

CALNET: AT&T Hosted Voice Service Polycom® VVX® 311

Version 1.0



Covered topics

- What is AT&T Hosted Voice Service?
- What is the Polycom[®] VVX[®] 311?
- Phone features
 - Phone controls
 - Dialing basics
 - Feature access (star) codes
- Questions and answers



What is AT&T Hosted Voice Service?

AT&T Hosted Voice Service (HVS) is a cloud-based solution, powered by BroadSoft and managed using the Clearspan OpEasy[®] portal. HVS is a cutting-edge, fully hosted Voice over Internet Protocol (VoIP) service that delivers enhanced communication tools over AT&T's industry leading global IP network. The AT&T HVS service includes advanced features, unlimited domestic calling, and a full suite of management services and tools providing the best overall service to our customers.

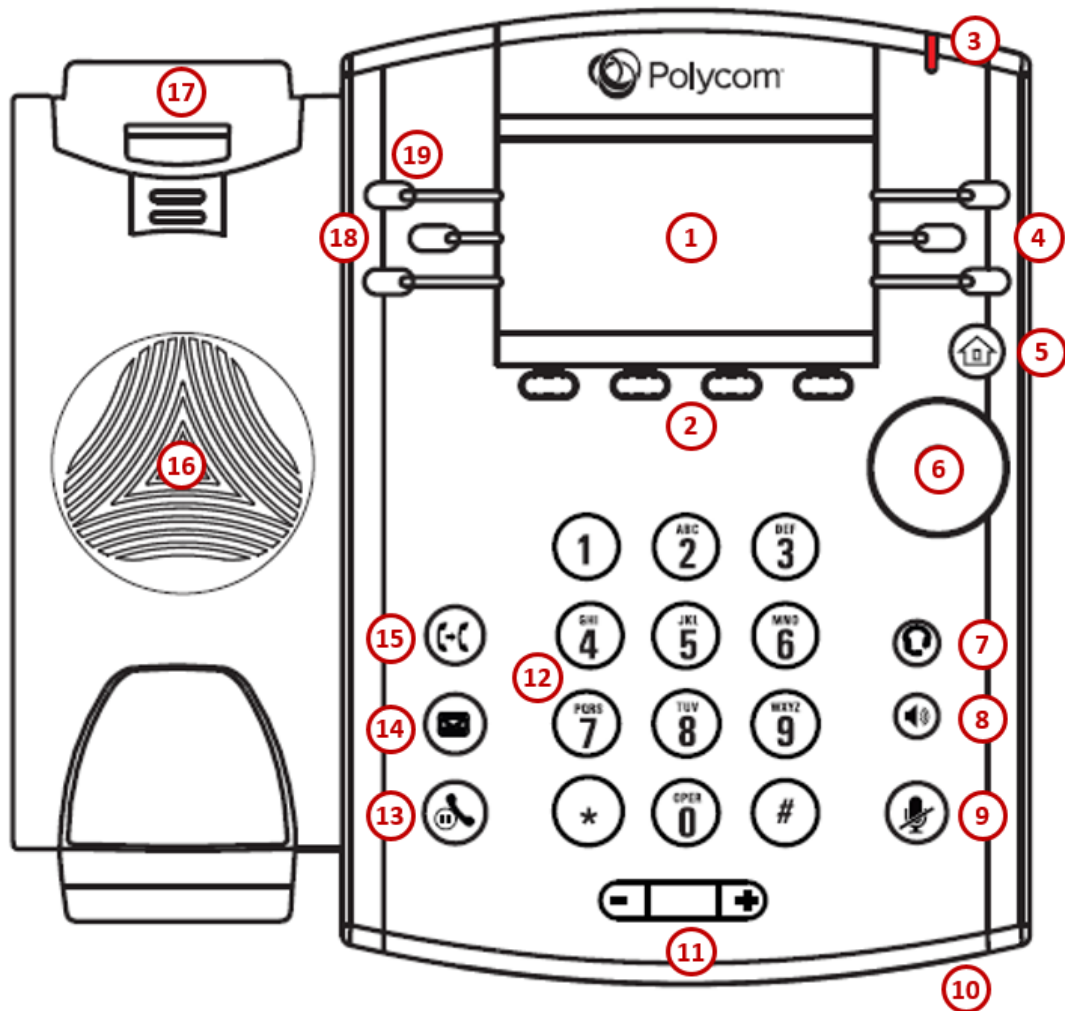


What is the Polycom VVX 311?

The Polycom VVX 311 phone is a full-featured IP phone with a hands-free speakerphone and handset designed for hi-fidelity wideband audio utilizing the Polycom® HD Voice™ technology for lifelike voice quality, a built-in headset connection and an integrated Ethernet switch. The phone can have up to six unique phone numbers, has additional buttons (such as Messages, Hold, and Transfer), and four soft keys, located below the display window, that provide additional functions based upon the status of the phone. The Polycom VVX 311 is equipped with a black and white LCD display.



