



## **Polycom 300/301 User Guide**

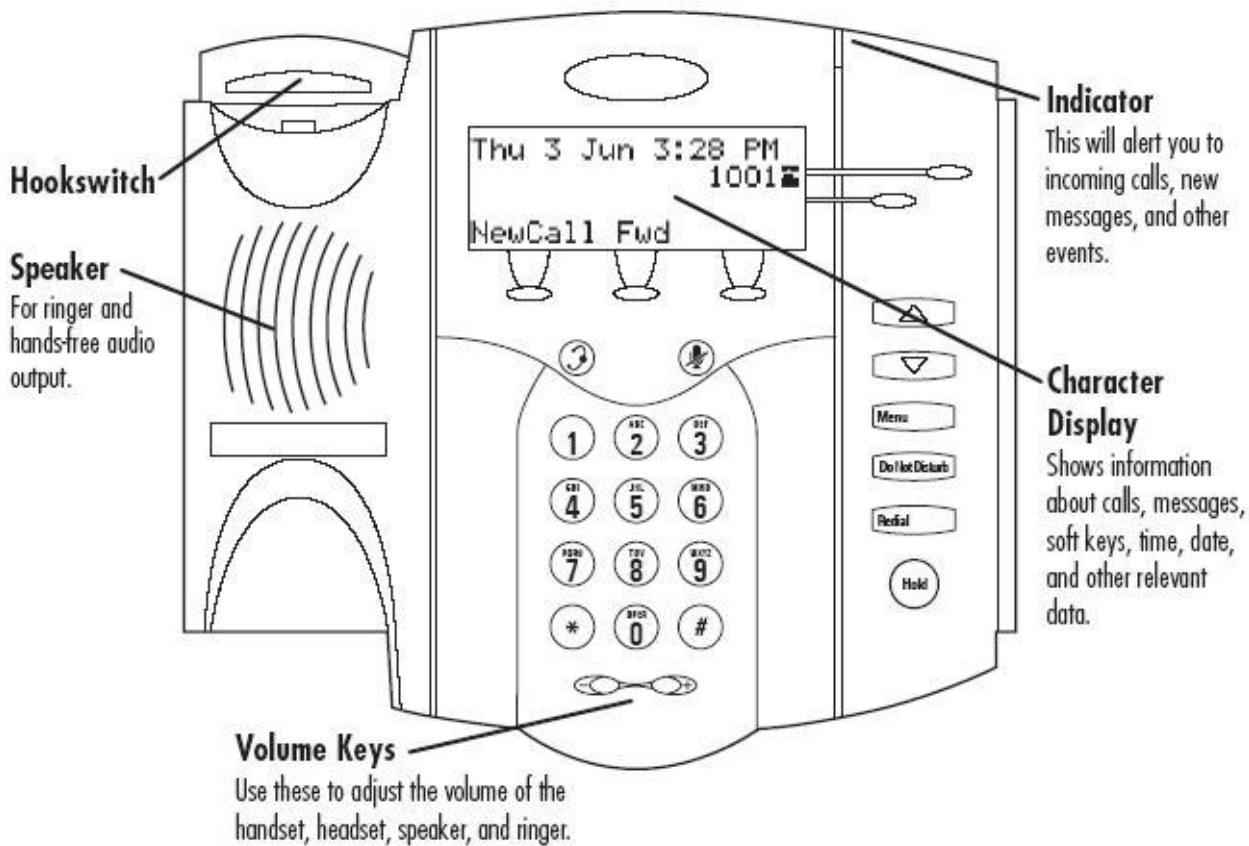
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