

Polycom VVX 311



1	Favorite keys
2	Action keys
3	Menu
4	Navigation wheel
5	Transfer
6	Voicemail
7	Hold
8	Sound: Headset, Speaker, Mute
9	Volume

Quick Reference Card for Polycom VVX 311 Linux users

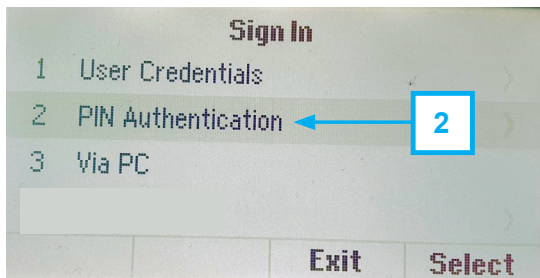
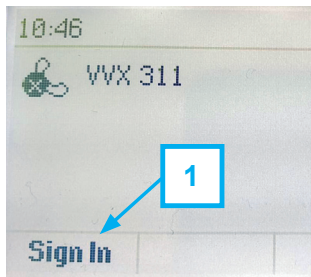


Versie 1.0 okt-19

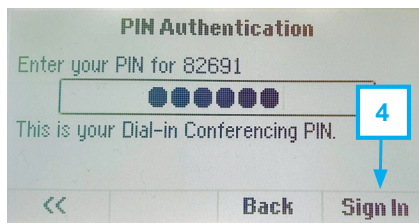
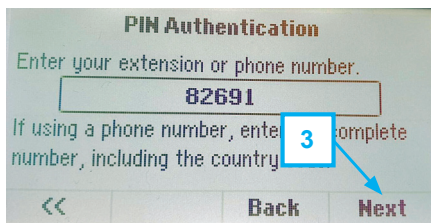
Sign in

Don't know your PIN code? Then proceed reading at 'Change your PIN code'

1. Press **Sign In**
2. Press number key 2 for **PIN Authentication** or use the *navigation wheel* to select and confirm your option.



3. Use the number keys to enter your (abbreviated) phone number and press **Next**
4. Use the number keys to enter your PIN code and press **Sign In**



Sign out

Leaving your device unattended for a long time? Don't forget to sign out.

1. Go to the Home screen and press **More**
2. Press **More** again
3. Press **Sign Out**
4. Press Yes. You are now signed out on this device.

Change your PIN code

You can change the PIN code of your device on a computer.

1. Open the browser and go to <https://dialin.tudelft.nl>
2. Under *Personal Identification Number (PIN)*, click on **Aanmelden**.
3. Enter your username as follows: DASTUD\username. Enter your password and click on the **Aanmelden** button.
4. Click on **Stel uw pincode opnieuw in**
5. Enter a new PIN code, confirm it and click **OK**

Persoonlijk identificatienummer (pincode)

U moet u eerst aanmelden om uw pincode en vergadering

[Aanmelden](#)

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Aanmelden

Typ de aanmeldingspreferenties voor uw netwerk.

Taal: Nederlands

Gebruikersnaam: DASTUDIdemo11

Wachtwoord:

Aanmelden

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Persoonlijk identificatienummer (pincode)

Gebruik uw pincode bij het inbellen in vergaderingen op uw bedrijfsnetwerk.

Pincode verloopt op: Nooit

Telefoonnummer: 31152782691

Doorkiesnummer: 82691

4

Bent u uw pincode vergeten of moet u uw pincode wijzigen?

[Stel uw pincode opnieuw in](#)

Start a call

There are several ways to start a call.

1. Phone number keys
2. Searching for contacts

Call the contact or number and lift the handset.

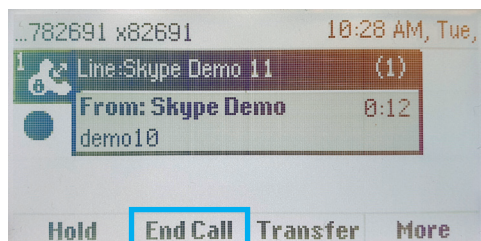
Use the navigation wheel to check your call history:

- ↓ Missed calls
- ← Received calls
- Outgoing calls



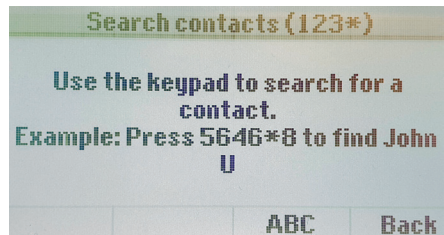
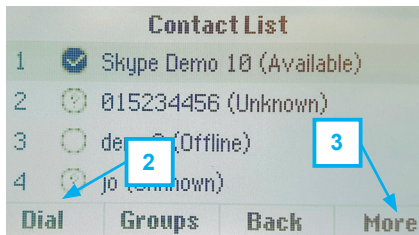
End a call

Hang up the handset or press **End call**.