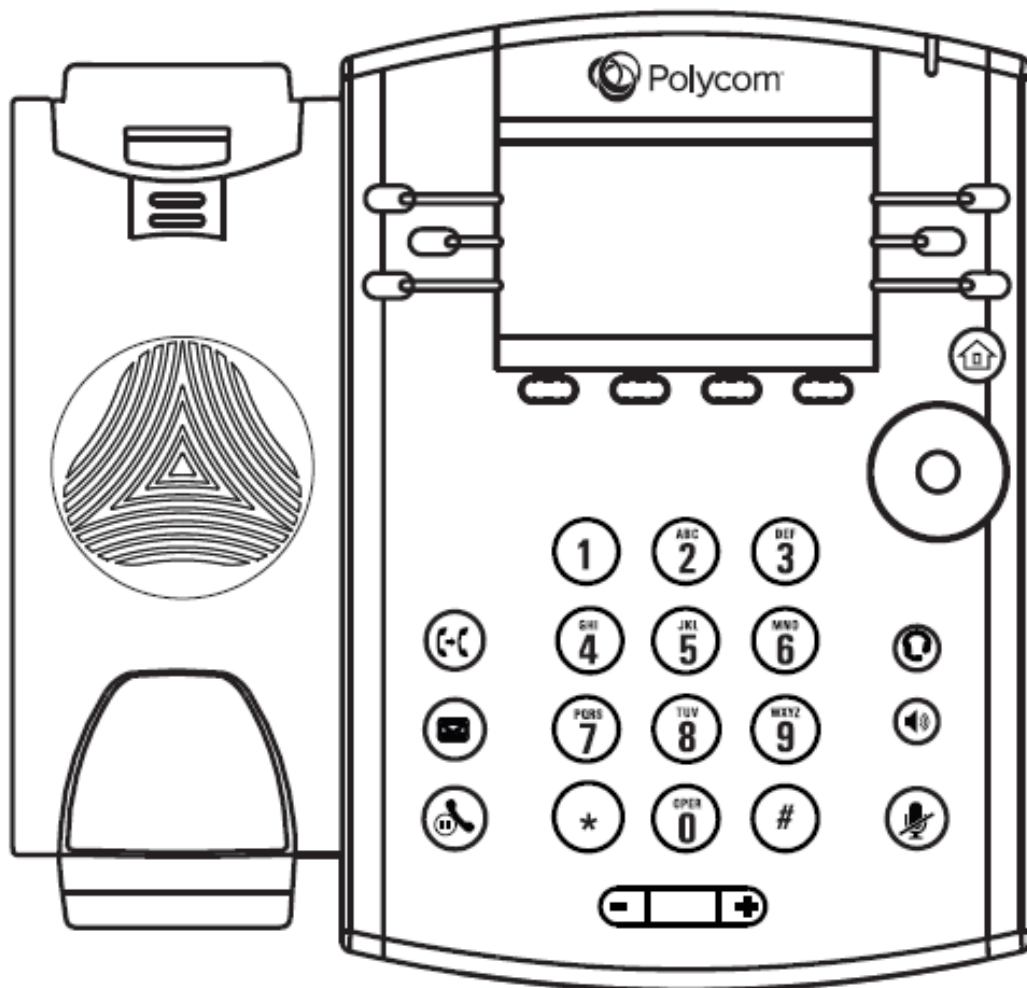
Polycom VVX 311 phone



1. Graphic display
2. Soft keys
3. LED indicator
4. Feature buttons
5. Home button
6. Display Control button
7. Headset button
8. Speakerphone button
9. Mute button
10. Microphone
11. Volume keys
12. Dial pad
13. Hold button
14. Messages button
15. Transfer button
16. Speaker
17. Hook switch
18. Line keys
19. Line indicators



