



SmartCOMM[®] Cloud Phone System

Polycom VVX 350 Phone Reference Guide



LINES

6 lines.

SOFT KEYS

4 programmable soft keys help you navigate through widgets on screen.



TRANSFER KEY

During the call press the Transfer key, select Blind with your soft keys, enter the number you wish to transfer to, & hit dial.



MESSAGES KEY

If you have a voicemail the indicator light will flash red. Press the Messages key to listen; enter password, proceed with instructions. Or select the purple Messages widget on the screen to access voicemail in the same way.



HOLD KEY

Hold your call.



NEW CALL

Select to place call.



MESSAGES

Access your voicemail.



DIRECTORIES

Scroll through your contacts.



HOME KEY

Press to return to the Home page or to switch between lines view & widgets view.

NAVIGATION KEYS

Use the arrows to navigate through the selections on the screen. Press the center circle to select.

VOLUME KEYS

Adjusts volume.



HEADSET KEY

Activates hands free for making and receiving calls without lifting the handset.



SPEAKER KEY

Press to answer or place call over speaker.



MUTE KEY

Places a call on mute so caller cannot hear you.