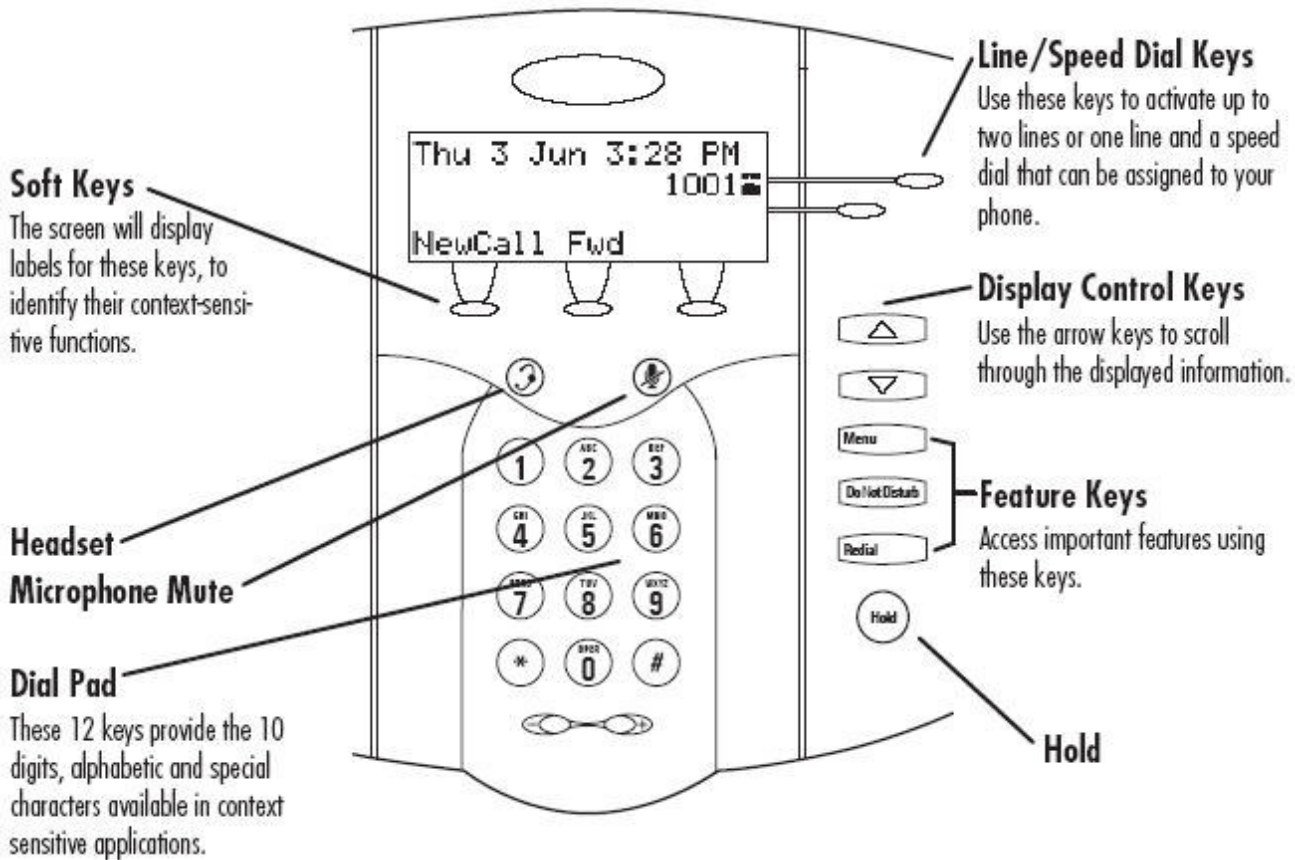
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## Introduction