Home

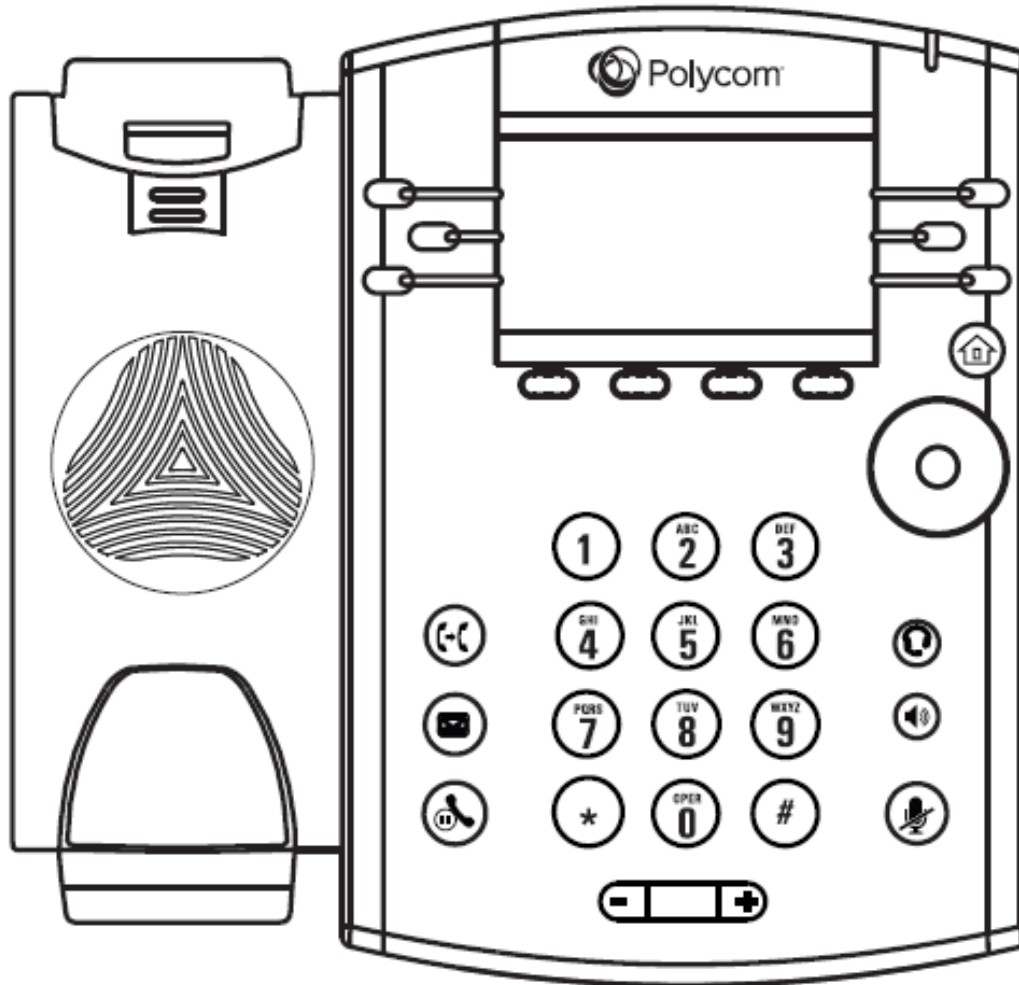


The Home button provides access to phone settings and functions.

When in any menu, pressing the Home button will return you to the main screen.



