

Instructional Guide for the Polycom VVX 311 Phone



- 1. Message Waiting Indicator**
 - Flashes red to indicate a new message.
- 2. Line Keys**
- 3. Home Key**
 - Enables you to press (home) from any screen to display Home view. From Home view, press (home) to display other phone views.
- 4. Soft Keys**
- 5. Navigation Keys/Select Key**
 - Scrolls through information or options on the phone's screen. Selects a field of displayed data
- 6. Headset Key.**
 - Enables you to place and receive calls through a headset. The key glows green when an analog headset is activated.
- 7. Speakerphone Key**
 - Enables you to place and receive calls using the speaker phone. The key glows green when activated.
- 8. Mute Key**
 - Mutes your audio during calls. Key glows red when activated.
- 9. Volume Keys**
- 10. Microphone**
- 11. Speaker**
- 12. Dialpad**
- 13. Transfer**
 - Press to transfer calls to desired extension or external number – calls are automatically placed on hold.
- 14. Messages**
 - Press to see quantity of voicemail messages waiting. Dial 1 then press select.
- 15. Hold**
 - Press to place current call on hold. Press again to take off hold (or press held line key).