The purpose of this document is to inform Zayo Managed Services users on how use the Polycom IP300/301 Phone with their Hosted PBX Service. Each feature available with the Professional Seat will be described along with instructions on how to use the feature. Some users may not have all of the functionality described in this document. Seat type purchased determines which features are available.

### ***The Polycom IP300/301 IP Phone***





## Web Portal

The Zayo Managed Services Web Portal is a robust online tool used to configure calling features such as do-not-disturb and selective call forward. While most features can be activated using the phone, you may want to explore the Web Portal to fully enjoy all of the powerful call management tools available. Please see your company's Administrator for access to the Web Portal.

## Telephony Toolbar

The Telephony Toolbar is a software application for Microsoft Outlook, Microsoft Internet Explorer, or Mozilla Firefox and can be used to configure calling features such as do-not-disturb and call forward, and can also be used for a wide variety of click to call features. The Telephony Toolbar complements the Web Portal and allows users easy access to often used calling features. Please see your company's Administrator for more information on the Telephony Toolbar.

## Document Format

Below is an example of how each feature will be presented and examined in this document.

<b>FEATURE NAME AND DESCRIPTION</b>	<b><i>Ad-Hoc Conference Calling</i></b> Allows a user to make a three-way conference call. Users also have the ability to execute three-way calling using the Web Portal Call Manager.
<b>STEP BY STEP INSTRUCTIONS FOR USING THE FEATURE</b>	<b>Using the Feature</b> <ol style="list-style-type: none"><li>1. During an active call, press the <b>MORE</b> soft key, then press the <b>CONF</b> soft key. This will place the current caller on hold.</li><li>2. Dial the <b>NUMBER</b> of the party you wish to add to the call.</li><li>3. When the party answers, press the <b>MORE</b> soft key, then press the <b>CONF</b> soft key to add the caller to the existing call.</li></ol>
<b>STEP BY STEP INSTRUCTIONS FOR EXTENDED FEATURE FUNCTIONALITY</b>	<b>Extended Functionality</b> <ol style="list-style-type: none"><li>1. To split the existing conference call, press the <b>SPLIT</b> soft key. This places both calls on hold on separate lines.</li><li>2. Press the <b>LINE</b> button of the call you would like to disconnect, and then press the <b>ENDCALL</b> soft key.</li><li>3. Press the <b>LINE</b> button of the call you would like to continue.</li></ol>

## Feature Functionality

### **Account Codes - Verified**

Requires a user to enter a unique number that identifies to which account an outbound call should be assigned.

#### **Using the Feature**

1. **GO OFF HOOK.**
2. Dial the **NUMBER** of the party you wish to call.
3. An **IVR** will instruct you to enter your Account Code.
4. Once your code is entered the call will connect.

#### **Extended Functionality**

A user can turn a particular account code on for a sustained amount of time by using a star code.

##### *Sustained Account Code Activation*

1. **GO OFF HOOK.**
2. Press **\*47**.
3. An **IVR** will instruct you to enter your Account Code.

##### *Sustained Account Code Deactivation*

1. **GO OFF HOOK.**
2. Press **\*37**.

### **Account Codes - Unverified**

Allows a user to enter a unique number to identify to which account an outbound call should be assigned.

#### **Using the Feature**

1. **GO OFF HOOK.**
2. Press **\*02**.
3. An **IVR** will instruct you to enter your Account Code. You will hear a stutter dial tone then a normal dial tone.
4. Dial the **NUMBER** of the party you wish to call.

## Ad-Hoc Conference Calling

Allow a user to make a three-way conference call.

### Using the Feature

1. During an active call, press the **MORE** soft key, then press the **CONF** soft key. This will place the current caller on hold.
2. Dial the **NUMBER** of the party you wish to add to the call and press the **SEND** soft key.
3. When the party answers, press the **MORE** soft key, then press the **CONF** soft key to add the caller to the existing call.

### Extended Functionality

1. To split the existing conference call, press the **SPLIT** soft key. This places both calls on hold on separate lines.
2. Press the **LINE** button of the call you would like to disconnect, and then press the **ENDCALL** soft key.
3. Press the **LINE** button of the call you would like to continue.

## Call Forward Always

Enable a user to redirect all incoming calls to another phone number. Users have the option to activate and deactivate the service by using the soft keys, or by dialing a feature code.

### Using the Feature

#### *Activate: Using the Soft Keys*

1. Press the **FWD** soft key.
2. Enter the forwarding **NUMBER** with the **KEYPAD**.
3. Press the **ENABLE** soft key.

#### *Deactivate: Using the Soft Keys*

1. Press **FWD** soft key.
2. Press the **DISABLE** soft key.

#### *Activate: Using the Feature Code*

1. **GO OFF HOOK**
2. Press **\*72**
3. Follow the **IVR** instructions.

#### *Deactivate: Using the Feature Code*

1. **GO OFF HOOK**
2. Press **\*73**

## Call Forward Busy

Enable a user to redirect calls to another destination when the user's line is busy. Normally, a call would be directed to a user's voicemail.