Recent Calls list

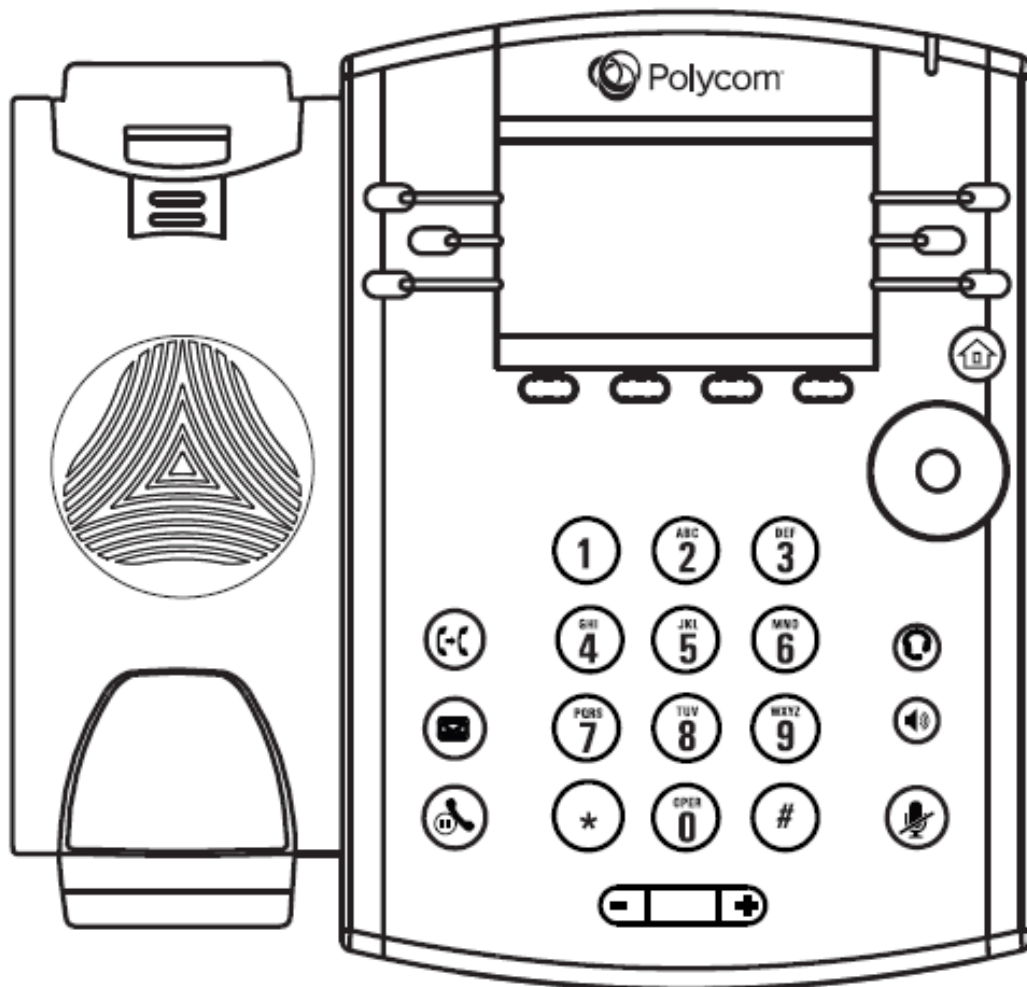


The Recent Calls list retains up to 100 received, placed, and missed calls.

- To retrieve call list:
 - Select the **Directory** soft key.
 - Select Recent Calls.
 - Select the **Type** soft key.
 - Select the desired call list.
 - Use the display control keys to scroll up / down through the list.
 - Select the **Dial** soft key to place the call.



Callers soft key

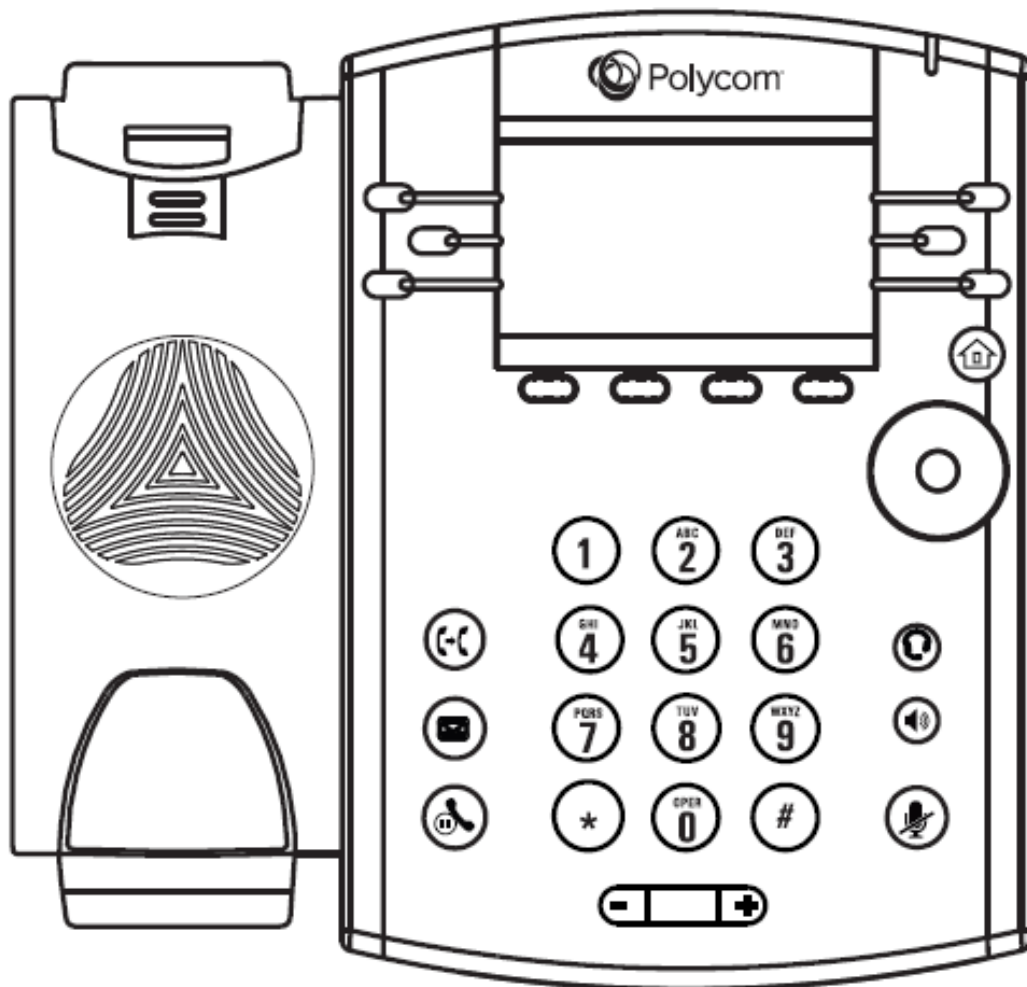


By default, the Callers soft key displays the received call list.

