browser.










- **Chapter 4: Customizing Your Phone** You can customize your phone in many ways, including setting up a screen saver, or changing the backlight, background picture, or time and date format. Read this chapter to personalize your phone.
- **Chapter 5: Administrative Tasks** This chapter describes tasks that your administrator may ask you to perform. These tasks include investigating phone issues, restarting the phone, updating the phone's configuration, and testing the phone's hardware.
- **Copyright, Safety, and Regulatory Notices** This section provides important safety and compliance information relating to your phone.
- **End-User License Agreement** The End-User License Agreement outlines the legal agreement between you and Polycom when you agree to install and use Polycom software.

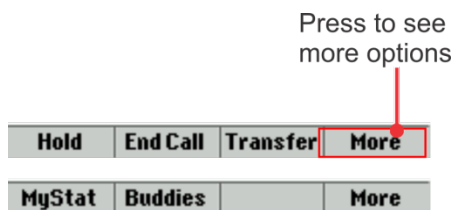
Conventions Used in this Guide

This user guide contains terms, graphical elements, and a few typographic conventions. Familiarizing yourself with these terms, elements, and conventions will help you perform phone tasks.

Terms and Writing Conventions

- **Your Phone / the phone** These terms refer to either the VVX 300 or VVX 310 phone. Unless specifically noted in this guide, both phones operate in the same way and the information in this guide applies to both phones.
- **Press** This action refers to depressing a key on the keypad, a line key, an arrow key, a hard key—like Hold or Microphone Mute—or pressing a soft key for a second or two.
- **Select Submenu > Submenu > Submenu** This convention describes how to access submenus. Each submenu name is in boldface and separated by a 'greater than' symbol. If the instructions indicate to select **Basic > Preferences > Language**, select the **Basic** submenu, select the **Preferences** submenu, and select the **Language** submenu.
- **Highlight** This action refers to selecting an item on the screen so that its appearance brightens. Soft keys apply to highlighted items.
- **Select** Selecting an item on the screen refers to using the arrow keys—up, down, left, and right—to highlight an item. Press the central **Select** key so that another screen opens.
- **Views** Your phone has four main views: Home, Calls, Active Call, and Lines (the default) view. A view is a specific screen on the phone interface that provides unique information and enables you to perform specific tasks.

- **Dialpad** The dialpad is the area of the keypad you use to enter numbers and characters. The dialpad consists of all the number keys, as well as the asterisk (*) and pound (#) keys.
- **Key** This term refers to any button on the phone console. Phone keys include the dialpad keys, , , , , , , , and .
- **Option** An option is one of a series of items you can select for a phone setting, such as *Enabled* and *Disabled*.
- **Held call** This term describes any call (including a conference call) that is on hold. Audio for held calls cannot be heard.
- **Active call** This term refers to a call (including a conference call) you're currently in. An active call has audio associated with it.
- **Setting** The name of a field for which you can define information or choose an option.
- **Field** This term describes the area of the screen next to a setting in which you can enter information or select an option.
- **Icon** A picture on the screen. There are two types of icons:
 - An icon that you can select to access a function, feature, setting, or application. For example, when you're in Home view, you can select the New Call icon () to place a call.
 - An icon that provides phone information or status only. Selecting this type of icon doesn't access another function. For example, your phone may have an icon to indicate you have a voicemail message simply to notify you of the current status.
- **Soft key** This term describes the context-sensitive keys that display along the bottom of the screen that update depending on the task you're performing. To see additional options (if available), press **More**. The **More** soft key is always on the far-right of the soft key area, as shown next. The additional options display as shown next.



- **Soft key area** The soft key area (shown above) is the area along the bottom of the screen that displays context-sensitive soft keys.
- **Status bar** The status bar (shown next) is the top-most part of the screen. It displays the time and date or other messages instead of the date display.









3:47 PM

Tuesday, May 15

Information Elements


The following icons are used to alert you to various types of important information in this guide:

Icons Used in this Guide

Name	Icon	Description
Note		The Note icon highlights information of interest or important information needed to be successful in accomplishing a procedure or to understand a concept.
Administrator Tip		The Administrator Tip icon highlights techniques, shortcuts, or productivity related tips.
Caution		The Caution icon highlights information you need to know to avoid a hazard that could potentially impact device performance, application functionality, or successful feature configuration.
Warning		The Warning icon highlights an action you must perform (or avoid) to prevent issues that may cause you to lose information or your configuration setup, and/or affect phone or network performance.
Web Info		The Web Info icon highlights supplementary information available online such as documents or downloads on support.polycom.com or other locations.
Timesaver		The Timesaver icon highlights a faster or alternative method for accomplishing a method or operation.
Power Tip		The Power Tip icon faster, alternative procedures for advanced administrators already familiar with the techniques being discussed.
Troubleshooting		The Troubleshooting icon highlights information that may help you solve a relevant problem or to refer you to other relevant troubleshooting resources.



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Name	Icon	Description
Settings		The Settings icon highlights settings you may need to choose for a specific behavior, to enable a specific feature, or to access customization options.

Typographic Conventions

A few typographic conventions, listed next, are used in this guide to distinguish types of in-text information.

Typographic Conventions

Convention	Description
Bold	Highlights interface items such as menus, soft keys, file names, and directories. Also used to represent menu selections and text entry to the phone.
<i>Italics</i>	Used to emphasize text, to show example values or inputs, and to show titles of reference documents available from the Polycom Support Web site and other reference sites.
<u>Underlined Blue</u>	Used for URL links to external Web pages or documents. If you click on text in this style, you will be linked to an external document or Web page.
Blue Text	Used for cross references to other sections within this document. If you click on text in this style, you will be taken to another part of this document.
Fixed-width-font	Used for code fragments and parameter names.

Related Documents

For additional information about the VVX 300 and 310 phones, see the following documents:

- User Documents:
 - *Polycom VVX 300 and 310 Business Media Phone Quick User Guide*—This guide is a quick reference on how to use the phone's most basic features. It also briefly describes how to navigate the phone and enter information. It is available from the [VVX 300 and 310 Business Media Phone Support Web page](#).

- Setup and maintenance documents:
 - *Polycom VVX 300 and 310 Business Media Phone Quick Start Guide*—This guide describes the contents of your phone package, how to assemble the phone, and how to connect the phone to the network. The quick start guide is included in your phone package. It is also available from the [VVX 300 and 310 Business Media Phone Support Web page](#).
 - *Polycom VVX 300, 310, 400, and 410 Business Media Phone Administrators' Guide*—This guide provides detailed information about setting up and configuring your phone, including how to configure features. It is available from the [VVX 300 and 310 Business Media Phone Support Web page](#).
 - *Polycom VVX VVX 300/310/400/410/500/600 Business Media Phone Wallmount Instructions*—This document provides detailed instructions for mounting your phone on the wall. To install your phone on the wall, you'll need the optional wallmount package. The wallmount instructions are included in the optional wallmount package. They are also available from the [VVX 300 and 310 Business Media Phone Support Web page](#).
- Feature Descriptions and Technical Notifications for Polycom phones—These documents describe workarounds to existing issues and provide expanded descriptions and examples for phone settings and features. You can find these documents on the Polycom Support Web site on the [Polycom® Profiled UC Software Features](#) and [Polycom® Engineering Advisories and Technical Notifications](#) support pages.

Chapter 1: Getting Started

Before you use your Polycom® VVX® 300 phone, you may wish to take a few moments to become familiar with its features and user interface. In this chapter, you learn about your phone's components and the screen layout. You'll also learn how to configure your phone remotely using the Polycom Web Configuration Utility.

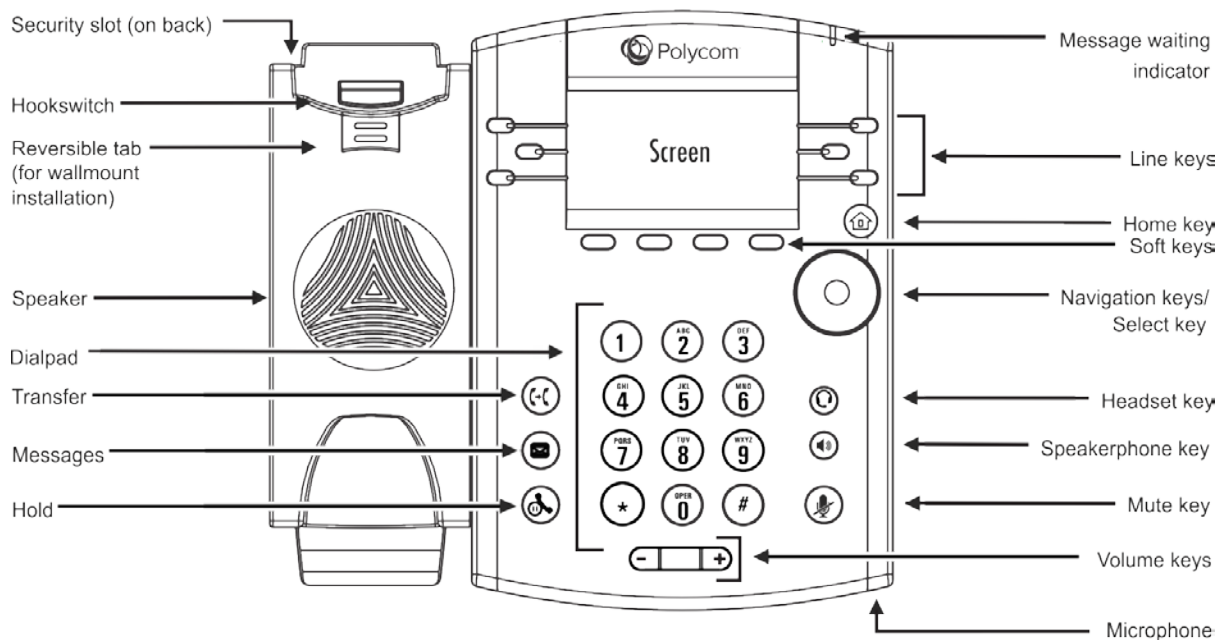


Note: Accessing Features and Options



As you read this guide, keep in mind that certain phone features are configurable by your system administrator or determined by your phone environment. As a result, some features may not be enabled or may operate differently on your phone. The examples and figures in this guide may not directly reflect what displays on your phone screen.

Phone Keys and Hardware

The following figure shows the important phone features, which are described next.



VVX 300 Phone Features

Feature	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, see Security Slots on Polycom Phones (Technical Bulletin 64654) .
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.



Web Info: Attaching Phone Hardware

For information on attaching phone hardware, including how to connect your phone to the network, see the *Quick Start Guide* for your phone, available by navigating to your phone from the Polycom [Business Media Phones](#) Web page.


Phone Views

Your phone has three main views: Home, Calls, and Lines view (the default).

To change views:




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- From Home view, press  to display either Lines or Call view.



Troubleshooting: Why Can't I Access a Certain View?

The views you can access depend on the number of calls your phone has, and if your phone has an active call. If your phone is idle, you can access Home and Lines view. If your phone has one call only—and it's active—you can access Home and Lines view. If your phone has multiple calls, or one held call, you can access Home, Lines, and Calls view by pressing .

At the top of each view is a status bar, shown next. The status bar shows the date and time. If your phone has information you should know about, messages will display, together with the time.


3:47 PM

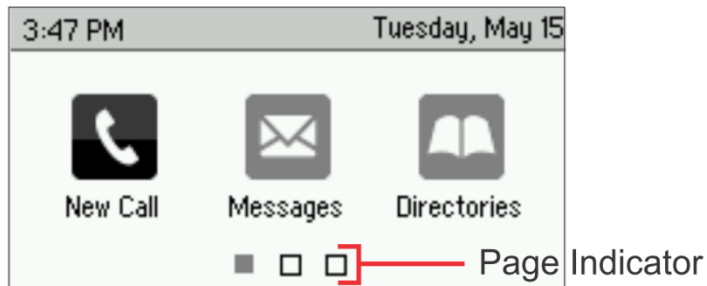
Tuesday, May 15

10:59 AM

2 missed calls

Home View

You can display Home view (shown next) by pressing . Home view displays your phone line, and messages, settings, and information. At the bottom of Home view is a Page Indicator that shows how many pages of icons Home view displays.



To change the displayed page, press the down or up arrow key. To change the highlighted entry, press the right or left arrow key. Press **Select** to access the desired menu.

Home view displays the following icons:

- **New Call**—Select **New Call** to display the Dialer so you can place a call.
- **Messages**—Select **Messages** to access your voicemail.
- **Directories**—Select **Directories** to access your Contact Directory, Favorites, and Recent Calls list. You may also be able to access a Corporate Directory and Buddy Status List if they're set up on your phone.
- **Forward**—Select **Forward** to set up forwarding options for incoming calls.
- **DND**—Select **DND** to toggle DND (Do Not Disturb) on or off. When DND is enabled, your phone won't ring and incoming calls will go to voice mail.

- **Settings**—Select **Settings** to access phone features and settings to customize your phone.

Additional icons may include:

- **Applications**—Select **Applications** to access a menu of custom applications. See your administrator for information about any specific applications listed in this menu.
- **Calendar**—Select **Calendar** to show a calendar with your meeting details. Using the Calendar feature, you can join meetings directly from your phone.

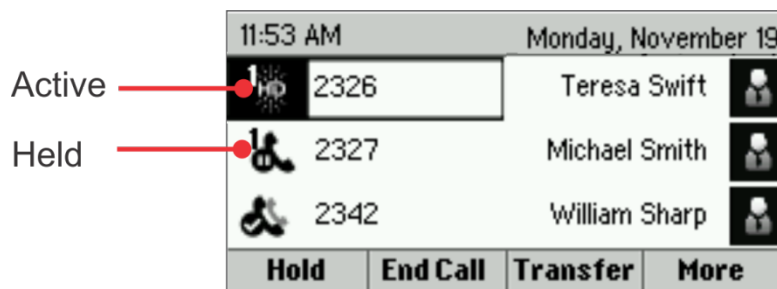
Lines View

Lines view (shown next) is your phone’s default display. Lines view displays your phone line(s), your favorites, and soft keys in the soft key area.



If your phone is idle, you can press a line key to access the Dialer.

If your phone has calls, the phone line indicates the number of calls you have, and if they’re active or held. If the phone line has an active call, the call color is medium grey, as shown next. If the phone line has one or more held calls, the call color is light grey, as shown next. The number of total calls is shown above the calls. To select a call, use the up and down arrow keys.



Note: Why Can't I Access the Idle Browser?

If your phone has calls, you can't access the Idle Browser. To access the Main Browser, select **Applications** from Home view. For information about the Browser, see [Using the Browser](#).

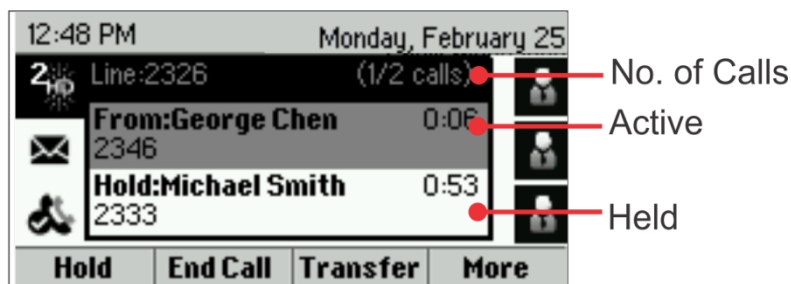
Calls View

You can access Calls view (shown next) if your phone has multiple calls in progress, or you have one held call. Use the up and down arrow keys to see all your calls. If your phone has multiple lines, calls display under the associated line.

Call color indicates status:

- **Medium grey**—Active call
- **Dark grey**—Incoming call
- **Light grey**—Held call

Use the up and down arrow keys to highlight a call. The soft keys apply to the highlighted call.



Understanding Phone Icons and Status Indicators

The following icons and indicators indicate phone, call, or buddy/contact status, or to indicate that a feature is enabled.

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

Icon	Description	Icon	Description
	Active conference		Presence status (Available)
	Placed call		Presence status (Busy or In a Call)
	Received call		Presence status (Away)
	Missed call		Presence status (Do Not Disturb)
	Favorite		Presence status (Offline)
	Do Not Disturb enabled		Presence status (No information)
			Presence status (No information)

Navigating Your Phone Interface

The following table shows you how to navigate your phone’s screens, as well as select and highlight options.