### Using the Feature

#### Activate:

1. **GO OFF HOOK**
2. Press **\*90**
3. Follow the **IVR** instructions.

#### Deactivate

1. **GO OFF HOOK**
2. Press **\*91**

## Call Forward No Answer

Enable a user to redirect calls to another destination when an incoming call is not answered within a specified number of rings. Normally, a call would be directed to a user's voicemail.

### Using the Feature

#### Activate: Using the Feature Code

1. **GO OFF HOOK**
2. Press **\*92**
3. Follow the **IVR** instructions.

#### Deactivate: Using the Feature Code

1. **GO OFF HOOK**
2. Press **\*93**

## Call Park

Enables a user to place a call on hold and allow a user to pick up the call at another phone.

### Using the Feature

1. During an active call, press the **HOLD** soft key. This will place the caller on hold.
2. Press the **NEWCALL** soft key.
3. Press **\*68**.
4. Follow the **IVR** instructions.

## **Call Park Retrieve**

This feature enables a user to pickup a call that has been placed on hold using the Call Park feature.

### **Using the Feature**

1. **GO OFF HOOK**
2. Press **\*88**.
3. Follow the **IVR** instructions.

## **Call Pickup**

This feature enables a user to pickup a call that is coming in on another user's line. The other user's line must be in the same 'pickup group' with the user activating the feature. Pickup groups are pre-configured by the System Administrator.

### **Using the Feature**

1. **GO OFF HOOK**
2. Press **\*98**.

## **Directed Call Pickup**

This feature enables a user to pickup a call that is coming in on another user's line without being specifically assigned to a common group. The other user's line must also have the Directed Call Pickup feature assigned to it.

### **Using the Feature**

1. **GO OFF HOOK**
2. Press **\*97** plus the extension that you wish to pickup.

## **Call Return**

Allows a user to call back the last number that called their line, regardless of whether or not the phone was answered.

### **Using the Feature**

1. **GO OFF HOOK**
2. Press **\*69**.

## Call Transfer – Blind

Allow incoming calls to be transferred to another line without consultation with the receiving party.

### Using the Feature

#### *Activate: Using the Soft Keys*

1. During the call, Press the **MORE** soft key, Then press the **TRNSFR** soft key. This will place the caller on hold and provide dial tone.
2. Press the **BLIND** soft key.
3. Enter the transfer **NUMBER** with the **KEYPAD**.
4. Press the **SEND** soft key.
5. **HANG UP**.

## Call Transfer – Consult

Allow incoming calls to be transferred to another line with consultation with the receiving party.

### Using the Feature

#### *Activate: Using the Soft Keys*

1. During the call, Press the **MORE** soft key, then press the **TRNSFR** soft key. This will place the caller on hold and provide dial tone.
2. Enter the transfer **NUMBER** with the **KEYPAD**.
3. Press the **SEND** soft key.
4. When the second party picks up you may consult with them.
5. Press the **TRNSFR** soft key to transfer the call.
6. Press the **ENDCALL** soft key and then the **RESUME** soft key to return to the first caller without transferring the call.

## Call Transfer – To Voicemail

Allow incoming calls to be transferred to any user's voicemail.

### Using the Feature

#### *To Transfer a call directly to voicemail*

1. During the call, Press the **MORE** soft key, then press the **TRNSFR** soft key. This will place the caller on hold and provide dial tone.
2. Dial **\*55**
3. Follow the **IVR** instructions.

## Call Waiting

This feature enables a user to answer a call when engaged in another call. When a second call is received while a user is engaged in a call, the user is informed via a call waiting tone.

### Using the Feature

#### Retrieving the Second Call

1. Press the **LINE BUTTON** of the incoming call.

#### Getting Back to the First Call

1. Press the **LINE BUTTON** for the first call.

## Cancel Call Waiting Per Call

Allows users to turn off call waiting on a call-by-call basis.

### Using the Feature

1. **GO OFF HOOK.**
2. Press **\*70**. You will hear a stutter dial tone then a normal dial tone.
3. Dial the **NUMBER** of the party you wish to call.