- To select a different call list:
 - Select the **Type** soft key.
 - Select the desired call list.
 - Use the display control keys to scroll up / down through the list.
 - Select the **Dial** soft key to place the call.



Contact Directory

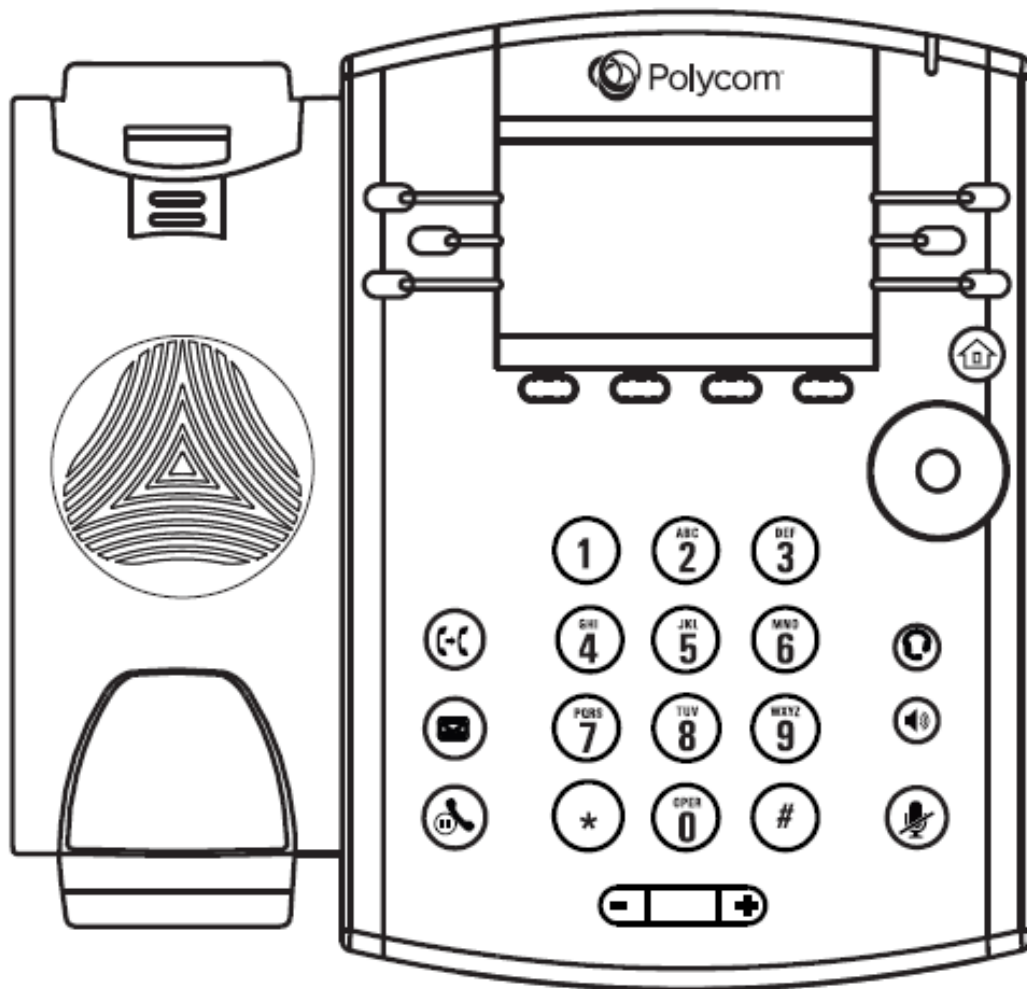


Phone maintains up to 100 contacts.

- To add a new contact:
 - Select the **Directory** soft key.
 - Select Contact Directory.
 - Select the **Add** soft key.
 - Enter information using the dial pad.
 - Select the **Save** soft key.
- To modify current contacts:
 - Select the contact you wish to change.
 - Select the **Info** soft key.
 - Select appropriate soft key (**Edit** or **Delete**).
 - Select the **Save** soft key when complete.
- Select the **Dial** soft key to place a call.



Placing a call on hold



- During an active call:
 - Press the Hold button.
 - Press the Hold button again or the **Resume** soft key.
- Notes:
 - Music on hold will play if a conference call is put on hold.
 - If multiple calls held, use the up / down arrows of the Display Control button to switch between calls. Press the Hold button or the **Resume** soft key to activate desired call.