If you want to...	Do this...
Return to Home view from any screen	Press
Return to the previous screen	Press Back , as shown next. Or press the left arrow key.
	<p>The screenshot shows a menu titled 'Basic' with four options: 1 Preferences..., 2 Contrast..., 3 Backlight Intensity..., and 4 Backlight Timeout... At the bottom of the menu are two buttons: 'Back' and 'Select'. The 'Back' button is highlighted with a red rectangular box.</p>
Switch phone views	Press to display a different view (from Home view to Lines view to Calls view, if there is an active call).
Place a call	Press Dial or use the right arrow key from a call list.

<i>If you want to...</i>	<i>Do this...</i>
Highlight calls in Calls view	Use the up and down arrow keys to select a call. The soft keys, like Hold or Resume , apply to the highlighted call.
Select a menu item or option	Use the up and down arrow keys to highlight the menu item or option, and press Select . If the menu is numbered, press the dialpad key to enter the corresponding menu. For example, press 4 to enter the Backlight Timeout menu as shown above. Use * to page up and # to page down in the menus.
Close an option box without selecting anything	Press the left arrow key.
Select a soft key, menu item, or option	Use the up and down arrow keys to highlight the menu item or option. Press the appropriate soft key. If an item in a list has a number next to it, you can press the corresponding number on the dialpad to select the item.
Select a soft key that's not in view	If a More soft key displays in the far-right of the soft key area (as shown next), there are additional soft keys available, but you can't see them. Press More to view the additional soft keys.



Entering Data and Updating Fields

You can enter information and edit fields using the dialpad keys on the phone console.

Before you use the dialpad keys to enter information in fields, you can select **Encoding** or **Mode** to specify how you want to enter information:

- **Mode**—enables you to enter just numbers, or text in title case, lowercase, or uppercase characters.
- **Encoding**—enables you to enter alphanumeric and special characters—including all the options available when you select **Mode**—as well as characters in special languages.

The following tables list the Mode and Encoding options.

<i>Options Available When You Select Mode</i>	<i>Options Available When You Select Encoding</i>
Abc	Abc
ABC	ABC



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Options Available When You Select Mode	Options Available When You Select Encoding
abc	abc
123	123
	ASCII (for regular text)
	Latin (to enter accented characters)
	Katakana (for Japanese characters)
	Unicode (to store characters as double bytes)
	Cyrillic (for Russian characters)

Using the Dialpad Keys on the Phone Console

You can use the dialpad keys on your phone console to update field information. If a field requires data input, select **Encoding** or **Mode** to specify how you want to enter data.

Use the tips in the following table to enter information using the dialpad.

If you want to...	Do this...
Enter numbers, or characters in uppercase, lowercase, or titlecase mode	Select Encoding or Mode , and select one of the alphabetic (<i>ABC</i> , <i>abc</i> , or <i>Abc</i>) options.
Enter only numbers	Select Encoding or Mode , and select the numeric (<i>123</i>) option.
Enter text in a special language	Select Encoding , and select one of the language options.
Enter a character	Press a dialpad key repeatedly to view the character options and stop to select. When the character you want to enter displays in the field, wait one second, and enter the next character.
Enter a number	Press a dialpad key repeatedly (depending what mode you're in) to enter the number that displays on that key.

<i>If you want to...</i>	<i>Do this...</i>
Enter a special character	<p>Select Encoding, and select one of the alphabetic (Abc, ABC, or abc) options. Then, press the 1, *, 0, or # key one or more times to enter one of the following special characters:</p> <ul style="list-style-type: none"> • 1 key: ! ' ^ \ @ : 1 • * key: . * - & % + ; () • 0 key: / , _ \$ ~ = ? 0 • # key: # > < { } [] “ ‘ <p><i>Note:</i> You can't access special characters when you're in numerical (123) mode.</p>
Enter a space	<p>Select Encoding, and select one of the alphabetic (Abc, ABC, or abc) options. Then, press the 0 key.</p> <p><i>Note:</i> You can't enter a space when you're in numerical (123) mode.</p>
Delete one or more characters	<p>Using the left and right arrow keys until the cursor is positioned to the right of the character(s) you want to delete.</p> <p>Then, press .</p>

Registering the Phone

Generally, your phone will be deployed with multiple other phones. In this case, your system administrator will configure the phone parameters beforehand, so that after you set up your phone, the phone will be registered and ready to use.

If your phone is not part of a large phone deployment, your phone may not be registered after you set it up. Before you use your phone, you or your system administrator will have to register it.



Web Info: How to Register Your Phone

For detailed information on how to register your phone after you install it, see [Registering Standalone Polycom Phones \(Quick Tip 44011\)](#).

Configuring Your Phone Using the Web Configuration Utility

This section explains how to update phone settings from your phone, using the phone's menu commands. If you wish, you can also update these settings remotely with the Polycom Web Configuration Utility.

The phone's Web Configuration Utility enables you to view and configure phone behavior from a computer using any compatible Web browser. The utility provides a browser-friendly view of your phone's current settings. Using the utility, you can perform many of the same updates from your computer that you can perform using your phone's menu system.

You can access the utility using any compatible Web browser installed on a computer that resides on the same network as your phone. Before you begin, you'll need to know the IP address of your phone, and the user password to log in to the utility.



Web Info: Using the Utility

For detailed information on accessing, navigating, and using the utility, see the [Polycom Web Configuration Utility User Guide](#).

To access the Web Configuration Utility for your phone:

- 1 Launch a Web browser from a computer on the same network as your phone.
- 2 In the Address Bar of your Web Browser, enter the IP address of your phone. For example, if your phone's IP address is 123.22.3.4, enter this information in the address bar.
- 3 Press the **Enter** key.
- 4 From the Web Configuration Utility login screen, select **User**, and enter the user password. The default user password is 123.
- 5 Click **Submit**.

The Web Configuration Utility Home screen is displayed.

Chapter 2: Using Basic Features

Now that you're familiar with your phone's user interface and how to interact with it, you're ready to perform basic phone tasks that you'll use on a daily basis. At the end of this chapter, you'll become expert at handling multiple calls at one time, manipulating incoming and active calls, and accessing directories and lists so you can perform tasks quickly and efficiently.

In this chapter, you'll learn about:

- Calling, answering, holding, and ending calls
- Ignoring, rejecting, forwarding, and transferring calls
- Setting up conference calls
- Enabling Do Not Disturb
- Listening to voicemail
- Handling Directories, Recent Calls, and Favorites
- Customizing ringtones
- Controlling phone volume
- Setting up Do Not Disturb
- Using headsets
- Managing shared lines





How Your Phone Handles Calls



Your phone can handle multiple calls at a time. However, only one active call—the call that has audio associated with it—can be in progress at any given time. In addition to the active call, your phone may have multiple other calls that are either held, or in an incoming or ringing state. Your phone can handle a maximum of 6 calls at one time.

Your administrator can set up your phone to have up to 6 lines. Lines can have unique extension numbers, or they can have the same extension number as other lines. Your phone can support a maximum of 24 calls.

You can place and answer calls in these ways:


- Using the handset
- Using the speakerphone
- Using a headset

During a call, you can alternate between handset, headset, or speakerphone modes by picking up the handset, or pressing  or . For example, if you're using the handset, you can switch to headset mode by pressing , or switch to speakerphone mode by pressing .

When you're in speakerphone mode,  glows green. When you're in headset mode,  glows green if an analog headset is connected.



Troubleshooting: Why Doesn't the Speakerphone Work?

If your speakerphone doesn't work, your system administrator may have disabled it. You must handle calls using the handset or a headset. If your system administrator disables the speakerphone on your phone, *Handsfree mode disabled* appears on the screen after you press .



Power Tip: Setting Up the Phone to Automatically Use Your Headset for All Calls



If you frequently use a headset, you can make the headset the default call path. To set this up, see [Enabling Headset Memory Mode](#)

Answering Calls

All incoming calls display in an Incoming Call window, as shown next.



To answer the call, do one of the following:

- To use the handset, pick up the handset.
- To use the speakerphone, press  or press **Answer**.
- To use your headset, press .

If you're already in handset, speakerphone, or headset mode, press **Answer**, and the phone will automatically use the mode you're in.



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If you don't answer the call within 10 seconds, the Incoming Call window disappears, and Calls view displays, as shown next.



To answer the call, pick up the handset, press , or press . Or, from Calls view, press **Answer** to use the speakerphone.



Note: Answering Calls When Your Phone is Locked

If your phone is locked, the way you answer calls is different. For more information on answering calls from a locked phone, see [Calling and Answering from a Locked Phone](#).

Answering Another Call

If you have a call and an incoming call arrives on the same or a different line, a call waiting tone beeps, and the Incoming Call window displays. To answer the call, press **Answer**. The call you were in is held.

If you don't answer the call within 10 seconds, the Incoming Call window disappears, and Calls view displays.

Answering on a Shared Line

If you share a line with another phone, you can answer calls as described above. Or, someone who shares the line can choose to answer the call from their phone. If you answer the call and hold it, anyone who shares your line can answer the held call.

For more information about shared lines, including what you can and can't do with shared lines, see [Working with Shared Lines](#).

Answering Calls Automatically

You may find it convenient if your phone to auto-answer calls, so you don't have to press a key to answer a call. If you enable this feature, your phone will automatically answer incoming calls using the speakerphone. Your system administrator sets how many times your phone will ring before the call is auto-answered.

If Auto Answer is enabled and a call arrives while you're already in a call, the incoming call will be automatically answered if you end or hold the current call.



Note: Auto-Answered Calls and Microphone Mute

Your phone mutes the microphone for all auto-answered calls, so that the party calling you can't hear you. To unmute the microphone so the other party can hear you, press . To enable or disable microphone mute for auto-answered calls, see step 2, below.

To enable your phone to automatically answer calls:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Auto Answer**.
- 2 From the Auto Answer screen, do the following:
 - To enable your phone to automatically answer SIP calls, select **Auto Answer SIP Calls**, and select **Yes**. The default setting is No.
 - To mute the microphone for all auto-answered calls so the incoming caller can't hear you, select **Microphone Mute**, and select **Yes**. The default setting is Yes.
- 3 Press **Save**.

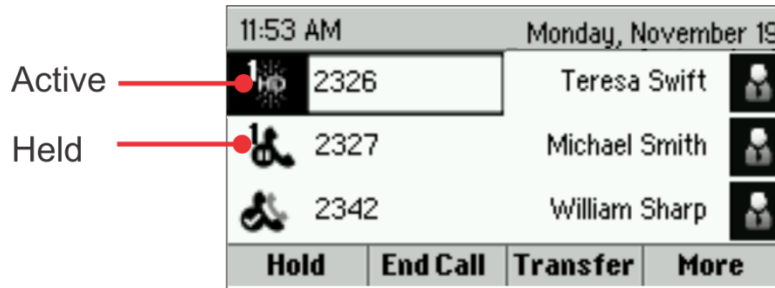
Managing Multiple Calls

You can easily manage multiple calls from Lines and Calls view.

Calls view displays all the calls for each phone line, as shown next. All the calls for a phone line display under the associated phone line. Scroll up or down to see all your lines and calls. To switch to Lines view, press **More** and then **Lines** or press .





Lines view shows you each line on your phone, and how many calls each line has, as shown next. In the example below, line 2326 has one active call, and line 2327 has one held call.



If you press a line key that doesn't have an active call, the most recent call on that line will become active. The current call will be held.

To manage a call, use the up and down keys to highlight it. Then, press one of the soft keys to hold, resume, end, or transfer the highlighted call, or set up a conference with the highlighted call.

Placing Calls

You can place a call using the handset, speakerphone, or headset. You can dial the number first, and then choose the method—by picking up the handset, pressing , or pressing —or choose the method first, and then dial the number.

You can place calls in these ways:

- Manually, from the Dialer
- Automatically, by tapping a favorite in Home or Lines view
- Automatically, from your Favorites list, Recent Calls list, or Contact Directory.

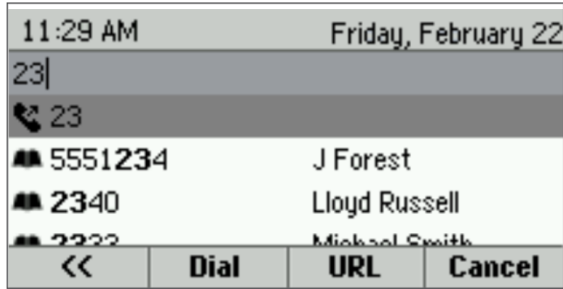


Note: Calling from a Locked Phone



If your phone is locked, see [Calling and Answering from a Locked Phone](#) for information on placing calls when your phone is locked.

Calling from the Dialer

The Dialer displays a list of previously-placed calls. Select one of the entries to automatically enter it. Or, start entering a number. As you enter numbers, the Dialer displays a list of similar numbers, as shown next. Use the up and down arrow keys to select a match and automatically enter it.



To display the Dialer, do one of the following:

- From Home view, select **New Call**.
- From Lines or Calls view, press **New Call**. (The New Call soft key won't display if you have an active call.)
- If your phone is idle, start entering a phone number.
- Pick up the handset, or press  or . This method only works if you don't have an active call.
- In Lines view, press a line key that doesn't have any calls.



Power Tip: Choosing URLs or Numbers Mode from the Dialer

To enter a URL in the Dialer, tap **URL**. To exit URL mode and enter numbers, tap **Number**.





Note: No New Call Icon when Maximum Calls Reached

The New Call soft key is not displayed when the maximum number of calls is reached (24).

When you access the Dialer, an active call is held.

To call from the Dialer:

- Enter the number, and then pick up the handset, press a line key, press , or press .
- or
- If you're already in handset, speakerphone, or headset mode, enter the number, and press **Dial**.



Note: Handling Automatically Placed Calls

Your administrator sets up your phone to automatically place the call after you enter a certain number of digits. If your phone doesn't automatically place the call, press **Send**. If a call is placed before you enter all the digits, place the call as follows: enter the phone number and press **Send**.

Placing Calls from Favorites, Recent Calls, and Directories

In addition to the Dialer, you can place calls from the Recent Calls list, Favorites list, or your Directory. Or, you can quickly call a favorite from Home or Lines view.

To call from the Recent Calls list:

- 1 Access your Recent Calls list by doing one of the following:
 - From Home view, select **Directories**, and select **Recent Calls**.
 - or
 - From Lines view, press the right arrow key for the Placed Calls list, the down arrow key for the Missed Calls list, or the left arrow key for the Received Calls list.
- 2 From the Recent Calls list, use the up and down arrow key to select the person you want to call and press **Dial**.

To call from your Favorites list:

- 1 From Home view, select **Directories**, and select **Favorites**.
You can also press the up arrow key to access the Favorite list.
- 2 From your Favorites list, use the up and down arrow key to select the favorite you want to call, and press **Dial**.

To call from your Directory:

- 1 From Home view, select **Directories**, and select **Contact Directory**.
- 2 From your Directory, use the up and down arrow key to select the contact you want to call.
- 3 Place the call by doing one of the following:
 - From the contact's information screen—press **Info**, use the up and down arrow key to select the contact, and press **Dial**.
 - Use the up and down arrow key to select the contact, and press **Dial**.

Redialing Numbers

To dial the last number you called, press the right arrow key for the Placed Calls list. The first number in the list is the last call you placed.

To redial a number:

- From the Placed Calls list (shown next), press **Dial**.

Use the up and down arrow key to select the other previously placed calls.

Call Lists (Placed Calls)			
	Michael Smith 2333		Last Fri
	Lloyd Russell 2340		Last Fri
	Lloyd Russell 2340		Last Fri
Dial	Sort	Type	More

Ending Calls


To quickly end an active call, replace the handset. Or from Lines or Calls view, press **End Call**. If you're in Calls view, be sure to highlight the call first.



Note: How Do I End a Held Call?

A call must be active to end it. To end a held call: From Calls view, select the held call to highlight it, press **Resume**, and then press **End Call**.

Using Headsets

You can connect an analog headset to your phone. If an analog headset is connected and in use,  glows green.

If you use a headset, you can set up your phone so that all calls use your headset (see [Enabling Headset Memory Mode](#)). If you use a headset that supports electronic hookswitch (EHS), you can press the hookswitch button to place, answer, and end calls. In addition, you may be able to mute calls and control volume from your headset.




Web Info: More Information About Headsets



- For information on how to connect a headset to your phone, see the *Quick Start Guide* for your phone, available by navigating to your phone from the [Polycom Business Media Phones](#) Web page.
- For information on your headset's features, as well as how to sync your headset with your phone, see your headset documentation.
- For a list of supported headsets, see the [Headset Compatibility List \(Technical Bulletin 37477\)](#). For detailed information about how to use electronic hookswitch, see [Using an Electronic Hookswitch \(Technical Bulletin 35150\)](#). All these documents are available on the [Polycom® Profiled UC Software Features](#) and [Polycom® Engineering Advisories and Technical Notifications](#) support pages.

