

UNDERSTANDING POLYCOM® VVX® 310

BUTTONS AND HARDWARE



1 Security slot - The connector on the back of your phone that enables you to attach a laptop cable lock to your phone so that 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).

2 Message Waiting Indicator - Flashes red to indicate new messages.

3 Screen - The 2.2-inch diagonal screen is backlit.

4 Home key - Enables you to press from any screen to display Home view. From Home view, press to display other phone views.

5 Navigation keys/Select key - Scrolls through information or options displayed on the phone's screen. Selects a field of displayed data.

6 Speaker - Provides ringer and hands-free (speakerphone) audio output.

7 Headset key - Enables you to place and receive calls through a headset. The key glows green when an analog headset is activated.

8 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.

9 Speakerphone key - Enables you to place and receive calls using the speakerphone. The key glows green when activated.

10 Mute key - Mutes your audio during calls and conferences. The key glows red when audio is muted.

11 Volume keys - Adjusts the volume of the handset, headset, speaker, and phone's ringer.

12 Microphone - Transmits sound from your phone to other phones.