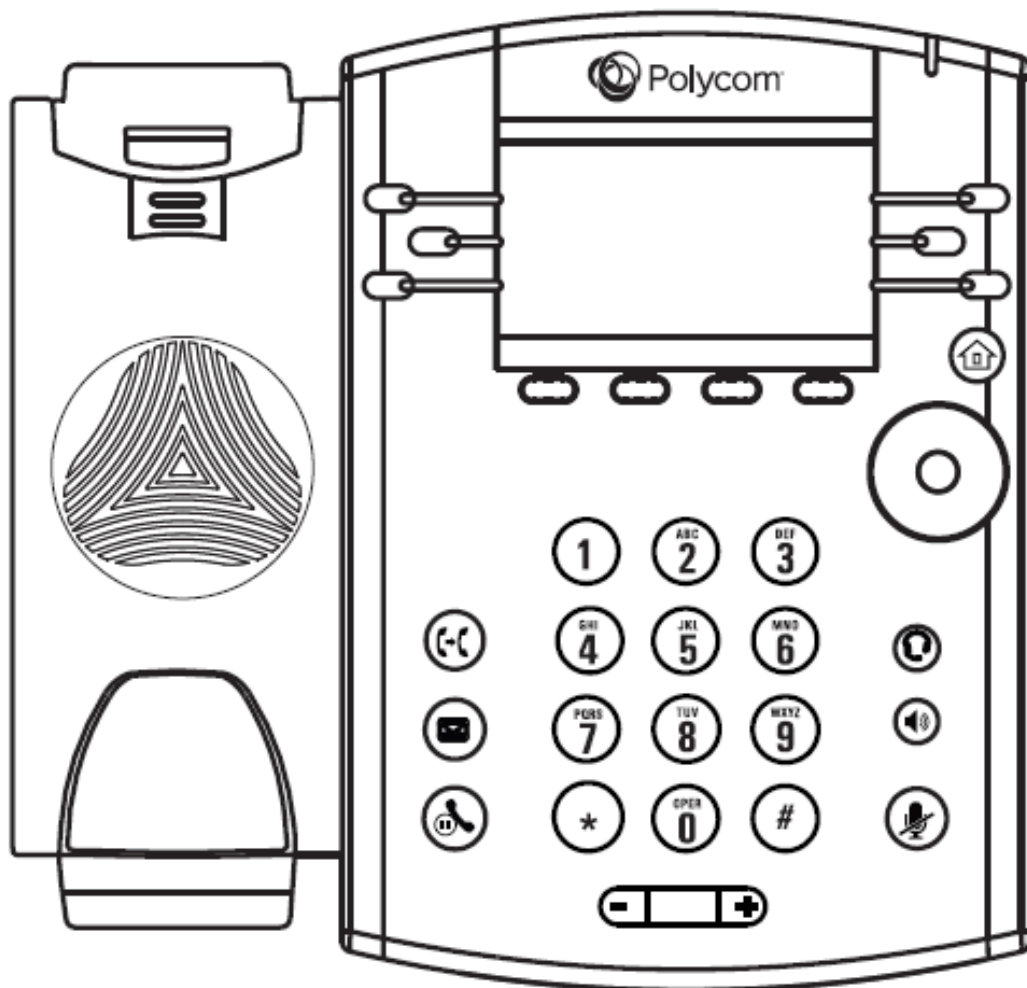
Line icons

The following list describes the icons visible on the graphic display:

- Registered line: black telephone handset with shadow and white checkmark
- Ringing / incoming call: caller ID displayed on screen
- Call on hold: white telephone handset with hold symbol
- Outgoing call: white telephone handset with arrow
- Active call: active call highlighted in grey.
- Voice mail messages: envelope beside applicable line key
- Do Not Disturb activated: black telephone handset with white line inside a black circle.



Line indicators



The line indicators will change color depending on the event.

- **Fast flashing green:** Incoming (ringing) call.
- **Solid green:** Active call is in progress.
- **Flashing red:** Call is on hold.
- **Solid red:** Shared line busy (if applicable).