Enabling Headset Memory Mode


This feature is useful for permanent or full-time headset users. You can set up your phone so that all incoming and outgoing calls use your headset. At any time, you can switch to handset or speakerphone mode.

To use Headset Memory Mode, you must enable, and then activate, Headset Memory Mode. When Headset Memory Mode is activated,  flashes either green (for analog headsets) or blue (for USB or Bluetooth headsets).

To enable Headset Memory Mode:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Headset > Headset Memory**.
- 2 From the Headset Memory Mode screen, select **Enabled**.
- 3 Press .
- 4 To activate Headset Memory Mode, press  twice. The Headset key will flash to indicate that the phone is in Headset Memory Mode.

Now, whenever you answer a call, the call will connect to your headset automatically.

If you switch to the speakerphone or the handset, you deactivate Headset Memory Mode. Calls will no longer automatically go to your headset, unless you choose this mode. To have calls go to your headset again, activate Headset Memory Mode by pressing  twice.

Responding to Incoming Calls

While your phone rings, you can do the following:

- Temporarily ignore the call before answering it.
- Reject the call so it goes directly to voicemail.



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Ignoring Incoming Calls

Ignore or silence a call to stop your phone from ringing. Even though the call is ignored, your phone will still display the incoming call notification so you can still answer the call.

To ignore or silence a call:

- From the Incoming Call window, press **Ignore** (for private lines) or **Silence** (for shared lines).

The Incoming Call window disappears, your phone stops ringing, and either Home or Calls view displays.

Rejecting Incoming Calls

Reject a call to stop your phone from ringing and send the call directly to voice mail. Calls you reject display in your Recent Calls list. Rejecting calls is not available for shared lines.

To reject an incoming call:

- From the Incoming Call window, press **Reject**. You can also reject an incoming call from Lines and Calls view.

The call goes directly to voice mail.

Forwarding Incoming Calls to Another Person

While your phone rings, you can forward the call to another person.

To forward an incoming call to another person:

- 1 While your phone rings, press **Forward**.
- 2 From the Call Forwarding screen, enter the forwarding number, and press **Forward**.



Power Tip: Other Ways to Forward Calls

You can also set up your phone to forward all incoming calls to another person (see [Forwarding All Calls to Another Person](#)), or forward all calls from a certain contact to another person (see [Diverting Calls from a Contact to Another Person](#)).

During Calls

When you're in a call, you can do the following:

- Hold the call.
- Transfer the call to another person.

You're talking with and another person.



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Holding Calls

You can place any active call on hold. A held call displays in Calls and Lines view as follows:



To hold a call:

- From Lines or Calls view, press **Hold**. If you're in Calls view, be sure to highlight the call first.

To resume a held call:

- Do one of the following:
 - From Lines view, press **Resume**. If there's more than one held call on the line, the last call that you held will be resumed. If you have multiple lines and you press **Resume**, the last call that you held—on either line—will be resumed.
 - or
 - From Calls view, use the up and down arrow keys to highlight the call, and press **Resume**.

Transferring Calls

When you transfer a call to another person, you have the option to talk to the person before the transfer completes.

If your phone supports a blind transfer, you can automatically transfer a call without talking to the other person. The call is automatically transferred after you dial the number you're transferring the call to.

To transfer a call:

- 1 From Lines or Calls view, press **Transfer**. The active call is held.
- 2 From the Dialer, place a call to the person you want to transfer the call to.
- 3 When you hear the ring-back sound, press **Transfer** to complete the transfer. Or, if you want to talk with the person before the transfer completes, connect and talk with the person, and then press **Transfer**. To cancel the transfer before the call connects, tap **Cancel**.

To perform a blind transfer:

- 1 From Lines or Calls view, press **Transfer**. The active call is held.
- 2 From the Dialer, press **Blind**, and place a call to the person you want to transfer the call to. If you don't see **Blind**, press **More**, and then **Blind**.

The call automatically transfers to the person you specified.



Timesaver: Completing a Transfer

If you're using a handset, complete a transfer by replacing the handset.

Setting Up and Handling Conference Calls

You can set up a conference call with two other people. Depending on your phone system, you may be able to add more than two people to your call; ask your system administrator for the maximum number.

Just as with other calls, you can hold and resume conference calls. In addition, you'll have the option to split a conference call—end the conference and place the people you were talking with on hold.

During a conference, you may have access to the conference management feature. This feature allows you to manage each person in the conference call so that you can mute, hold, and remove each person. Your system administrator can enable this feature on your phone. For more information, see [Managing Conference Call Participants](#).

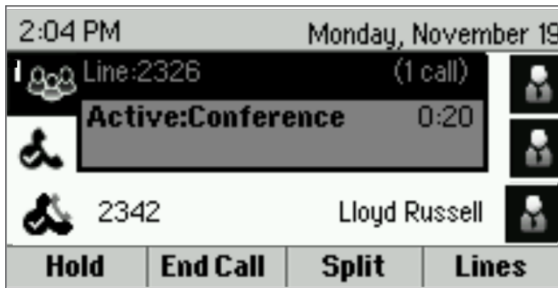
Setting Up Conference Calls

There are two ways to set up a conference: the conventional way—by calling two people and using the **Confrnc** soft key—or joining two existing calls using the **Join** soft key.

To set up a conference call:

- 1 Call the first person.
- 2 From Lines or Calls view, press **More** and then **Confrnc**. The active call is held.
- 3 Using the Dialer, call the second person.

- 4 When the second person answers, press **More** and then **Confnc** to join everyone in a conference. The Active: Conference screen displays, as shown next.



Power Tip: How to Quickly Set Up a Conference

If your phone has an active call and one held call—on the same or a different line—press **More** and then **Join** from either Lines or Calls view to automatically create a conference call. The conference call takes place on the line from which you handled the last active call.

Holding and Resuming Conference Calls

When you place a conference call on hold, you place the other two people in the call on hold. No one in a held conference call can hear each other. To hold just one person, see [Managing Conference Call Participants](#).

To place a conference call on hold:

- From Lines or Calls view, press **Hold**. If you're in Calls view, be sure to highlight the conference first. The other two people in the conference are held. The following example shows a held conference in Calls view.



To resume a held conference call:

- From Lines or Calls view, press **Resume**.

Ending Conference Calls

To end a conference, and your connection to the other people, press **End Call**. By default, when you press **End Call**, the other two people remain connected. However, your system administrator may have set up your phone so that all connections end.

To end a conference call:

- From Lines or Calls view, press **End Call**.

The conference call ends. By default, the other two people remain connected.

Splitting Conference Calls into Two Held Calls

When you split a conference, you end the conference and place the other two people on hold. You can split an active or held conference call.

To split a conference call:

- From Lines or Calls view, press **Split**.

The conference call ends. By default, the other two people are held.

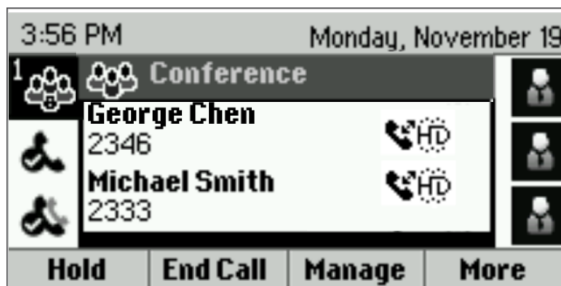
Managing Conference Call Participants

If you're able to manage the people in a conference call, you can:

- Mute a participant.
- Hold a participant.
- Remove a participant from the conference.
- List information about a participant, such as the participant's name, number, and call details—such as whether the call is muted, held, or is video-enabled.

To manage a person in a conference call:

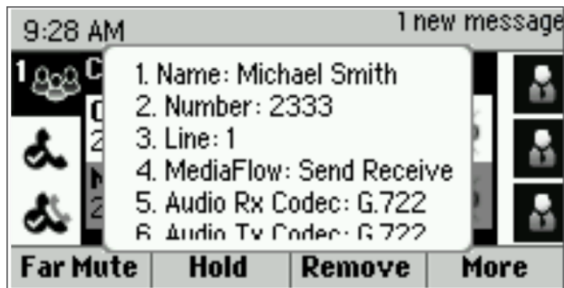
- 1 Set up an active conference call.
- 2 From Active Call, Lines, or Calls view, press **Manage**. If you're in Calls view, be sure to highlight the conference first. The following example show the screens that display when you manage a conference.



- 3 Use the up and down arrow keys to highlight the person you want to manage.

4 Do one of the following:

- Press **Far Mute** to mute the person. The muted person can hear everyone, but no one can hear the muted person.
- Press **Hold** to hold the person. The held person can't hear anyone, and no one can hear the held person.
- Press **Remove** to remove the person from the conference, end the conference call, and create an active call between you and the person still in the call.
- Press **Info** to view information about the person and their call status. When you press **Info**, a popup displays listing the person's information, as shown next. You can navigate through the popup using the up and down arrow keys.



- Press **Back** to exit the conference management function.

Changing the Way Calls are Answered

Change the way calls are answered by doing the following:

- Forwarding all calls to another person.
- Rejecting calls from a contact.
- Diverting calls from a contact to another person.
- Temporarily refusing all calls by enabling Do Not Disturb.

Forwarding All Calls to Another Person

You can set up your phone to forward all calls to another number, even if the Do Not Disturb feature is enabled. Call forwarding is not available on shared lines.



Power Tip: Forwarding Calls on a Call-by-Call Basis

You can choose to forward a call as your phone rings. For more information on forwarding calls on a call-by-call basis, see [Forwarding Incoming Calls to Another Person](#).



Note: Call Forwarding and Microsoft® Lync® Server 2010


If your phone is configured to work with Microsoft Lync Server 2010, your call forwarding options will be different than those described below. For more information on forwarding calls with Microsoft Lync, see *Using Polycom Phones with Microsoft Lync Server 2010 Quick User Guide*, available from the [VVX 300/310 Business Media Phone Support Web page](#).

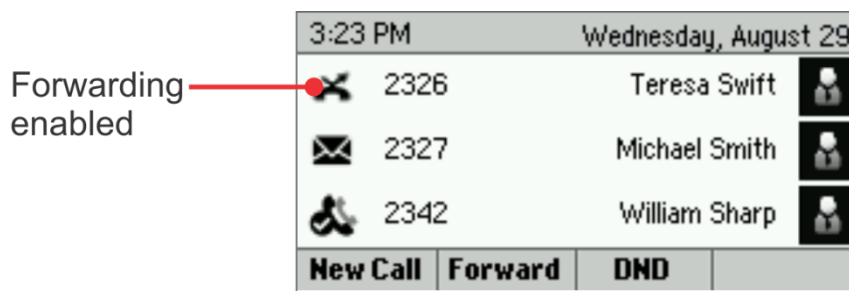
To forward all calls to another person:

- 1 From Home view, select **Forward**. (You can also select **Settings** from Home view, and select **Features > Forward**, or if your phone is idle, press **Forward** from Lines view.)
- 2 If your phone is set up with multiple lines, select the line to apply forwarding to.
- 3 From the Forwarding Type Select screen, select the forwarding type you want:
 - **Always**—To forward all incoming calls.
 - **No Answer**—To forward all unanswered incoming calls.
 - **Busy**—To forward calls that arrive when you’re already in a call.
- 4 Enter the forwarding number, and select **Enable**. If you selected the **No Answer** option, you can enter the number of rings before your phone forwards the call. A value of 2 is recommended.

The forwarding number you chose displays in the status bar, as shown next. In this example, the line is forwarded to 2340.



If a phone line is idle, Lines view displays the forwarding icon, , next to the phone line, as shown next.



To disable call forwarding:

- 1 From Home view, select **Forward**.
- 2 If your phone is set up with multiple lines, select the line to disable forwarding for.
- 3 From the Forwarding Type Select screen, select the forwarding type to disable, and select **Disable**.

Rejecting Calls from a Contact

You can send incoming calls from a particular contact to your voicemail system.



Note: Rejecting Calls and Shared Lines

You can't reject calls on shared lines. You can only silence them. For more information, see [Working with Shared Lines](#).

To send incoming calls from a contact to your voicemail system:

- 1 Select **Directories** from Home view, and select **Contact Directory**.
- 2 From your directory, use the up and down arrow keys to select the contact whose calls you want to reject, and press **Info**.
- 3 From the contact's information screen, press **Edit**.
- 4 From the Edit Contact screen, use the up and down arrow keys to select **Auto Reject**, select **Enabled**, and then press **Save**.

Diverting Calls from a Contact to Another Person

The Divert option enables you to transfer all incoming calls from a particular contact to another person.

To divert incoming calls from a contact to another person:

- 1 Select **Directories** from Home view, and select **Contact Directory**.
- 2 From your directory, use the up and down arrow keys to select the contact whose calls you want to send to another person.
- 3 From the contact's information screen, press **Edit**.
- 4 From the Edit Contact screen, do the following:
 - Use the up and down arrow keys to select **Divert Contact**, and enter the number of the person you want the call to go to.
 - Select **Auto Divert**, and select **Enabled**.
 - Press **Save**.


Using Do Not Disturb

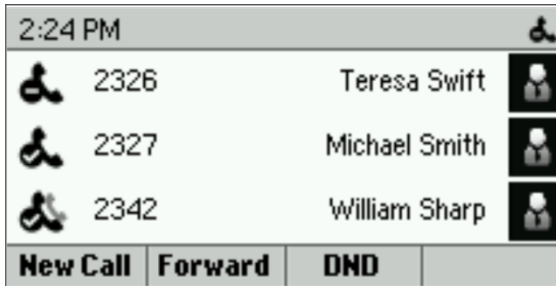
Enabling Do Not Disturb (DND) stops your phone from ringing and sends all incoming calls directly to voicemail. All calls you receive while DND is enabled are logged to your Recent Calls list.

When you enable Do Not Disturb, the following happens:

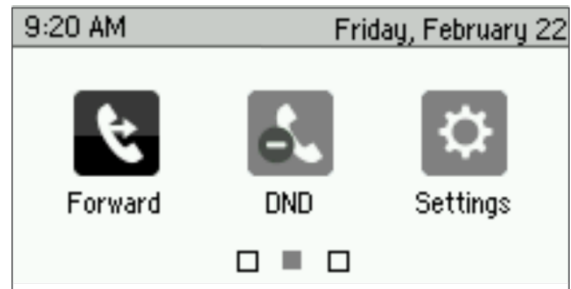
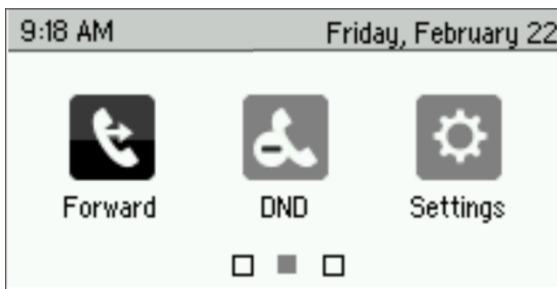
- The Do Not Disturb icon displays in the status bar, as shown next.



- If your phone is idle, the Do Not Disturb icon, , displays next to your phone line in Lines view, as shown next. If you have new messages or forwarding enabled, the messages or forwarding icon will display instead.



- The DND icon in Home view, , changes to , as shown next.



Note: Do Not Disturb and Shared Lines

Enabling Do Not Disturb on shared lines disables ringing only. You'll still see a visual notification of the call and have the option to answer the call.



Troubleshooting: Why Doesn't the DND Icon Display?

If you've set your presence status to *Do Not Disturb*, as well as enabled DND for your phone, the message *My Status: Do Not Disturb* will display instead the date display, and the DND icon won't display in the status bar.

To toggle Do Not Disturb on and off:

- From Home view, select **DND**. Or, if your phone is idle, press **DND**.

Using Do Not Disturb with Multiple Lines

By default, the Do Not Disturb feature applies to all lines on your phone. However, your phone may be set up so that you can enable the feature on a per-line basis.

To enable or disable Do Not Disturb for a particular line:

- 1 From Home view, select **DND**.
- 2 From the Line Select screen, use the up and down arrow keys to select the line to enable or disable Do Not Disturb on.
- 3 From the Do Not Disturb screen, select **Enable** or **Disable**.

**Power Tip: Automatically Enabling or Disabling Do Not Disturb for All Lines**

To automatically enable Do Not Disturb for all lines, press **Set All**. To automatically disable the feature for all lines, press **Clear All**.

Listening to Voicemail


Your phone may indicate new voicemail messages by the following:

- A message in the status bar, as shown next. The message indicates the number of new messages you have. The count is a total of all messages on all lines on the phone.


3:15 PM 2 new messages

- A flashing Message Waiting Indicator, located at the top-right of your phone.
- An audible alert (if your phone is on-hook).