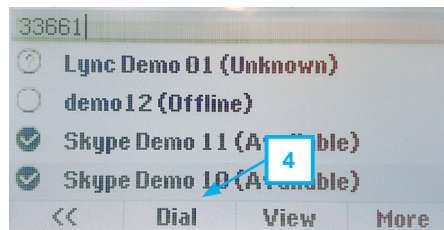
Call and search contacts

1. Press **More**, then press **Contacts**.
2. Use the *navigation wheel* to select a saved contact and press **Dial**.
3. Is your contact not in the list? Find it by pressing **More** and then **Search**.
4. Find the contact using the number keys and press **Dial**.



You can search Joris Klein by using this number combination:

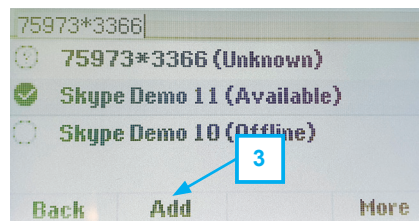
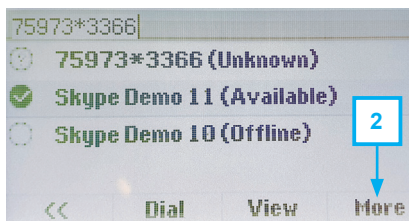
56747*55346



Add a contact

To avoid having to search for a contact each time, you can add a contact to your list.

1. See above how to find a contact
2. Select the desired contact and press **More**.
3. Press **Add**.



Setting your presence

Your presence says something about your availability for communication.

This status is based on 2 sources:

1. Your Outlook calendar (for example: you are busy when you have an appointment in your calendar)
2. What you set manually

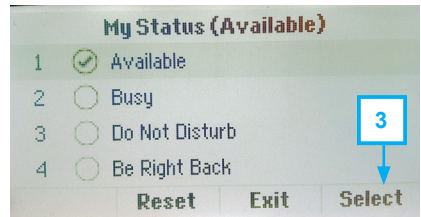
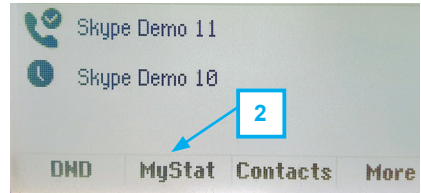
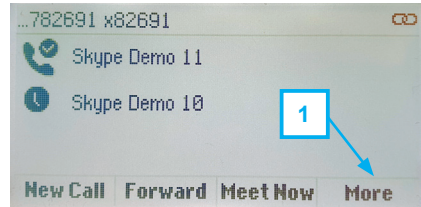
Only with the status Do Not Disturb (DND) you are not reachable and callers will receive voicemail.

Only calls from delegates will get through DND!

On the phone you can change your presence yourself.

1. On the home screen, press **More**
2. Press **MyStat**
3. Use the *Navigation Wheel* to select a status and confirm

- ☒ Available
- ☐ Busy
- ☐ Away
- ☐ Do not disturb
- ☐ Unknown



*Use **Reset** to activate the status from your Outlook calendar*

Transfer a call

It's always better to consult a colleague about the call you want to transfer to him/her. This is called "Transfer with consult". This is how it works:

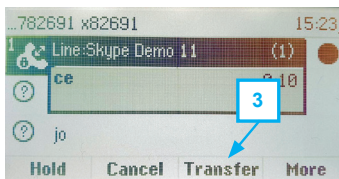
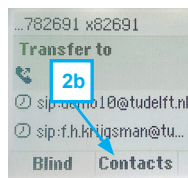
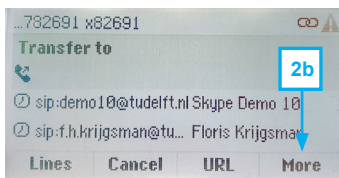
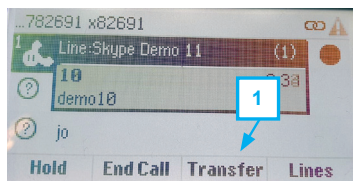
1. Press **Transfer**
2. Choose from one of the following options:

- a. **Typing:** Just enter a phone number.
- b. **Contacts:** Press **More >> Contacts**.

Select from your contact list and press Dial. You can search a contact via **More >> Contacts >> More >> Search**.

3. Inform your colleague and press **Transfer**.

When your colleague doesn't answer you can try another contact or resume the call

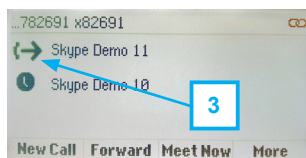
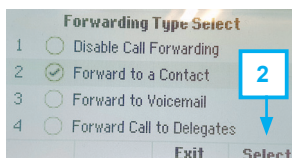
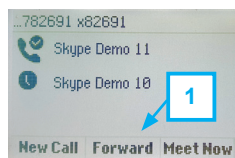


Use simultaneously ring or forward your calls

If you want to set up a call forward or a simultaneously ring, follow these steps:

1. Press **Forward**
2. Use the *Navigation wheel* to select your choice (simultaneously ring can be found at options 5 and 6) and confirm with **Select**. Choose a contact or number to forward to.
3. In the Home screen you can see call forwarding is on.

You can search for contacts with **More**. When using simultaneously ring you can only enter a number or a delegate.



MORE INFORMATION AND INSTRUCTIONS ARE AVAILABLE ON:
www.tudelft.nl/ict-handleidingen/skype-for-business