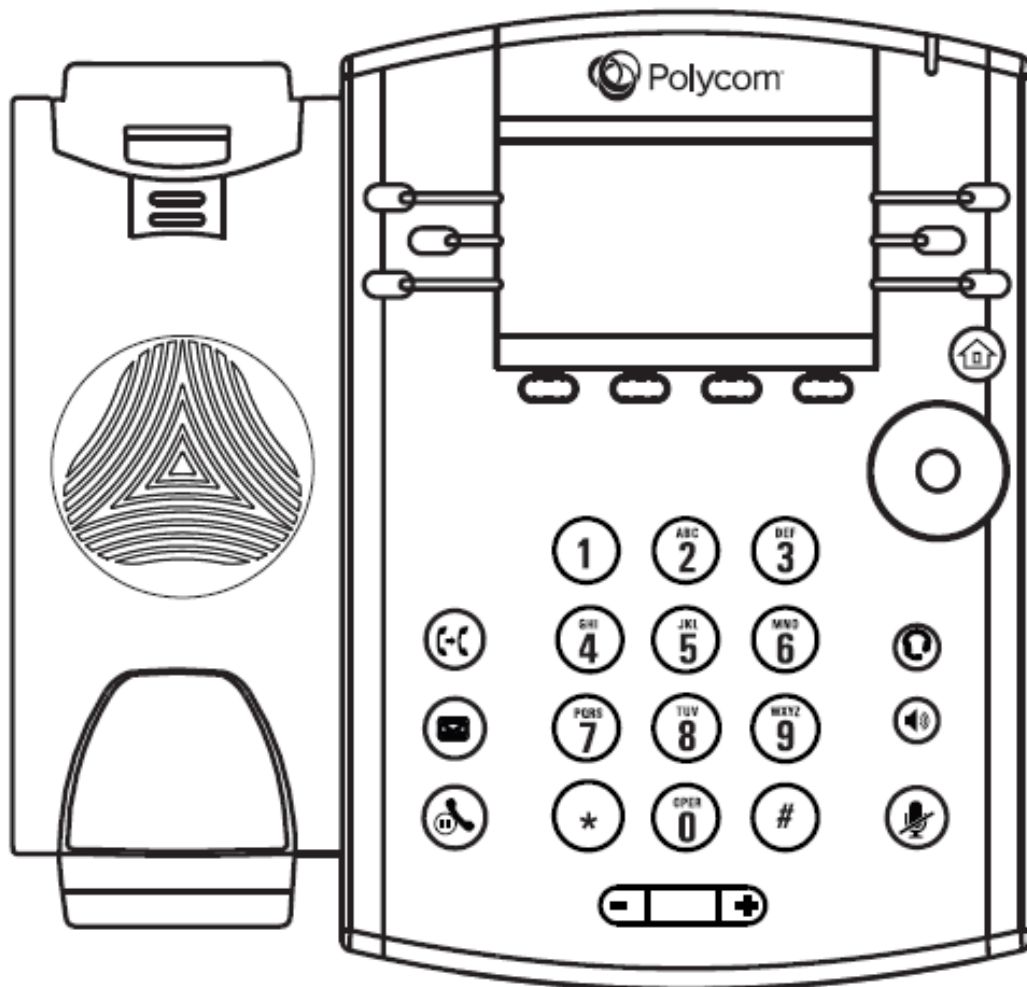


Dialing tips

- Dial number before choosing the method of call.
- You do not need to press 9 for an outside line.
- You do not need to press 1 before the area code.
- You do not need to include area code for local calls.
- Internal calls can be completed by dialing the extension.
- You can alternate between handset, headset or speakerphone during a call.
- Call duration is monitored through a local call timer on the graphic display.