**Note: Temporarily Removing Message Indicators**

To temporarily remove the message counter, press , and select **Message Center** (or select **Messages** from Home view, and select **Message Center**) and press **Clear**. After a period of time—usually about an hour or two—the message indicators will display again.

To listen to voicemail messages:

- 1 Press  , and select **Message Center**. Or, from Home view, select **Messages**, and select **Message Center**.
- 2 If multiple lines are configured on your phone, the Line Select screen displays. Use the up and down arrow keys to select the line that has the message.
- 3 From the Messages screen, press **Connect** and follow the prompts.

Viewing Recent Calls




Your phone maintains a Recent Calls list—a list of missed, received, and placed. Each list can hold up to 100 entries.

From the Recent Calls list (shown next), you can:

- Sort, order, and filter calls (press **Type**). By default, the list displays all call types (missed, placed, and received), with the most recent call displaying first, as shown next.
- Remove certain calls from the list.
- Select a call record to view call details and manage the call.
- Use the up and down arrow keys to highlight an entry and press **Dial** to automatically call the person.

Call Lists			
	Lloyd Russell 2340	12:53 PM	
	Michael Smith 2333	12:53 PM	
	Michael Smith 2333	12:53 PM	
Dial	Sort	Type	More

Icons display next to a call to indicate the call type:

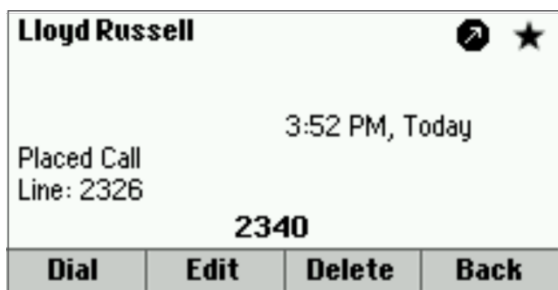
- Placed calls display .
- Received calls display .
- Missed calls display .

To view your Recent Calls list:

- From Home view, select **Directories** from Home view, and select **Recent Calls**.

To manage a call record:

- 1 From your Recent Calls list, use the up and down arrow keys to highlight an entry, and press the right arrow key.
- 2 From the call details screen, shown next, you can:
 - Press **Dial** or the right arrow key to call the person.
 - Press **Save** to add the person to your Contact Directory. If the person is already in your Contact Directory, but isn't a Favorite, *Add to Favorites* displays instead. Press **Add to Favorites** to automatically make the person a Favorite.
 - Press **Delete** to delete the call from the list.
 - Press **Edit** to edit the phone number before you dial the person.

**To customize the list:**

- 1 From Home view, select **Directories** from Home view, and select **Recent Calls**.
- 2 Press **Type** to filter calls for specific lines or types of calls.

When you filter calls, you can choose to display only missed, received, or placed calls. Or, you can choose to display all call types (the default). You can choose to display only calls from a certain line.
- 3 Press **Sort** to sort the calls.

When you sort calls by the time of the call, you can to order calls in ascending (oldest call first) or descending (most recent call first) order.

When you sort calls by call name, you can order calls in ascending (alphabetical) or descending (reverse-alphabetical) order.

**Note: About Filtered Call Lists**

You can't save your filtered call list results. If you filter your Recent Calls list so that only a certain call type—for example, only missed calls—display, the next time you display the list, all call types (the default filter) will display.

To remove all calls from the list:

- 1 From Home view, select **Directories** from Home view, and select **Recent Calls**.
- 2 Press **Clear**.

All calls are deleted from the call list.

Working with Your Contact Directory

You can store a large number of contacts in your phone's local Contact Directory (shown next). Contact your administrator for the exact number.

Contact directory	
Al Dion	3333
Francois Clement	2589
Helen Cooper	9870
J Forest	5551234
Dial	Search
Add	Info

From your local Contact Directory, you can:

- View contact information.
- Search for contacts.
- Dial contacts.

If you can update your Contact Directory, you can also do the following:

- Add contacts.
- Update contact information.
- Delete contacts.



Note: Accessing a Corporate Directory

A Corporate Directory may be available on your phone. If you have access to a Corporate Directory, you can dial people in the Corporate Directory, as well as save them to your Contact Directory. For more information, see [Working with a Corporate Directory](#).

To view your Contact Directory:

- Select **Directories** from Home view, and select **Contact Directory**.

From your Contact Directory, scroll to view contacts or enter search criteria to find one.

To view contact information:

- From your Contact Directory, use the up and down arrow keys to select the contact, and press **Info**.

The contact's information screen, including the contact's name and phone number, displays (as shown next). Additional information—such as a job title, label, or email address—may also display.

**To search for a contact:**

- 1 From your Contact Directory, press **Search**.
- 2 From the Search screen, enter search criteria and press **Search**.
A list of search results is displayed. Press **Back** to display your Contact Directory again.

To dial a contact:

- 1 From your Contact Directory, use the up and down arrow keys to select the contact you want to call, and press **Info**.
- 2 From the contact's information screen (shown next), press **Dial**.

**To add a contact:**

- 1 Select **Directories** from Home view, and select **Contact Directory**.
- 2 Press **Add**.
- 3 From the Add Contact screen, enter contact information:



Note: Directory Fields are Administrator-Set.

Your phone may not display all contact fields. For more information, see your administrator. The only required field is the Contact field—the contact's phone number.

- For **First Name**, enter the contact's first name.
- Use the down arrow key to select **Last Name**, and enter the contact's last name.
- Use the down arrow key to select **Contact**, and enter the contact's phone number.
The phone number must be unique, and can't already exist in the directory. If you save an entry with a non-unique phone number, the entry won't be saved.
- Use the down arrow key to select **Job Title**, and enter the contact's job title, such as Manager.
- Use the down arrow key to select **Email**, and enter the contact's email address.
- Use the down arrow key to select **Favorite Index**, and enter a favorite index number.
The number can be any unused value, up to a maximum value of 9999. A contact that has a favorite index number will automatically display in your Favorites list. For more information about favorites, see [Managing Favorites](#).
- Use the down arrow key to select **Label**, and enter a label for the contact such as, Marketing.
If you specify a label, the label will be the first item that displays for the contact on the Directory screen, and in your Favorites list if the contact is a favorite.
- Use the down arrow key to select **Ring Type**, and select the ringtone you want to use for the contact.
- Use the down arrow key to select **Divert Contact**, and enter the phone number of the third party you want this contact's calls sent to.
- Use the down arrow key to select **Auto Reject**, and enable or disable the setting. The default setting is Disabled.
If enabled, each time the contact calls, the call will be directed to your mail system.
- Use the down arrow key to select **Auto Divert**, and enable or disable the setting. The default setting is Disabled.
If enabled, each time the contact calls, the call will be directed to the third party you specified in the Divert Contact field.
- Use the down arrow key to select **Watch Buddy**, and enable or disable the setting. The default setting is Disabled.
If enabled, you can monitor the contact's status. For more information on monitoring status, see [Using Buddy Lists](#).

- Use the down arrow key to select **Block Buddy**, and enable or disable the setting. The default setting is Disabled.

If enabled, the contact can't monitor your status. For more information on monitoring status, see [Using Buddy Lists](#).

4 Press Save.



Timesaver: Saving Recent Callers and Corporate Directory Contacts to Your Directory

You can automatically save a recent caller to your Directory. See [Viewing Recent Calls](#). If a Corporate Directory is available on your phone, you can add contacts from the Corporate Directory to your Contact Directory. For information on how to update your Contact Directory in this way, see [Working with a Corporate Directory](#).

To update a contact's information:

- 1 From the Contact Directory, use the up and down arrow keys to select the contact you want to update, and press **Info**.
- 2 From the contact's information screen, press **Edit**.
- 3 From the Edit Contact screen, update the contact's information.
- 4 Press **Save**.

To delete a contact:

- 1 From your Contact Directory, use the up and down arrow keys to select the contact you want to delete, and press **Info**.
- 2 From the contact's information screen, press **Delete**. A confirmation message displays, confirming that you want to delete the contact. Press **Yes** or **No**.

Working with a Corporate Directory

You may have access to portions of a Corporate Directory. The Corporate Directory is non-editable; your administrator determines which contacts you can see.

From the Corporate Directory, you can do the following:

- Search for contacts.
- Dial contacts.
- Add contacts to your local Contact Directory.

To view the Corporate Directory:

- Select **Directories** from Home view, and select **Corporate Directory**. By default, a blank search screen displays. To view entries, search for a person.




Power Tip: Saving Corporate Directory Search Results

You can save your last search results, so that the next time you view Corporate Directory, the results of your last search will display. To save Corporate Directory search results, select **Settings** from Home view, and select **Basic > Preferences > Corporate Directory > View Persistency**. From the View Persistency screen, select **Enabled**. The next time you view Corporate Directory, your last search results will display.

To search the Corporate Directory:

- From the Corporate Directory, perform a quick search or an advanced search:
 - To perform a quick search, enter the first few characters of the contact's first or last name (depending on how the directory is organized), and press **Submit**.
 - or
 - To perform an advanced search, press **AdvFind**. From the Advanced Find screen, enter your search criteria, and press **Submit**.

The screen displays a list of contacts, starting with the most successful matches. To view information for the contact, press **View**. To erase all your search criteria and enter new criteria before you submit your search, press  multiple times.

To dial a Corporate Directory contact:

- 1 From the Corporate Directory, search for the contact you want to dial.
- 2 From the search results, use the up and down arrow keys to select the contact, and press **Dial**.

To add a contact to your local Contact Directory:

- 1 From the Corporate Directory, search for the contact you want to add to your Contact Directory.
- 2 From the search results, use the up and down arrow keys to select the contact, and press **View**.
- 3 From the contact's information screen, press **Save**.

Only the first name, last name, and phone number are saved. You may want to go to the Contact Directory to see if the contact was saved correctly and to add additional contact information.

Controlling What is Heard

You can change what you hear by doing the following:

- Updating the incoming call ringtone.
- Updating a contact's ringtone.
- Changing the speaker volume.
- Changing the ringer volume.
- Muting the microphone.
- Changing where you hear sound effects.

Updating the Incoming Call Ringtone

A simple way to personalize your phone is to change your phone's ringtone. You can even pick unique ringtones for the different lines on your phone.

To select an incoming call ringtone for your phone or a line:

- 1 Select **Settings** from Home view, and select **Basic > Ring Type**.
- 2 If multiple lines are configured on your phone, select the line you want to apply a new ringtone to.
- 3 From the Ring Type screen, use the up and down arrow keys to select the ringtone you want. To hear the ringtone before you change it, press **Play**. The default ringtone is Low Trill.


Updating a Contact's Ringtone

You might find it helpful to select unique ring tones for the various contacts in your Contact Directory. In this way, you can quickly identify callers as your phone rings.


To select a ringtone for a contact:

- 1 From the Contact Directory, use the up and down arrow keys to select the contact you want to update, and press **Info**.
- 2 From the contact's information screen, press **Edit**.
- 3 From the Edit Contact screen, use the up and down arrow keys to select **Ring Type**.
- 4 Select the ringtone you want, and then press **Save**.

Changing the Speaker Volume

To change the volume of what you hear during a call, press one of the **Volume** keys, , to lower or raise the speaker volume.


Changing the Ringer Volume


To change the volume of the incoming call ringtone, press one of the **Volume** keys, , while your phone is idle or ringing.

Muting the Microphone

Mute the microphone so other parties can't hear you. Microphone Mute applies to all modes (handset, headset, and speakerphone). You can still hear all other parties when you mute the microphone.

To mute the microphone:

- During a call (including a conference call), press .

The Mute key glows red. The other parties can't hear you. To disable Mute, press  again.

Choosing Where You Hear Sound Effects

You can choose whether you hear sound effects—all phone sounds except call audio—from the handset, headset, or speaker. For example, you can configure your phone to ring on your headset, instead of the speaker. By default, you hear all sound effects from the speaker.

To choose where you hear sound effects:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Audible Ringer**.
- 2 From the Audible Ringer screen, select where you want to hear sound effects:
 - To hear sound effects only from the phone's loudspeaker, select **Speaker**.
 - To hear sound effects only from the handset, select **Handset**.
 - To hear sound effects only from the headset, select **Headset**.
 - To hear sound effects only from the device you're currently using to hear call audio, select **Active**.

The default destination is Speaker.

Managing Favorites

Favorites are the contacts in your Contact Directory that you call most often. To make a contact a favorite, you need to assign a contact a favorite index number. You do this from the Contact

Contacts that have a favorite index number display ★, as shown next.

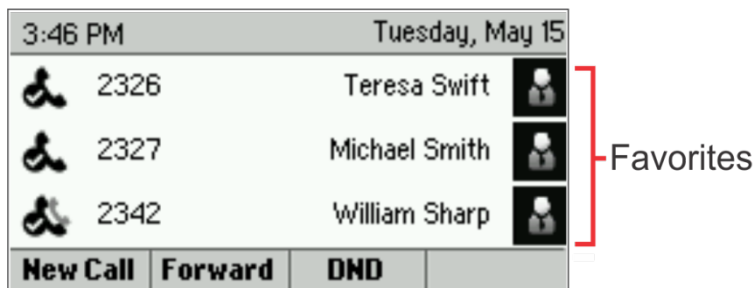


All your Favorites display in your Favorites list. A smaller number of Favorites (3 for the VVX 300 and 310 and 9 for the VVX 400 and 410) display in Lines view and from Home view.

The following figure shows a sample Favorites list.

Favorites	
1. Teresa Swift	6874
2. Michael Smith	2333
3. Lloyd Russell	2340
4. Helen Cooper	9870
Dial	Info

The following figure shows your favorites in Lines view. Favorites display under the phone line(s).



Favorites display consecutively, according to their index number. The contact with the lowest number displays first. To reorder your favorites, assign the contact a different index number.

To see your Favorites:

- Press , select **Directories** from Home view, and select **Favorites**.

To make a contact a Favorite:

- From your Contact Directory, select the contact. From the contact's screen, press **More**, and then **Add to Favorites**.

The contact will now have a star next to their name when you view the contact from the Contact Directory.



Power Tip: Manually Assigning a Favorite Index Number when You Make a Favorite

After you press **Add to Favorites**, a dialog displays asking if you want to automatically accept the next available index number, or manually enter your own. Press **Yes** to automatically accept an index number, or press **Edit Index** to enter a unique index number. You can enter a number up to 500.

To quickly call a Favorite:

- From your Favorites list or from Lines view, select the favorite you want to call. The call is automatically placed.

To reorder your Favorites:

- 1 From your Contact Directory, select the contact.
- 2 From the contact's screen, press **Edit**.
- 3 From the Edit Contact screen, use the up and down arrow keys to select **Favorite Index**, and enter a new favorite index number.
- 4 Press **Save**.

To remove a Favorite from the list:

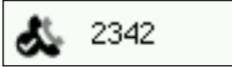
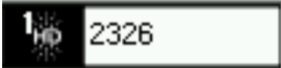
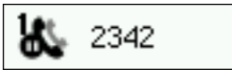
- 1 From your Contact Directory, select the contact.
- 2 From the contact's screen, press **Edit**.
- 3 From the Edit Contact screen, use the up and down arrow keys to select **Favorite Index**, and remove the favorite index number.
- 4 Press **Save**.

Working with Shared Lines

If your phone shares a line with other phones, an incoming call to the shared line will cause all phones to ring. The call can be answered on any of the phones. You can transfer, hold, or set up a conference with calls on shared lines.

If you have an incoming call on a shared line, you can stop your phone from ringing by tapping **Silence**. Even though the phone doesn't ring, the call's visual notification will still display and you'll still have the option to answer the call.

In Lines view, the following icons and status indicators display for shared lines, depending if the line is idle, has an active call, or has a held call:

<i>Shared Line Status</i>	<i>Icon and Status Indicator</i>	<i>Status Indicator</i>
Idle		(No indicator)
Active call		HD voice icon
Held call		Hold icon



Note: Unsupported Features on Shared Lines

Call Forwarding is not available on shared lines.
Enabling Do Not Disturb on shared lines disables ringing only. You'll still see a visual notification of the call and have the option to answer the call.



Chapter 3: Using Advanced Features

You've mastered the basic features of your phone, but want to know all about the other interesting and powerful features your phone has to offer. In this chapter, you'll learn all about those features that make your phone exciting to use, such as joining Microsoft® Outlook® meetings with one tap of your finger, using your computer's keyboard and mouse to handle calls, viewing Web content, or monitoring other phone users to see when they're available or away from their desk.