## Caller ID Blocking Per Call

Allows users to block their caller ID on a call-by-call basis.

### Using the Feature

1. **GO OFF HOOK.**
2. Press **\*67**. You will hear a stutter dial tone then a normal dial tone.
3. Dial the **NUMBER** of the party you wish to call.

## Caller ID Delivery Per Call

Allows users to deliver their caller ID on a call-by-call basis when they have turned on the Caller ID Blocking feature within the Web Portal.

### Using the Feature

4. **GO OFF HOOK.**
5. Press **\*65**. You will hear a stutter dial tone then a normal dial tone.
6. Dial the **NUMBER** of the party you wish to call.

## Dialing

Enables a user to make a call to another party.

### Using the Feature

#### Placing a Call

1. Pick up **HANDSET** or press the **NEWCALL** soft key.
2. Enter the number you wish to call.
3. Press the **SEND** soft key, or wait to connect.

### Extended Functionality

#### Placing a Call

1. Dial the **NUMBER** you wish to call using the **KEYPAD**.
2. Press the **DIAL** soft key.

## Do Not Disturb

Allows users to set their station as unavailable so that incoming calls are given a busy treatment. Depending on how the user has set up their busy treatment, the callers will be directed to voicemail or forwarded to another line.

### Using the Feature

#### Activate: Using the Soft Keys

1. Press the **DO NOT DISTURB** button.

#### Deactivate: Using the Soft Keys

2. Press the **DO NOT DISTURB** button.

#### Activate: Using the Feature Code

1. **GO OFF HOOK**
2. Press **\*78**

#### Deactivate: Using the Feature Code

1. **GO OFF HOOK**
2. Press **\*79**

## Hold

Allows user to place a call on hold and retrieve it.

### Using the Feature

#### *Activate: Using the Soft Keys*

1. Press the **HOLD** soft key.

#### *Deactivate: Using the Soft Keys*

1. Press the **RESUME** soft key.

### Extended Functionality

The user can use the **HOLD** button on the phone to toggle a call on and off hold.

## Last Number Redial

Allows the user to redial the last number dialed with a feature code or a button.

### Using the Feature

1. Press the **REDIAL** button.

### Extended Functionality

1. **GO OFF HOOK**
2. Press **\*66**.

## Speed Dial 100

Allows a user to use a feature code and 2 digits to complete a call.

### Using the Feature

#### *Configure*

1. **GO OFF HOOK**.
2. Press **\*75**. You will hear a stuttered dial tone then a normal dial tone.
3. Using the **KEYPAD** Enter the Speed Dial 100 Code **00-99** plus the **NUMBER** you want to associate with it and then press the **#** key.
4. The **IVR** will notify you whether or not the programming was successful.

#### *Use*

1. **GO OFF HOOK**.
2. Press **#**
3. Press the Speed Dial 100 Code **00-99**.

## Speed Dial 8

Allows a user to hit only one button to complete a call.

### Using the Feature

#### *Configure*

1. **GO OFF HOOK.**
2. Press **\*74**. You will hear a stuttered dial tone then a normal dial tone.
3. Using the **KEYPAD** Enter the Speed Dial 8 Code **2-9** plus the **NUMBER** you want to associate with it and then press the **#** key.
4. The **IVR** will notify you whether or not the programming was successful.

#### *Use*

1. **GO OFF HOOK**
2. Press the Speed Dial 8 Code **2-9** using the **KEYPAD**.

## Voicemail

Allows a user to hear messages left in their voicemail box.

### Using the Feature

#### *From your desk phone*

1. **GO OFF HOOK**
2. Dial your **EXTENSION**.
3. Enter your **PASSWORD**.
4. To navigate, follow the **IVR** choices.

#### *From Outside the Office:*

1. Dial your phone **NUMBER**.
2. When the voice mail system answers, press the **\*** key.
3. Enter your **PASSWORD**.
4. To navigate, follow the **IVR** choices.

Menu	<i>Key</i>
Save	#
Delete	7
Replay Message / Skip Envelope	2
Fast Forward	3
Rewind	4
Play Message Envelope	5
Call Back Sender	8
Go to Menu 2	9