This chapter shows you how to:

- Manage buddies
- Integrate with Microsoft Lync Server 2010
- View the browser
- Broadcast messages using Push-to-Talk and group paging
- Use the Calendar feature
- Use the Polycom Desktop Connector to link your computer keyboard and mouse to your phone
- Log into other phones
- Lock your phone
- Access features with your login credentials



Note: Feature Availability

Your phone may not support all of the features described in this chapter. Check with your system administrator to find out which features are available on your phone.

Using Buddy Lists

A Buddy list is a list of users/devices whose status—or *presence*—you can monitor. Users update their presence setting, such as *Be right back*, *Out to lunch*, or *Busy*, and you can view their status in real time from your Buddy list. You can also view your buddies' status from Lines view and Home view.

In this section, you'll learn how to:

- Update your presence status
- Set up and manage a Buddy list

- Block people from monitoring your status
- Monitor your buddies from your phone



Note: Contacts and Microsoft Lync Server 2010

If your phone is configured to work with Microsoft Lync Server 2010, the way you manage buddies (known as contacts) is different. See [Integrating with Microsoft Lync Server 2010](#).

Updating Your Status

Update your status so that other people can monitor your status from their phones. When you update your status, your status is automatically sent to the people watching you.

You can update your status to one of the following:

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

Your phone also sends certain status information to the people watching you automatically—such as if you're in a call, enabled Do Not Disturb on your phone, or your phone is offline because you restarted it. For example, if you enable the Do Not Disturb feature on your phone, your availability automatically updates to *Do Not Disturb*.



Note: How Do Not Disturb Status and Use of Do Not Disturb Feature Interact

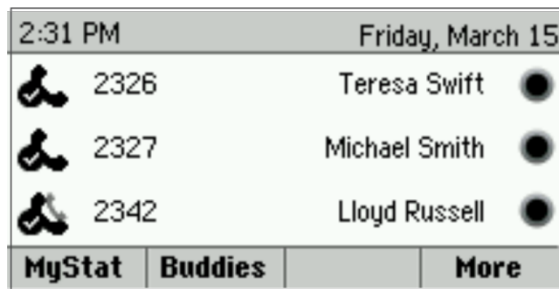
When you enable Do Not Disturb on your phone, your presence status automatically changes to Do Not Disturb. When you disable Do Not Disturb on your phone, your presence status automatically changes to Online or On the Phone.

When you update your presence status to Do Not Disturb, incoming calls will go to voicemail, and My Status: Do Not Disturb will display in the status bar. Updating your status to Do Not Disturb does not enable Do Not Disturb on your phone, and the Do Not Disturb icon will not display next to phone lines.

When you select a presence setting other than online, the setting displays instead of the date display on the status bar, as shown next.



You may be able to access status and a list of the people you are watching from the Lines view. If you see a **More** soft key, press it to display **MyStat** and **Buddies**.



To update your presence setting:

- 1 From Lines view, press **More**, and press **MyStat**. Or, select **Settings** from Home view, and select **Features > Presence > My Status**.
- 2 From the My Status screen, select the status you want.

Your new status is sent to phones watching you.



Power Tip: How to Automatically Change Your Status When Your Phone is Idle

You can enable your phone to automatically set your status to Away if your phone is idle for a certain length of time. After you touch the screen or press a key on your phone, your status changes to Online again. To enable this feature, select **Settings** from Home view, and select **Basic > Preferences > Presence > Idle Timeout**. From the Idle Timeout screen, enable an office hours and/or off hours timeout period, and enter the number of minutes your phone should be idle before your status changes to Away.

Setting Up and Managing a Buddy List

If you want to monitor other people, you need to make sure they're in your Buddy list. You add people to your Buddy list from your Contact Directory; therefore, make sure the person you want to monitor exists in your Contact Directory.

To update your Buddy list:

- 1 From your Contact Directory, select the contact you want to start or stop monitoring.
- 2 From the contact's information screen, press **Edit**.

From the Edit Contact screen, using the up and down arrow keys to locate **Watch Buddy**, and enable or disable the field. The default setting is Disabled. When enabled, the contact is added to your Buddy list so you can monitor the contact's status. When disabled, the contact is removed from your Buddy list, and you won't be able to monitor the contact's status.

- 3 Press **Save**.

If you enabled the *Watch Buddy* setting for a contact, the contact will display in your Buddy list. To view your Buddy list, press **More**, and then **Buddies** from Lines view.



Power Tip: Dialing Buddies

You can quickly dial a buddy by accessing your Buddy list. Using the up and down arrow keys to locate the buddy, and press **Dial**.

Blocking Contacts from Viewing Your Status

You can prevent someone from monitoring you by blocking the contact in your Contact Directory. If you unblock the contact, the contact can add you to their Buddy list and monitor you.



Power Tip: How to Access Your Blocked and Watcher Lists

To view a list of contacts that can and can't monitor your status, do the following:

- To display contacts that can view your status, select **Settings** from Home view, and select **Features > Presence > Watcher List**.
- To display contacts that can't view your status, select **Settings** from Home view, and select **Features > Presence > Blocked List**.

To block or unblock a contact from viewing your status:

- 1 From your Contact Directory, select the contact you want to block or unblock.
- 2 From the contact's information screen, press **Edit**.

From the Edit Contact screen, tap **Block Buddy**, and enable or disable the field. The default setting is Disabled. When enabled, the contact cannot watch your status, and the contact will display in your Blocked List. When disabled, the contact can watch your status, and the contact will display in your Watcher List.

3 Press **Save**.



Timesaver: How to Quickly Unblock a Contact

You can use your Blocked List to unblock a contact, rather than updating the Contact Directory. Select **Settings** from Home view, and select **Features > Presence > Blocked List**. From the Blocked List, select the contact you want to unblock, and press **Unblock**. The contact can now watch your phone, and will display in your Watcher List.

Monitoring Buddies

You can monitor your buddies from your Buddy Status list. If a buddy is a favorite, you can also monitor the buddy from Home and Lines view.

Your buddies display an icon next to their name to indicate their status. The following table shows the icons and the status they represent.


<i>Buddy Status</i>	<i>Icon</i>	<i>Buddy Status</i>	<i>Icon</i>
Available		Do Not Disturb	
Busy		Offline	
Away		No information	

The following table shows you how to monitor your buddies from your Buddy Status list, Home view, and Lines view.

To monitor buddies from...	Do this...
-----------------------------------	-------------------

Buddy list	From Lines view, press More , and select Buddies . Or, from Home view, select Settings , and select Features > Presence > Buddy Status . Your Buddy list displays, as shown next.
------------	---

Buddy Status	
1	● Tom Davies (Offline)
2	● Betty Cooper (Busy)
3	☑ Lisa Wong (Available)
4	● Marie Jones (Busy)
Dial	Exit

Lines view	From Home view, press  . The buddies who are favorites display their status, as shown next.
------------	--

2:31 PM		Friday, March 15	
	2326	Teresa Swift	●
	2327	Michael Smith	●
	2342	Lloyd Russell	●
MyStat	Buddies		More

Integrating with Microsoft Lync Server 2010

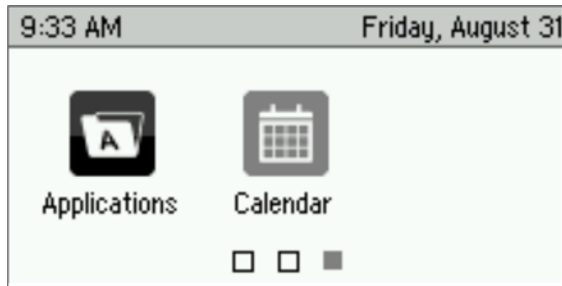
Your system administrator can configure your phone to work with Microsoft Lync Server 2010 and communicate with others using Microsoft Lync. From your phone, you can monitor the status of your Microsoft Lync contacts. For more information on integrating with Microsoft Lync Server 2010, see your system administrator, or refer to [Using Polycom Phones with Microsoft Lync Server 2010 Quick User Guide](#), available by navigating to your phone from the Polycom [Business Media Phones](#) Web page.

Using the Browser

You may be able to view an Idle Browser and a Main Browser on your phone if so configured by your system administrator.

If your phone is idle, you may be able to view an Idle Browser—non-interactive Web content on the idle screen—as you navigate between Home and Lines view. To see the Idle Browser, you may need to set up the screen saver. If you are in an active call, the Idle Browser won't display.

To view an interactive Main Browser, select **Applications** from the third Home page.



From the Main Browser, you can:

- Select hyperlinks to view more Web pages.
- Select a text box and enter information by using the dialpad keys on the phone console or the editing icons.
- Move around by using the up, down, right, or left arrow keys. Scrolling indicators on the screen indicate your position on the Web page.

Navigation and editing icons (shown next) display in a toolbar along the bottom of the Main Browser.




The toolbar displays unless your system administrator changes the configuration.

The following sections describe how to navigate and enter information in the Main Browser.





Navigating the Main Browser

Navigation icons enable you to view previous Web pages, refresh the current page, return to the Main Browser's Home page, or go back to your phone's Home screen.

<i>Press this...</i>	<i>To do this...</i>
	Go back to the previous Web page.





Go back to the previous Web page.

<i>Press this...</i>	<i>To do this...</i>
	Refresh the current Web page.
	Stop refreshing.
	Return to the Main Browser's home page.
	Return to the phone's Home screen.

Entering Information in the Main Browser

Editing icons enable you to enter information in text boxes. To display the editing icons, select a text box in the Main Browser.

<i>Tap this...</i>	<i>To do this...</i>
	Select lowercase, uppercase, or numerical mode, or a special character encoding.
	Hide the editing icons and display the navigation icons.

Broadcasting Messages Using Push-to-Talk and Group Paging

The Group Paging feature enables you to make pages—one-way audio announcements—to users subscribed to a page group. The Push-to-Talk (PTT) feature is a collaborative tool that enables you to exchange broadcasts to users subscribed to a PTT channel, much like a walkie-talkie. Your system administrator can set up both features on your phone.

Your system administrator can define up to 25 paging groups for Group Paging mode or Channels for PTT mode. Your system administrator may assign a label to each group or channel that easily identifies the phones in the group or channel, such as All, HR Dept, Shipping Staff, or Executives. Each group or channel will have one of the following priorities:

Normal By default, broadcasts sent to Groups/Channels 1 to 23 are considered Normal broadcasts. If two users begin a broadcast on the same group/channel at the same time, the phone with the lower serial number will continue to transmit while the other phone will enter the receiving state. By default, all phones are configured to receive broadcasts sent to Group/Channel 1.

Priority By default, broadcasts sent to Group/Channel 24 are considered Priority broadcasts. A Priority broadcast will interrupt Normal broadcasts or active calls. All phones receive Priority broadcasts unless Do Not Disturb is enabled. Phones play Priority broadcasts at the phone's current audio level.

Emergency By default, broadcasts sent to Group/Channel 25 are considered Emergency broadcasts. An Emergency broadcast will interrupt Normal broadcasts, Priority broadcasts, and active calls and plays out at near maximum volume even if Do Not Disturb is turned on.

Push-to-Talk Mode

Your system administrator can enable your phone to operate in a broadcast mode called Push-to-Talk (PTT). In order to send and receive PTT broadcasts, you have to subscribe to PTT channels.

PTT broadcasts are collaborative: you can transmit messages and listen to replies.

Sending and Receiving PTT Broadcasts

By default, you're subscribed to Channels 1, 24, and 25. This means that you can send and receive PTT broadcasts on Channels 1, 24, and 25.

When you end a PTT broadcast, the channel remains open and enters a waiting period. This waiting period gives people who received the broadcast a chance to respond. If no one responds within the waiting period, the channel closes.

Sending PTT Broadcasts

Before you can send a PTT broadcast, you need to choose a channel to broadcast on. Or, you can hold the **Talk** soft key to immediately begin broadcasting on Channel 1, the default channel.

You can change your default channel to any channel you want (see [Updating the Default Channel](#)). When you change the default channel, you're automatically subscribed to it.

To send a PTT broadcast:

- 1 From Lines view, press **Talk** and hold.



Timesaver: Automatically Sending a PTT Broadcast

To automatically send a PTT broadcast on the default channel, press and hold **Talk**, and go to step 4.

- 2 From the PTT Channels List screen, select the channel to send the broadcast on.
The list displays the default channel, the most recent channel you sent a broadcast on, and other channels you can broadcast on.
- 3 To start the broadcast, press and hold **Talk**. Be sure to press **Talk** throughout the entire broadcast.
You'll hear a 'transmitting' beep, and then the phone will display the channel information such as the channel label.
- 4 Begin speaking.



Note: What Happens if I Release **Talk During A Broadcast?**

If you release **Talk** while you're sending the broadcast, the broadcast temporarily stops and enters a 10 second waiting period. During this period, the channel remains open to give people a chance to reply. At any time during the waiting period, you can resume your broadcast by pressing and holding **Talk**. If no one broadcasts during the waiting period, the channel closes and the broadcast ends.

- 5 When you finish your broadcast, do one of the following:
 - Release **Talk**.
 - or
 - Press **End PTT**.

After you press **End PTT**, you can immediately initiate another broadcast on another channel, even if the previous broadcast is still in its waiting period.

Receiving PTT Broadcasts

To receive a broadcast sent on a particular channel, you need to be subscribed to that channel. To subscribe to a channel, see [Updating Channel Subscriptions](#).

How you receive a PTT broadcast depends on the broadcast priority, whether you're in an active call, or if you're allowed to receive broadcasts during active calls.

You'll receive broadcasts on the channels you're subscribed to as well as Channel 24 (the Priority channel) and Channel 25 (the Emergency channel). If you've enabled **Do Not Disturb** on your phone, you'll only receive Emergency broadcasts. Non-emergency broadcasts won't display or play on your phone.

When a broadcast ends, your phone emits an *end of transmission* beep and enters a 10 second waiting period. During this period, you can respond to the broadcast (see [Replying to PTT Broadcasts](#)).

Receiving PTT Broadcasts When You're Not in an Active Call

If you receive a broadcast and you're not in an active call, the broadcast immediately plays, regardless of the broadcast priority.

Receiving PTT Broadcasts During Active Calls

How you handle a broadcast when you're in an active call depends on the broadcast priority and if you're allowed to receive a broadcast when you're in an active call.

If the broadcast is a Normal broadcast:

- If your phone is set to receive broadcasts during active calls, the broadcast immediately plays. You'll hear both the original call and the broadcast. To listen to only the broadcast, hold or end the call.
- If your phone isn't allowed to receive broadcasts during active calls, the broadcast displays as a *Pending* broadcast. To listen to the broadcast, hold or end the call, or select the broadcast, and press **Accept**.

If the broadcast is a Priority or Emergency broadcast, the broadcast immediately plays. You'll hear both the original call and the broadcast. To listen to only the broadcast, hold or end the call.

Replying to PTT Broadcasts

When a broadcast ends, the broadcast enters a 10 second waiting period. During this period, the channel remains open to receive or send additional broadcasts.

During a waiting period, you can press and hold **Talk** and talk to all the people listening on the channel. When you finish talking, release **Talk**. The broadcast will enter another waiting period until someone broadcasts again. If no activity occurs within the waiting period, the channel closes and no more broadcasts can take place.

Ending PTT Broadcasts

You can end a PTT broadcast by releasing **Talk**, or by pressing **End PTT**. After you end a broadcast, the channel remains open so others can respond.


If you release **Talk** without pressing **End PTT**:

- You can resume the broadcast by pressing and holding **Talk**, if the broadcast is in a wait period.
- You can't initiate another broadcast on another channel until the waiting period ends.

If you press **End PTT**:




- You can't resume the broadcast by pressing and holding **Talk**.
- You can immediately initiate another broadcast on another channel.



Adjusting the Volume of PTT Broadcasts

You can adjust the volume of PTT broadcasts while they play. During a broadcast, press one of the Volume keys, , to raise or lower the volume of the broadcast.

If you adjust the volume of a non-emergency broadcast, your phone retains the adjusted volume for all subsequent non-emergency broadcasts. However, only system administrators can adjust the volume level of an Emergency broadcast.

Changing Where Broadcasts are Played

While you send a broadcast, you can pick up the handset, or press  or , and continue speaking. You can also press  to mute your audio so that the people receiving your broadcast won't hear anything. This behavior is similar to a phone call.

When you listen to a broadcast, you can pick up the handset, or press  or , and continue listening to the broadcast.

Updating the Default Channel

If you press and hold **Talk**, your broadcast will automatically transmit on the default channel, Channel 1. If you want, you can change the default channel.

To update the default channel:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Paging/PTT Configuration > PTT Push to Talk**.
- 2 From the PTT Channel Configuration screen, select **Default Channel**, and select the number of the channel you want to use.

Updating Channel Subscriptions

You can subscribe to any channel that has been enabled by your administrator and appears in your channels list. When you subscribe to a channel, you can send and receive PTT broadcasts on that channel.

To subscribe to additional PTT channels:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Paging/PTT Configuration > PTT Push to Talk**.
- 2 From the PTT Channel Configuration screen, select **Channel Subscriptions**.

From the Channel Subscriptions screen, select the channel you want to subscribe to, and press **Yes**. By default, you're subscribed to Channels 1, 24, and 25.

Allowing PTT Broadcasts to Play During Active Calls

The *Accept While Busy* option determines what happens when you're in a call and receive a PTT broadcast. If you enable the option, a PTT broadcast will interrupt telephone calls and you'll hear the audio of both the telephone call and the broadcast. If you disable the option, the



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incoming broadcast will be held in a *Pending* state—it won't disrupt the telephone call, and you won't hear the broadcast. To hear the PTT broadcast, select the PTT broadcast and press **Accept** (the telephone call will automatically be held). Or, hold or end the telephone call.

To allow or disallow PTT broadcasts to play during an active call:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Paging/PTT Configuration > PTT Push to Talk**.
- 2 From the PTT Channel Configuration screen, press **Accept While Busy**, and enable or disable the setting. The default setting is Disabled. When enabled, your phone will accept and play broadcasts while you're in an active call. When disabled, your phone won't play broadcasts while you're in a call, but will hold them as *Pending* instead.

Group Paging Mode

Your phone may be enabled to operate in a broadcast mode called Group Paging mode. In this mode, you can broadcast one-way announcements to a specified group of phones, called a Paging Group. In Group Paging mode, users must subscribe to Paging Groups to send and receive pages.

Sending and Receiving Pages

To send and receive pages, you need to subscribe to certain paging groups. By default, you're subscribed to Paging Groups 1, 24, and 25. This means that you can send and receive pages to Paging Groups 1, 24, and 25.

Sending Pages

By default, when you send a group page, it's automatically sent to Paging Group 1. This is your default paging group.

You can change your default paging group to any group you want (see [Updating the Default Paging Group](#)). If you change your default paging group, you're automatically subscribed to it.

You can't send a Page-mode page while you're in an active call.

To send a page:

- 1 From Lines view, press **Paging** and hold.



Timesaver: Automatically Sending a Page

To automatically send a page to the default paging group, press and hold **Paging**, and go to step 4.

- 2 From the Paging Groups List screen, select the paging group to send the page to.

3 To begin a page, press **Page**.

Just before the page starts, you'll hear an alert tone, and then the page begins.

4 Begin speaking.

5 To end the page, press **End Page**.

Receiving Pages

To receive a page sent to a particular paging group, you need to be subscribed to that group. To subscribe to a paging group, see [Updating Paging Group Subscriptions](#).

How you receive a page depends on the priority of the page, whether you're in an active call, or if your phone is set to receive a page during an active call.

You'll receive pages on the paging groups you're subscribed to as well as Group 24 (Priority pages) and Group 25 (Emergency pages). If you enabled *Do Not Disturb*, you'll only receive Emergency pages.

Non-emergency pages won't display or play on your phone.

Receiving Pages When You're Not in an Active Call

If you receive a page and you're not in an active call, the page immediately plays, regardless of the paging priority.

While a page plays, you can:

- Hold the page.
- End the page. This ends the page at your phone only.
- Place a new call.

Receiving Pages During Active Calls

How you handle a page when you're in an active call depends on the page priority and if you're allowed to receive a page when you're in an active call.

If the page is a Normal page:

- If your phone is allowed to receive pages during active calls, the page immediately plays. You'll hear both the original call and the page. To hear only the page, hold or end the call.
- If your phone isn't allowed to receive pages during active calls, the page displays as a *Pending* page. To listen to the page, select the page, and press **Accept**. Or, hold or end the call.

If page is a Priority or Emergency page, the page immediately plays. You'll hear both the original call and the page. To hear just the page, hold or end the call.

Adjusting the Volume of Pages




You can adjust the volume of pages while they play. During a page, press one of the Volume keys. (◀▶) to raise or lower the page volume.



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If you adjust the volume of a non-emergency page, your phone will use the adjusted volume for subsequent non-emergency pages. However, only your system administrator can change the volume of an Emergency page.

Changing Where Pages are Played

While you send a page, you can pick up the handset, or press  or  and continue speaking. You can also press  to mute your audio so that the people receiving your page won't hear anything. This behavior is similar to a phone call.

When you receive a page, the page is always played through the phone's speakerphone—you can't play it through your handset or headset.

Updating the Default Paging Group

If you press and hold **Paging**, your page will automatically go to the default paging group, Paging Group 1. If you want, you can change the default paging group.

To update the default Paging Group:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Paging/PTT Configuration > Group Paging**.
- 2 From the Group Paging Configuration screen, select **Default Group**, and select a new paging group number. The default paging group is 1.

Updating Paging Group Subscriptions

By default, you're subscribed to Paging Groups 1, 24, and 25. This means that you can send pages to and receive pages sent to these groups. You can change which groups you're subscribed to. However, you can't disable your subscriptions to Paging Groups 24 and 25.

To update your Paging Group subscriptions:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Paging/PTT Configuration > Group Paging**.
- 2 From the Group Paging Configuration screen, select **Group Subscriptions**.
- 3 From the Group Subscriptions screen, select the group you want to subscribe to, and press **Yes**.

Allowing Pages to Play During Active Calls

The *Accept While Busy* option determines what happens when you're in a call and receive a page. If you enable the option, a page will interrupt telephone calls and you'll hear the audio of both the telephone call and the page. If you disable the option, the incoming page will be held in a *Pending* state—it won't disrupt the telephone call, and you won't hear the page. To hear the page, tap the page and press **Accept** (the telephone call will automatically be held). Or, hold or end the telephone call.

To allow or disallow pages to play during an active call:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Paging/PTT Configuration > Group Paging**.
- 2 From the Group Paging Configuration screen, scroll to **Accept While Busy**, and enable or disable the setting.

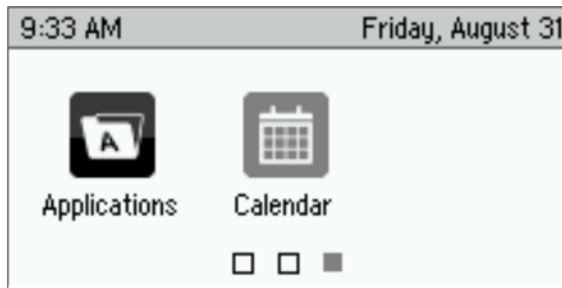
The default setting is Disabled. When enabled, your phone will accept and play pages while you're in an active call. When disabled, your phone won't play pages while you're in a call, but will hold them as *Pending* instead.

Using the Calendar

If your phone is configured to connect to the Microsoft Exchange Server, you can view and join meetings scheduled in your Microsoft® Outlook® application from your phone.

If your phone is configured to connect to the Microsoft Exchange Server, and the Polycom® Conferencing for Microsoft® Outlook® software feature is installed at your site, you can schedule meetings using Polycom Conferencing for Outlook.


Your system administrator has assigned you login credentials—a domain, user name, and password—so you can access the Calendar from your phone. If enabled, the **Calendar** icon displays on the third Home page. To use the Calendar feature, the phone must have your correct Login Credentials.





Troubleshooting: What Happens if My Phone Has the Wrong Login Credentials?

If your phone has incorrect Login Credentials, or you need to re-submit them, the following happens:

- The message *Login Credentials have failed/Please update them if information is correct* displays on the screen.
- An icon,  , displays under the time in the status bar to warn you that your credentials have failed.
- The message *Invalid login credentials* displays instead of the date in the status bar.
- The Calendar icon that displays on the Home screen won't be available.

To learn more about your Login Credentials and how to re-submit or update them, see [Accessing Features with Your Login Credentials](#).



Troubleshooting: Why Doesn't the Calendar Display Anymore?

If you don't see the Calendar icon in Home view, or you're not receiving meeting reminders, your phone may not be connected to the Microsoft Exchange Server. To re-connect to the server and use the Calendar feature again, select **Settings** from Home view, and select **Features > Calendar**. From the Calendar screen, select **Connect to the server**.



Note: Accessing the Calendar When the User Login Feature is Enabled

If you log in to a phone that has the User Login feature enabled, and then want to access the Calendar, you'll need to re-enter your login credentials so that the Calendar will work. For information about entering your login credentials, see [Accessing Features with Your Login Credentials](#).

Opening and Closing the Calendar

To open the calendar, select **Calendar** from Home view. The Calendar's Day view displays (as shown next), showing your meetings for the day. From Day view, you can access additional Calendar views: Month View and Meeting view. To see Month view, press **Month**. To see Meeting view, select a meeting.

Tomorrow	
8:00 AM	Project One
9:00 AM	Conference Room One
10:30 AM	Doc Review - 1st Draft
11:30 AM	Conference Room Five
3:30 PM	Code Review - Beta Draft
Month	Previous Next




Troubleshooting: Why Doesn't the Calendar Display?

If you select **Calendar** from Home view, but the Calendar doesn't display, your Login Credentials may be incorrect. To re-submit or update your Login Credentials, see [Accessing Features with Your Login Credentials](#).

Navigating Month View

To see Month view, press **Month**. Month view shows all the days in the month and displays a dot next to the days that have meetings, as shown next. The current day is always indicated in black, unless it's selected—then it's highlighted in grey.

To navigate in Month view:

- To view the previous month, press **Previous**.
- To view the next month, press **Next**.
- To select another day, use the up, down, left, or right arrow key to select the day.
- To close the Calendar and display the Home screen, press  or **Exit**.

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 •	2
3	4 •	5 •	6 •	7 •	8 •	9
10	11 •	12 •	13 •	14 •	15 •	16
17	18 •	19 •	20 •	21 •	22 •	23
24	25 •	26 •	27 •	28 •		
Previous		Next		Exit		

Navigating Day View

When you select a day in Month view, Day view displays. Day view shows all the meetings scheduled for the selected day, including the time, subject, and location of each meeting, as shown next.

To navigate in Day view:

- To view the meetings for the previous day, press **Previous**.
- To view the meetings for the next day, press **Next**.
- To view details for a specific meeting, select the meeting.
- To see the day's meetings, scroll up and down using the up and down arrow keys.
- To return to Month view, press **Month**.

Tomorrow	
8:00 AM	Project One
9:00 AM	Conference Room One
10:30 AM	Doc Review - 1st Draft
11:30 AM	Conference Room Five
3:30 PM	Code Review - Beta Draft
Month	Previous Next

Navigating Meeting View

You can view meeting details from Meeting view, as shown next. To see Meeting view, select a meeting in Day view.

From Meeting view, you can:

- View the meeting's start and end time, location and organizer, required attendees, and meeting description.
- View the numbers that you can call to join the meeting.
- Select a meeting number to join the meeting.

To navigate in Meeting view:

- To see the meeting details, scroll up or down.
- To return to Day view, press **Day**.

Project One	
Start:	8:00 AM Today
End:	9:00 AM Today
Location:	Conference Room Five
Organizer:	Jones, Marie
Bridge 5	Day

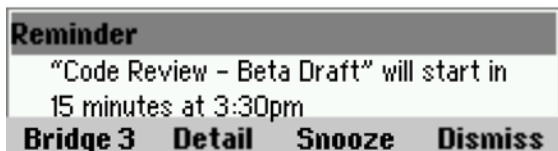
Working with Meeting Reminders

By default, your phone displays a meeting reminder 15 minutes before a meeting starts, as shown next. Every minute before the meeting starts, the phone will emit an alert tone and update the meeting timer. If a meeting starts, and you haven't joined in, the reminder will let you know that the meeting is overdue.

From the reminder, you can:

- Press the meeting number (on the far-left of the reminder), to join the meeting.
- Press **Detail** to view specific information about the meeting.
- Press **Snooze** to temporarily remove the reminder from the screen, until the next scheduled reminder.

- Press **Dismiss** to permanently remove the reminder from the screen and stop all future reminders for the meeting.



To enable or disable meeting reminders:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Calendar Settings**.
- 2 From the Calendar Settings screen, select **Reminder**, and enable or disable the setting. The default setting is Enabled. When enabled, your phone will display reminders for all meetings. When disabled, the phone won't display reminders for any meeting.



Troubleshooting: Why Don't My Meeting Reminders Display?

If you've enabled meeting reminders, but your phone isn't displaying them, make sure that your Login Credentials are correct (see [Accessing Features with Your Login Credentials](#)).

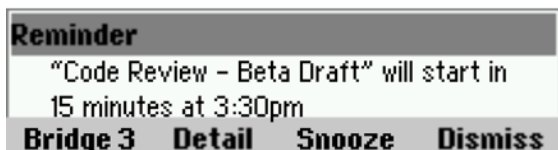
Joining Meetings from the Calendar

You can join meetings from the Calendar in two ways:

- From a meeting reminder.
- From Meeting view.

To join a meeting from a meeting reminder:

- From the reminder, press the meeting number that displays at the far-left of the reminder, as shown next.



If you want to use another number to join the meeting, and the meeting organizer has specified alternate meeting numbers you can call, press **Detail** from the reminder. The Calendar displays Meeting view, which may list alternate numbers you can call. To dial these numbers, press **More Actions**, and select one of the numbers.

To join a meeting from Meeting view:

- 1 From Day view, select the meeting you want to join.
- 2 From Meeting view, press the meeting number, as shown next.

Project One			
Start:	8:00 AM Today		
End:	9:00 AM Today		
Location:	Conference Room Five		
Organizer:	Jones, Marie		
Bridge 5	Day		

If you want to use another number to join the meeting, and the meeting organizer has specified alternate numbers you can call, press **More Actions**. A list of numbers that you can dial is displayed. To join the meeting, select one of the numbers.

Using a Mouse and Keyboard with Your Phone

You can use your computer's mouse and keyboard to enter information, select keys, and navigate screens on your phone.

Using Your Computer's Mouse and Keyboard with Your Phone

You can use your computer's mouse and keyboard to enter information and navigate screens on your phone. For example, you can enter phone numbers, contact directory information, and select touchscreen objects without using the phone's keypad. You can easily move the mouse pointer back and forth between your computer and your phone depending on your task.

Before you can use your mouse and keyboard with your phone, you need to make sure the Polycom Desktop Connector (PDC) application is installed and running on your computer. While the PDC application is running, you can move your mouse pointer back and forth between your computer and phone.



Web Info: Detailed Information About PDC

For more information about using your computer's mouse and keyboard to navigate and enter information on your phone, see [Extend Your PC to Your Phone with the Polycom Desktop Connector \(Feature Profile 52855\)](#).

Starting and Stopping Polycom Desktop Connector

Before you can start using your mouse and keyboard with your phone, you'll need to start the PDC application from your computer.




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You can close the application at any time to prevent your mouse pointer from moving to the phone. If you stop it, you can restart it again at any time.

To start Polycom Desktop Connector:

- 1 From the Start Menu, select **Programs > Polycom > Polycom Desktop Connector**.

After a few seconds, the Polycom Desktop Connector icon, , displays on the Windows system tray, and the message *Allow remote control of device <MAC address of phone>?* displays on the computer. This message displays only the first time the application is started.

- 2 Click **OK**.


When your phone is configured correctly, the Polycom Desktop Connector icon updates to . When this icon displays, the application is enabled and connected to your phone, and you'll be able to use your mouse and keyboard with your phone. If the icon doesn't change, contact your system administrator.



Note: When Your Computer Restarts

The Polycom Desktop Connector application restarts automatically when your computer restarts.

To quit Polycom Desktop Connector:

- 1 Right-click the Polycom Desktop Connector icon, , on the Windows system tray, and select **Exit**.
- 2 The message *Are you sure you want to stop Polycom Desktop Connector Server?* displays. Click **Ok** to confirm your action.

The icon is removed from the system tray and the application is terminated. You won't be able to use your mouse and keyboard with your phone.

How to Use Your Computer's Mouse and Keyboard with Your Phone

When PDC is enabled, you can use your mouse and keyboard to navigate menus, make option selections, and enter text and numeric values as an alternative to using your phone's keypad interface. For example, you can use your mouse and/or keyboard to select and copy text from your computer and paste it into the editable fields on your phone's screen.

To display the mouse pointer on your phone's screen, drag the mouse pointer beyond the edge of your computer screen in the direction of your phone screen. When you see the mouse pointer on your phone screen, you can start selecting items, and entering data in fields that have a flashing cursor. To enter information on your computer again, drag the mouse pointer back to your computer screen.



Troubleshooting: Why Can't I Use My Computer Keyboard to Enter Information in Certain Fields?

If you can't use your computer keyboard to enter information in a field on your phone, check to see if the field has a flashing cursor. Entering information using your computer keyboard will only work if the field has a flashing cursor.

When you use your mouse and keyboard with your phone, you can do the following:

- Use your keyboard to enter information on your phone screen.
- Use the number keys above the alphabetic characters to enter numeric information such as phone numbers. If you enable the **Num Lock** function on your keyboard, you can also use the numeric keypad on your keyboard.
- Copy information from your computer screen and paste it onto your phone screen, using your keyboard's shortcuts to cut, copy, and paste. You can't copy information from your phone screen and paste it onto your computer screen.
- Copy and paste information between fields on your phone screen by right-clicking the field, and choosing a clipboard command such as **Cut (Ctrl+X)**, **Copy (Ctrl+C)**, and/or **Paste (Ctrl+V)**.
- Use your mouse pointer to highlight information on the phone.
- Delete information on your phone by highlighting the information using your cursor and pressing the **Delete** or **Backspace** keys on your keyboard.
- Use the **Home** and **End** keys on your keyboard to position your cursor at the beginning or the end of fields on your phone.
- Use the **Arrow** keys to move within text fields.
- Hold **Alt + Up Arrow** key to increase the volume, and **Alt + Down Arrow** key to decrease the volume.
- Use the mouse scroll wheel to navigate through lists and menus.



Note: Placing Calls from Your Computer Keyboard

If you're using PDC, you can't place a call using **New Call** from Lines view. To place a call, select **New Call** from Home view, enter the phone number, and press **New Call**. Or, just enter the phone number and press **New Call**.

You can also use the function keys on your keyboard to save time and be more productive. The function keys are mapped to features on your phone, as shown in the following table.

Press this on your keyboard...





To do this on your phone...

F1

Press the left-most soft key



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<i>Press this on your keyboard...</i>	<i>To do this on your phone...</i>
F2	Press the second soft key from the left
F3	Press the third soft key from the left
F4	Press the fourth soft key from the left
F6	Press 
F7	Open Directories
F8	Open Messages
F9	Press Talk (if PTT enabled)
F10	Press Automatic Call Distribution (ACD) Sign In (if enabled)
F11	Open Applications
F12	Press 
Alt+F2	Press Redial
Alt+F3	Press Transfer
Alt+F4	Press Conference
Alt+F5	Press Hold key
Alt+F6	Enable or disable Do Not Disturb
Alt+F7	Enable or disable Microphone Mute ()
Alt+F8	Press New Call
Alt+F9	Press End Call
Alt+F11	Press 
Alt+F12	Press Automatic Call Distribution (ACD) Sign Out (if enabled)
Alt+Up arrow	Press Volume Up key
Alt+Down arrow	Press Volume Down key



Troubleshooting: Why Aren't My Mouse Pointer and Cursor Responding?

If your computer has multiple programs open or is in any way unresponsive, the mouse pointer or cursor may not respond as quickly on your phone. Try closing any unnecessary programs.

Logging into Phones

If your system administrator has set up the User Login feature, you can view your personal phone settings from any phone in the organization. This means you can access your contact directory and speed dials, as well as other phone settings, even as you temporarily change work areas.

If you change any settings while you're logged in to a phone, the settings are saved—contacts and call list information—and displayed the next time you log in to a phone. When you log out, your personal phone settings no longer display.

You can log in to a phone by entering your user ID and password. Default passwords are preset at the factory to the numerals 123.



Note: Placing a Call from a Phone in the Logged-Out State

If a phone is in the logged-out state and requires a user login, you may be able to use the phone to place emergency calls to standard emergency numbers, such as 911, and other pre-configured phone numbers. These numbers are configured by your administrator. For information on how to place authorized calls, see [Placing Calls from Phones that are in the Logged-Out State](#).

If the User Login feature is set up on your company's phones, you'll need to know how to:

- Log in to a phone to access your personal phone settings.
- Log out of a phone after you finish using it.
- Place a call to an authorized number from a phone that is in the logged-out state and requires a user login.
- Change your user password.

Logging In and Out of a Phone

Depending if the User Login feature is enabled and required, you may or may not have to log in to the phone to use it. However, if you want to see your personal phone settings from the phone, you'll have to log in. If you don't log in, you'll see the phone's default phone profile.

While logged in, you'll have full access to your personal phone settings and your directory. After you log out of the phone, you'll no longer be able to view this information on the phone.



After you use a phone, be certain to log out of the phone to prevent access to your personal settings.



Note: Accessing the Calendar When the User Login Feature is Enabled

If you log in to a phone that has the User Login feature enabled, and then want to access features that require your login credentials, you'll need to re-enter your login credentials so that the features will work. For more information, see [Accessing Features with Your Login Credentials](#).

To log in to a phone:

- 1 If the User Login screen is in view, go to step 2. If the User Login screen isn't in view, do one of the following:
 - From Lines view, press **Log in**.
 - or
 - Select **Settings** from Home view, and select **Features > User Login > Log in**.
- 2 From the User Login screen, enter your user ID and password, and press **Log in**.
Default passwords are preset at the factory to the numerals 123. However, your system administrator may have changed this for security reasons.

If your login credentials are accepted, the phone updates to display your personal phone profile. If your credentials are not accepted, the message *User login failed* is displayed, and the User Login screen displays again. If you need to confirm your credentials, ask your system administrator.

To log out of a phone:

- 1 From Lines view, press **Log out**. Or, select **Settings** from Home view, and select **Features > User Login > Log out**.
The Logout screen displays with a confirmation message.
- 3 Press **Yes**.

Your personal profile is no longer accessible, and the phone displays either the User Login screen for the next user login, or the default phone profile for anonymous users.

Placing Calls from Phones that are in the Logged-Out State

If a phone doesn't require a user login, you can use the phone to place calls to any number, even though the phone may be in the logged-out state.

If a phone requires a user login, you may be able to place calls to authorized numbers when the phone is in the logged-out state. If your system administrator has set up emergency numbers on the phone, you can place calls to the standard emergency number, such as 911, and up to five other authorized numbers. You won't be able to call any other numbers until you log in to the phone.

To place a call to an authorized number from a phone in the logged-out state:

- 1 Press **New Call**.
- 2 From the Place an Authorized Call screen, select the number you want to call, and press **Dial**.

Changing Your Password

You can change your password from any phone that you're currently logged in to.



Note: User Password Security Best Practices

By default, user passwords are factory preset to the numerals 123. Polycom recommends that you change your password when you first log in to a phone. Your user credentials are managed only by your administrator, meaning you can't change them yourself.

To change your user password:

- 1 Log in to any phone on your network.
- 2 Select **Settings** from Home view, and select **Features > User Login > Change User Login Password**.
- 3 From the Change User Login Password screen, enter your old password, enter a new password and confirm it, and then press **Enter**.

Your password is changed. The next time you log in to a phone, you'll need to enter this password.

Locking the Phone

Lock your phone to do the following:

- Prevent unauthorized outgoing calls.
- Allow only authorized people to answer calls.
- Prevent people from viewing or modifying phone information, such as your directory, call lists, or favorites.

When your phone is locked:

- You can't place calls to any number from a list of authorized numbers.

- You must enter a password to answer incoming calls.
- All keys and screen items are disabled, except those that allow you to unlock the phone, make an authorized call, or view the browser if enabled.
- The messages *The phone is locked* and *Authorized calls only* display on the status bar in Lines view. The messages that displayed before the phone was locked don't display.

You can unlock the phone by entering your user password. If your phone restarts for any reason while it's locked, it will be locked when the phone restarts unless your phone is configured to start up unlocked.

About Your User Password

You are assigned a user password so you can answer calls from your locked phone and unlock the phone. By default, your user password is *123*. You can change your user password at any time.

To change your user password:

- 1 Select **Settings** from Home view, and select **Advanced**.
- 2 From the Password screen, enter your user password, and press **Enter**.
- 3 From the Advanced screen, press **Change User Password**.
- 4 From the Change User Password screen, enter your password information, and press **Enter**.

Locking and Unlocking Your Phone

You can choose how you want your phone to handle incoming calls when it is locked. If you set up your phone to allow incoming calls when it is locked (the default setting), incoming calls will ring on your phone, and you can answer calls by entering your user password. If you set up your phone to ignore incoming calls, Do Not Disturb will be applied to all lines on your phone, and your phone won't ring.

To lock your phone:

- 1 Select **Settings** from Home view, and select **Basic > Lock Phone**.
- 2 From the Lock Phone screen, select how you want incoming calls handled when your phone is locked.
 - **Allow ringing when locked**—Select this option if you want your phone to ring when you have an incoming call. If you choose this option, you can answer a call by entering your password.

- **DND when locked**—Select this option if you don't want your phone to ring. You won't have the option to answer incoming calls. All incoming calls will go to your voicemail system (if enabled) and display as a missed call in your Recent Calls list. Note that enabling this option on shared lines disables ringing only. You will still see a visual notification of the call and have the option to answer it.

The default setting is *Allow ringing when locked*.

3 Press **Lock**.

Your phone is locked.



Timesaver: A Quick Way to Lock Your Phone

Your phone may be set up so that you can quickly lock it by tapping **Lock** from Lines view. If you do this, however, you can't choose how to handle incoming calls. Your phone will use the default setting—*Allow ringing when locked*—or the last setting you selected.

To unlock your phone:

- 1 Press **Unlock**.
- 2 Enter your user password, and press **Enter**.

The phone unlocks.

Calling and Answering from a Locked Phone

From a locked phone, anyone can dial the standard emergency number, such as 911, and up to five other authorized numbers that an administrator can set up. You can't call any other numbers from a locked phone. If you set up your phone so you can answer incoming calls when your phone is locked, you can answer calls by entering your user password.

To call an authorized number from a locked phone:

- Do one of the following:
 - Press **New Call**. From the Place an Authorized Call screen, select the number you want to call, and press **Dial**.
 - or
 - Place a call to an authorized number by using the handset, headset, or speakerphone.

The call is placed.



Note: Which Termination is Used When Placing a Call to Authorized Number

When a call is placed to a number in the authorized list, it will be placed through the last used termination (handset or speakerphone or headset).

The user must first press the speakerphone or headset key or lift the handset to trigger the display of the authorized call list. The second press of the same key will cause the display of the idle screen.


To answer a call on a locked phone:

- 1 From the Incoming Call window, press **Answer**.
- 2 Enter your user password, and press **Enter**.

The call connects.

Accessing Features with Your Login Credentials

Your system administrator will assign you login credentials—a domain, user name, and password—so your phone can access the Calendar feature or work with Microsoft Lync Server 2010. If there is a problem with your login credentials, you won't be able to access your phone's Calendar or use features associated with Microsoft Lync Server 2010. When your phone has incorrect login credentials, the following happens:

- An icon, , displays on the status bar.
- The message *Login Credentials have failed/Please update them if information is incorrect* displays for 10 seconds.
- Your phone will have a Warning message. For information about phone Warnings, see [Investigating Phone Warnings](#).

To access the features again, re-submit or enter your login credentials.



Note: Accessing the Calendar when the User Login Feature is Enabled

If you log in to a phone that has the User Login feature enabled, and then want to access features that require your login credentials, you'll need to re-enter your login credentials so that the features will work.

To re-submit or enter your login credentials:

- 1 Select **Settings** from Home view, and select **Basic > Login Credentials**.
- 2 From the Login Credentials screen, press **Submit**.

access to the feature(s) again.



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Troubleshooting: What Happens if I Can't Access Features?

If you still don't have access to the feature(s), try entering your credentials, and pressing **Submit**. If you still don't have access, or you lock your account, see your system administrator.



Chapter 4: Customizing the Phone's Display

In the previous chapters, you've learned how to customize calls—such as how to change call volume, forward incoming calls in a special way, or divert calls from a contact. But what if you want to customize the display? This chapter shows you how you can customize your phone's screen so that it's unique to you. Basic customizations include changing the time and date format and updating the screen brightness. If you want to get fancy, you can set up a screen saver or change the background picture.

In this chapter, you'll learn how to do the following:

- Change the language on your phone
- Change the display contrast
- Change the time and date display
- Change the backlight settings
- Change the background picture
- Display a screen saver
- Use the phone as a digital picture frame
- Set up power saving mode

Changing the Language on Your Phone

Your phone supports several languages.

To change the language:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Language**.
- 2 From the Language screen, select the language you want. The language on your phone updates automatically.

Changing the Display Contrast

You can adjust the contrast of the phone's display.

To adjust the contrast on the phone display:

- 1 Select **Settings** from Home view, and select **Basic > Contrast**.

the display contrast.



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- 3 Press **Ok** to save your changes.

Changing the Time and Date Display

The time and date display in the status bar. If the phone can't obtain a time and date, the time and date display will flash. Contact your system administrator if the display flashes, or either the time or date is incorrect.

You can choose from a variety of time and date display formats, including options to display the day, month, or year. You can also turn the time and date display off, so it doesn't display at all. Select and set options that are right for you.

The following figure shows the default display for the time and date.



To update the time and date display:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Time & Date**.
- 2 From the Time & Date screen, do one of the following:
 - To change the date format, press **Clock Date**.
 - or
 - To change the time format, press **Clock Time**.
 - or
 - To change the order of the time and date display, press **Clock Order**.
- 3 From the Clock Date, Clock Time, or Clock Order screen, select the format you want.



Note: Reduced Time and Date Format Options for Certain Languages

The time and date format options are reduced if you change the language displayed on your phone to Simplified Chinese, Traditional Chinese, and Japanese.

To enable or disable the time and date display:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Time & Date**.
- 2 From the Time & Date screen, select **Enable** or **Disable** to turn on or off the time and date display.

Changing the Backlight

Your phone's backlight has two components:

- **Backlight Intensity** The brightness of the screen during phone activity and inactivity. Backlight intensity has three settings:
 - **Backlight On** The brightness of the screen when there is phone activity.
 - **Backlight Idle** The brightness of the screen when there is no phone activity.
 - **Maximum Intensity** The brightness scale that applies to both Backlight On and Backlight Idle intensities.
- **Backlight Timeout**—The number of seconds the phone is inactive before the backlight dims to its Backlight Idle intensity. The backlight timeout period begins after your last key press or the last phone event, such as an incoming call.

You can change the Backlight On intensity and the Backlight Idle intensity separately. You can choose a high, medium, or low intensity, or turn off the backlight entirely.

When you change the Maximum Intensity, you modify the entire backlight intensity scale. For example, if you decrease the Maximum Intensity, the low, medium, and high levels for both Backlight On and Backlight Idle intensities decrease.

The backlight automatically turns on with any phone activity. By setting the Backlight Timeout, you can determine how long the phone should be idle before the backlight dims to its Backlight Idle intensity. By default, after the phone is idle for 40 seconds, the backlight dims.

To change the backlight intensity:

- 1 Select **Settings** from Home view, and select **Basic > Backlight Intensity**.
- 2 From the Backlight Intensity screen, select **Backlight On Intensity**.
- 3 From the Backlight On Intensity screen, select the intensity you want, and press **Back**. The default is High.
- 4 From the Backlight Intensity screen, select **Backlight Idle Intensity**.
- 5 From the Backlight Idle Intensity screen, select the intensity you want, and press **Back**. The default is Low.
- 6 From the Backlight Intensity screen, select **Maximum Intensity**.
- 7 From the Maximum Intensity screen, select **Up** or **Down** to increase or decrease the maximum intensity the screen can display, and press **Back**.

To change the Backlight Timeout:

- 1 Select **Settings** from Home view, and press **Basic > Backlight Timeout**.
- 2 From the Backlight Timeout screen, enter the number of seconds the phone will be idle before the backlight dims. The default is 40 seconds.



Note: Restrictions for Background Images

When you use one of your own pictures as the background image, keep in mind the following:

- Progressive or multiscan JPEG images are not supported.
- The phone screen size is 220 x 108pixels. Smaller images will be centered and surrounded with black space. Larger images will be scaled proportionally to fit the screen. Horizontal or vertical black bars may be added to preserve the original aspect ratio.



Web Info: Changing the Background Picture Using the Web Configuration Utility

You can use the Web Configuration Utility to change the background picture on your phone. If you do not have access, contact your system administrator.

For detailed information on accessing, navigating, and using the utility, see the [Polycom Web Configuration Utility User Guide](#).

To change the background picture to one of your own pictures:

- 1 Log into the Web Configuration Utility. See [Configuring Your Phone Using the Web Configuration Utility](#).
- 2 From the menu bar, select **Preferences > Background**.
- 3 Click + adjacent to **Add a new background image**.
- 4 Click **Choose File** and browse to desired location.
A preview of the file displays.
- 5 Click **Save**.
The file is added to the list of possible backgrounds. To select the new file, see [Changing the Background Picture](#).

Displaying Screen Savers

Another way to personalize your phone is to use the idle browser as a screen saver. The screen saver will automatically start each time your phone is idle a certain amount of time. You can stop the screen saver at any time by pressing a soft key, line key, or hard key. If your phone is idle again for a specified period of time, the screen saver will start again.

Setting Up a Screen Saver

You can select one of two screen savers for your phone.

To set up a screen saver:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Screen Saver**.
- 2 From the Screen Saver screen, do the following:
 - Select **Screen Saver**, and select **Enabled**.
 - Select **Wait Time**, and enter the number of minutes the phone should wait after no activity before displaying the screen saver.
You can enter a minimum of 1 minute and a maximum of 9999 minutes. The default is 15 minutes.
 - Select **Type**, and select one of **Default** or **Idle Browser**.
 - Press **Save**.

Interrupting and Disabling Screen Savers

You can stop a screen saver at any time by pressing a soft key, line key, or hard key. After your phone is idle for the specified period of time, the screen saver will start again.

You can disable a screen saver—prevent it from starting, even if your phone has been idle for the specified period of time—by disabling the *Screen Saver* setting.


To disable the Screen Saver setting:

- 1 Select **Settings** from Home view, and select **Basic > Preferences > Screen Saver**.
- 2 From the Screen Saver screen, select **Screen Saver**, and select **Disabled**.
- 3 Press **Save**.

Chapter 5: Administrative Tasks

If your phone is unable to operate properly, you may have to investigate or troubleshoot issues. To solve issues, your administrator may ask you to restart your phone, update the phone's configuration, or test phone hardware. This chapter shows you how to perform all these tasks.

Investigating Phone Warnings

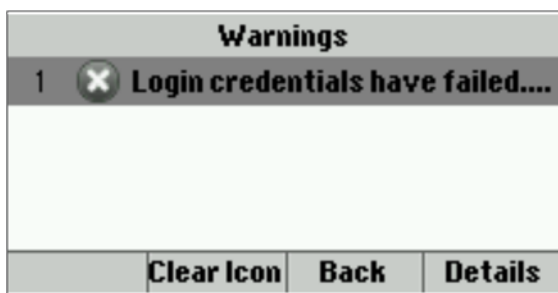
If your phone is unable to perform certain tasks, a warning icon, , will display in the status bar, as shown next. The warning icon lets you know that your phone has one or more important issues. You can view details about the issues from the Warnings screen.



To view a detailed list of phone issues:

- Select **Settings** from Home view, and select **Status > Diagnostics > Warnings**.

The Warnings screen displays (as shown next), listing any phone issues.



After you view the phone warnings, you can press **Clear Icon** to remove the warning icon from the status bar. However, the warning will still display in the Warnings list until the phone issue is fixed.

Each time your phone has a warning that you haven't viewed, the Warning icon displays.

Restarting the Phone

Your system administrator may ask you to restart your phone if your phone malfunctions or to assist in troubleshooting.



Caution: Restarting Your Phone

- Before you restart your phone, contact your system administrator. If your phone is malfunctioning, you may be able to restore normal operation without restarting the phone. In addition, your administrator may want to troubleshoot your phone before you restart it.
- If you need to update your phone's configuration, don't restart your phone. To update the phone's configuration, see [Updating Phone Configuration](#).

To restart the phone:

- 1 Select **Settings** from Home view, and select **Basic > Restart Phone**.

The message *Are you sure?* displays.

- 2 If you still want to restart the phone, press **Yes**.

The restart process begins. The process ends when the default Home screen displays.

Updating Phone Configuration

Your system administrator may ask you to update your phone configuration. You may be able to do this without restarting your phone.

To update your phone's configuration:

- 1 Select **Settings** from Home view, and select **Basic > Update Configuration**.

The message *Are you sure?* displays.

- 2 To update the configuration, press **Yes**.

The configuration is updated. Your phone may restart, depending on the phone settings that have changed.

Testing Phone Hardware

Your system administrator may ask you to access a diagnostics menu on your phone to test your phone hardware. You can test your phone's microphones, speaker, handset, third-party headset (if present), keypad mappings, touchscreen, and LEDs . See your system administrator for instructions on how to perform these tests.

To test your phone hardware:

- 1 Select **Settings** from Home view, and select **Status > Diagnostics > Test Hardware**.
- 2 From the Test Hardware screen, select one of the following:
 - **Audio Diagnostics**



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- **Keypad Diagnostics**
- **Display Diagnostics**
- **Brightness Diagnostics**
- **LED Diagnostics**



Chapter 6: Getting Help

This chapter provides locations where you can access useful Polycom or third-party documents and web links, including related Polycom, partner, or third-party documents and web sites.

Related Documents

For more information about installing, configuring, and administering Polycom products, refer to Documents and Downloads at [Polycom Support](#).

The Polycom Community

The [Polycom Community](#) gives you access to the latest developer and support information. Participate in discussion forums to share ideas and solve problems with your colleagues. To register with the Polycom Community, simply create a Polycom online account. When logged in, you can access Polycom support personnel and participate in developer and support forums to find the latest information on hardware, software, and development topics.

The screenshot shows the Polycom Community website homepage. At the top left is the Polycom logo. To its right is a search bar with a dropdown menu set to 'Community' and a 'Search' button. Below the search bar is a navigation bar with links for 'Register', 'Sign In', 'Help', and 'Contact Us'. The main header area features the text 'Learn, Share, Connect' and 'The Polycom Community'. Below this is a 'Community Homepage' section with a photo of a group of people and a welcome message: 'Hello and Welcome to the Polycom Community! We've created this community site so you can connect and interact with your colleagues and industry experts to exchange ideas, post questions, answers and share information. Come join the discussions! Happy Posting!'. There are two main content areas: 'Support Community' and 'Developer Community'. The 'Support Community' section lists various communication methods: Voice (PSTN, VoIP, SpectraLink, DECT), Audio / Video (Video Endpoints, Telepresence, Integrated Audio, RealPresence Mobile). The 'Developer Community' section includes a sign-in/register prompt and links to 'Polycom Infrastructure Forum' and 'Polycom End Points Forum'. On the right side, there is a 'Top Kudoed Posts' section listing several forum posts with their titles and kudo counts.

Top Kudoed Posts	
Re: Updated 4000 - now can't access?	2
Re: Updated 4000 - now can't access?	2
Re: Telepresence M100 not working	2
[FAQ] VoIP frequently asked questions	2
Re: Browser Environment error for RMX	1



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product. All products that are replaced will become the property of Polycom. Replacement products or parts may be new or reconditioned.

Polycom is expected to warrant any replaced or repaired product or part for ninety (90) days from shipment, or the remainder of the initial warranty period, whichever is longer. Products returned to Polycom must be sent prepaid and packaged appropriately for safe shipment, and it is recommended that they be insured or sent by a method that provides for tracking of the package. Responsibility for loss or damage does not transfer to Polycom until the returned item is received by Polycom. The repaired or replaced item will be shipped to Customer, at Polycom's expense, not later than thirty (30) days after Polycom receives the defective product, and Polycom will retain risk of loss or damage until the item is delivered to Customer.

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- Abuse, misuse, negligent acts or omissions of Customer and persons under Customer's control; or
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Safety, Compliance, and Disposal Information

Part 15 FCC Rules

This device is compliant with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- 1 This device may not cause harmful interference, and
- 2 This device must accept any interferences received, including interference that may cause undesired operation.

Class B Digital Device or Peripheral

Note: This equipment is tested and complies with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- 1 Reorient or relocate the receiving antenna.
- 2 Increase the separation between the equipment and receiver.
- 3 Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- 4 Consult the dealer or an experienced radio/TV technician for help.

Modifications

In accordance with Part 15 of the FCC Rules, the user is cautioned that any changes or modifications not expressly approved by Polycom, Inc. could void the user's authority to operate the equipment. This equipment may not be used on a coin service or party line.

Installation Instructions

Installation must be performed in accordance with all relevant national wiring rules.

L'Installation doit être exécutée conformément à tous les règlements nationaux applicable au filage électrique.

When using Power over Ethernet (PoE), the equipment is to be connected only to PoE networks without connections to the outside plant.

Plugs Acts as Disconnect Device

The socket outlet to which this apparatus is connected must be installed near the equipment



La prise électrique à laquelle l'appareil est branché doit être installée près de l'équipement et doit toujours être facilement accessible.

Industry Canada (IC)

This Class [B] digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe [B] est conforme à la norme NMB-003 du Canada.

CE and VCCI Mark

This VVX 300 and 310 phone is marked with the CE mark. This mark indicates compliance with EC Directive 1999/5/EC. A full copy of the Declaration of Conformity can be obtained from Polycom Ltd., 270 Bath Road, Slough, Berkshire, SL1 4DX, UK.

CE Mark R & TTE Directive (EU only)

Česky [Czech]: Polycom (UK) Ltd tímto prohlašuje, že tento VVX 300/VVX 310 je ve shodě se základními požadavky a dalšími příslušnými ustanoveními směrnice 1999/5/ES.

Dansk [Danish]: Undertegnede Polycom (UK) Ltd erklærer herved, at følgende udstyr VVX 300/VVX 310 overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF.

Deutsch [German]: Hiermit erkläre Polycom (UK) Ltd, dass sich das Gerät VVX 300/VVX 310 in Übereinstimmung mit den grundlegenden Anforderungen und den übrigen einschlägigen Bestimmungen der Richtlinie 1999/5/EG befindet.

Eesti [Estonian]: Käesolevaga kinnitab Polycom (UK) Ltd seadme VVX 300/VVX 310 vastavust direktiivi 1999/5/EÜ põhinõuetele ja nimetatud direktiivist tulenevatele teistele asjakohastele sätetele.

English: Hereby, Polycom (UK) Ltd. declares that this VVX 300/VVX 310 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

Español [Spanish]: Por medio de la presente Polycom (UK) Ltd declara que el VVX 300/VVX 310 cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.

Ελληνική [Greek]: ΜΕ ΤΗΝ ΠΑΡΟΥΣΑ Polycom (UK) Ltd ΔΗΛΩΝΕΙ ΟΤΙ VVX 300/VVX 310 ΣΥΜΜΟΡΦΩΝΕΤΑΙ ΠΡΟΣ ΤΙΣ ΟΥΣΙΩΔΕΙΣ ΑΠΑΙΤΗΣΕΙΣ ΚΑΙ ΤΙΣ ΛΟΙΠΕΣ ΣΧΕΤΙΚΕΣ ΔΙΑΤΑΞΕΙΣ ΤΗΣ ΟΔΗΓΙΑΣ 1999/5/ΕΚ.

Français [French]: Par la présente Polycom (UK) Ltd déclare que l'appareil VVX 300/VVX 310 est conforme aux exigences essentielles et aux autres dispositions pertinentes de la directive 1999/5/CE.

Italiano [Italian]: Con la presente Polycom (UK) Ltd dichiara che questo VVX 300/VVX 310 è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.

Íslenska [Icelandic]: Hér með lýsir Polycom (UK) Ltd yfir því að VVX 300/VVX 310 er í samræmi við grunnkröfur og aðrar kröfur, sem gerðar eru í tilskipun 1999/5/EC



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Latviski [Latvian]: Ar šo Polycom (UK) Ltd deklarē, ka VVX 300/VVX 310 atbilst Direktīvas 1999/5/EK būtiskajām prasībām un citiem ar to saistītajiem noteikumiem.

Lietuvių [Lithuanian]: Šiuo Polycom (UK) Ltd deklaruoja, kad šis VVX 300/VVX 310 atitinka esminius reikalavimus ir kitas 1999/5/EB Direktyvos nuostatas.

Nederlands [Dutch]: Hierbij verklaart Polycom (UK) Ltd dat het toestel VVX 300/VVX 310 in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.

Malti [Maltese]: Hawnhekk, Polycom (UK) Ltd, jiddikjara li dan VVX 300/VVX 310 jikkonforma mal-ħtiġijiet essenzjali u ma provvedimenti oħrajn relevanti li hemm fid-Dirrettiva 1999/5/EC.

Magyar [Hungarian]: Alulírott, Polycom (UK) Ltd nyilatkozom, hogy a VVX 300/VVX 310 megfelel a vonatkozó alapvető követelményeknek és az 1999/5/EC irányelv egyéb előírásainak.

Norsk [Norwegian]: Polycom (UK) Ltd erklærer herved at utstyret VVX 300/VVX 310 er i samsvar med de grunnleggende krav og øvrige relevante krav i direktiv 1999/5/EF.

Polski [Polish]: Niniejszym Polycom (UK) Ltd oświadcza, że VVX 300/VVX 310 jest zgodne z zasadniczymi wymaganiami oraz innymi stosownymi postanowieniami Dyrektywy 1999/5/WE

Português [Portuguese]: Polycom (UK) Ltd declara que este VVX 300/VVX 310 está conforme com os requisitos essenciais e outras disposições da Directiva 1999/5/CE.

Slovensko [Slovenian]: Polycom (UK) Ltd izjavlja, da je ta VVX 300/VVX 310 v skladu z bistvenimi zahtevami in ostalimi relevantnimi določili direktive 1999/5/ES.

Slovensky [Slovak]: Polycom (UK) Ltd týmto vyhlasuje, že VVX 300/VVX 310 spĺňa základné požiadavky a všetky príslušné ustanovenia Smernice 1999/5/ES.

Suomi [Finnish]: Polycom (UK) Ltd vakuuttaa täten että VVX 300/VVX 310 tyyppinen laite on direktiivin 1999/5/EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.

Svenska [Swedish]: Härmed intygar Polycom (UK) Ltd att denna VVX 300/VVX 310 står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.

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取扱説明書に従って正しい取り扱いをして下さい。 VCCI-B

WARNING Electrical Safety

To avoid electric shock, do not connect safety extra low voltage (SELV) circuits to teleconference station network (TNV) circuits. LAN ports contain SELV circuit, and WAN ports contain TNV circuits. Some LAN and WAN ports both use RJ-45 connectors. Use caution when connecting cables.

This product is rated 48Vdc, 0.25A. When used with the optional external power supply (PSA15A-480PV, or similar rated PSU), the power supply shall be a Listed power supply with a LPS output, rated 48V, min. 0.25A.

Russian Compliance

VVX 300: Ministry of Information Technologies & Communication of the Russian Federation – Declaration of Conformity. Д-СПД-6090 valid till 01/March/2016.

VVX 310: Ministry of Information Technologies & Communication of the Russian Federation – Declaration of Conformity. Д-СПД-6091 valid till 01/March/2016.

New Zealand Telepermit

VVX 300: PTC 220/12/085

VVX 310: PTC 220/12/086

Special Conditions for this User Guide

- **PTC General Warning**

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

- **Echo Cancellation**

Echo cancellers are not normally required in the Telecom PSTN because geographic delays are acceptable where CPE return loss is maintained within Telepermit limits. However, those private networks making use of Voice over IP technology are required to provide echo cancellation for all voice calls. The combined effect of audio / VoIP conversion delay and IP routing delay can cause the echo cancellation time of 64 mS or more to be required.

- **Software Version in this Polycom VVX 300 and 310 VoIP Desktop Telephone When Used on the Telecom Network**

This telephone must be equipped with the software installed during the PTC testing process. This software is not guaranteed.

Australia

Warning
This equipment will not operate when mains power fails

WARNING FOR ALL POLCOM PHONES THAT USE HANDSETS

With respect to section 5.4.3.11 of the Australian Communications Authority as Telecommunications Technical Standard AS/ACIF S004 2006:

You should be aware that, under certain operating conditions, the handset earpiece may retain small metallic objects. If this occurs, these objects should be removed before using the handset.

Operating Ambient Temperatures

- Operating temperature: +32 to 104°F (0 to 40°C)
- Relative humidity: 5% to 95%, noncondensing
- Storage temperature: -40 to +160°F (-40 to +70°C)

Hearing Aid Compatibility (HAC)

This product is hearing aid compatible.

Waste Electrical and Electronic Equipment (WEEE)



All Polycom products that fall within the scope of the EU WEEE Directive carry the crossed wheelie bin symbol which advises customers not to recycle electronic products in the domestic waste stream but to recycle them safely as e-waste.

Restriction of Hazardous Substances Directive (RoHS)

All Polycom products comply with the requirements of the EU RoHS Directive. Statements of compliance can be obtained from TypeApproval@polycom.com.

Polycom Take Back

In addition to any mandated take back requirement, Polycom offers free recycling of its branded products to business users. Detailed information is available at http://www.polycom.eu/documents/company/about_us/producer_responsibility_statement.pdf.

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