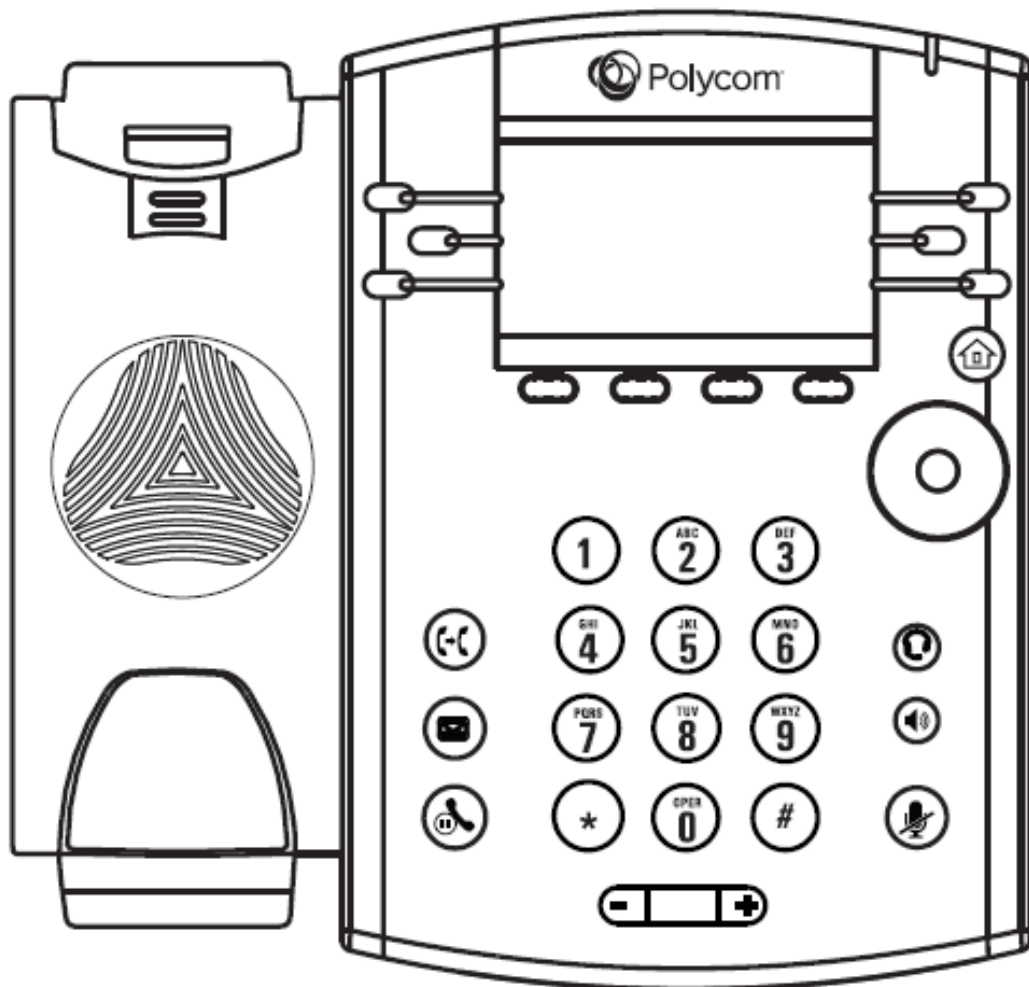
Placing a call



- Dial first
 - Dial pad
 - Directory soft key
 - Recent Calls
 - Favorites
 - Contact Directory
 - Callers soft key
 - Received call log
 - Missed call log
 - Placed call log
- Choose call method
 - Handset
 - Headset button
 - Speakerphone button



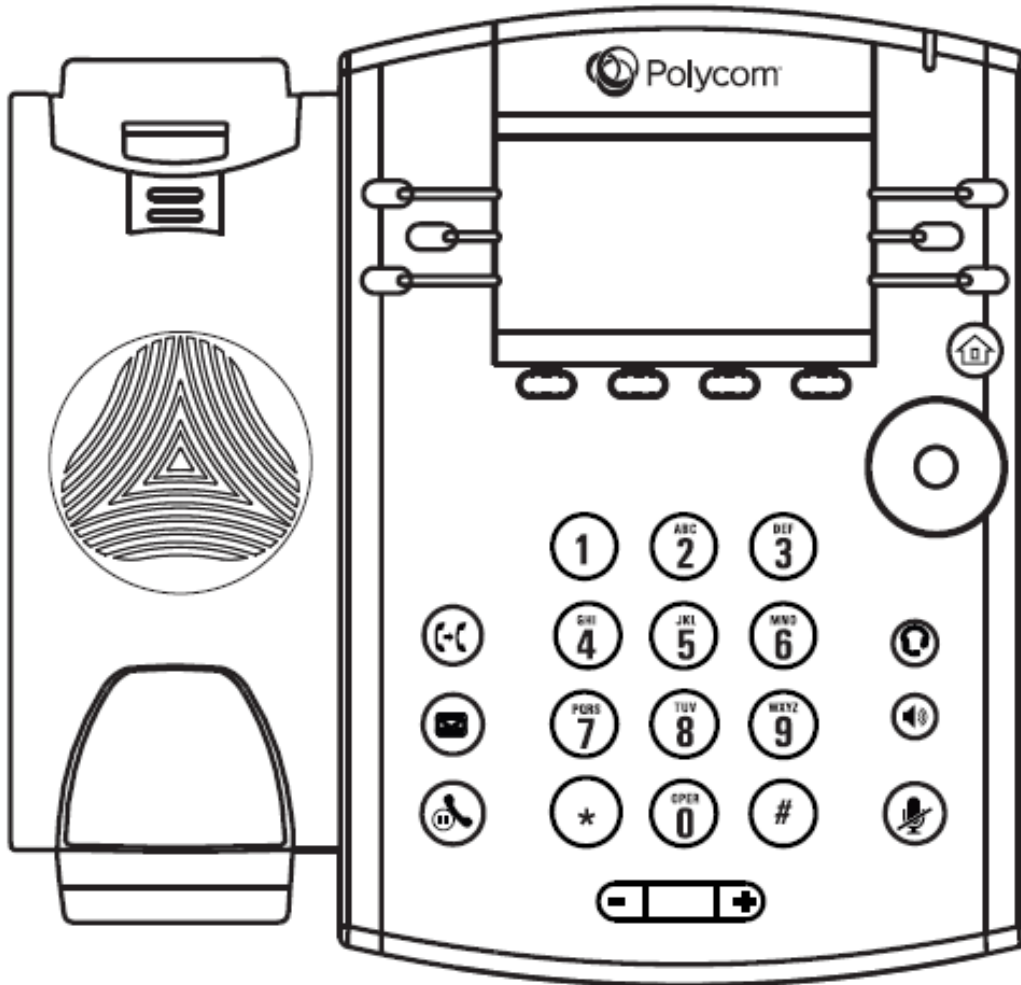
Answering a call



- Pickup Handset
- Press Headset button
- Press Speakerphone button
- Use the soft keys
 - **Answer** soft key
 - Defaults to speakerphone
 - **Ignore** soft key
 - Silences the ringer volume



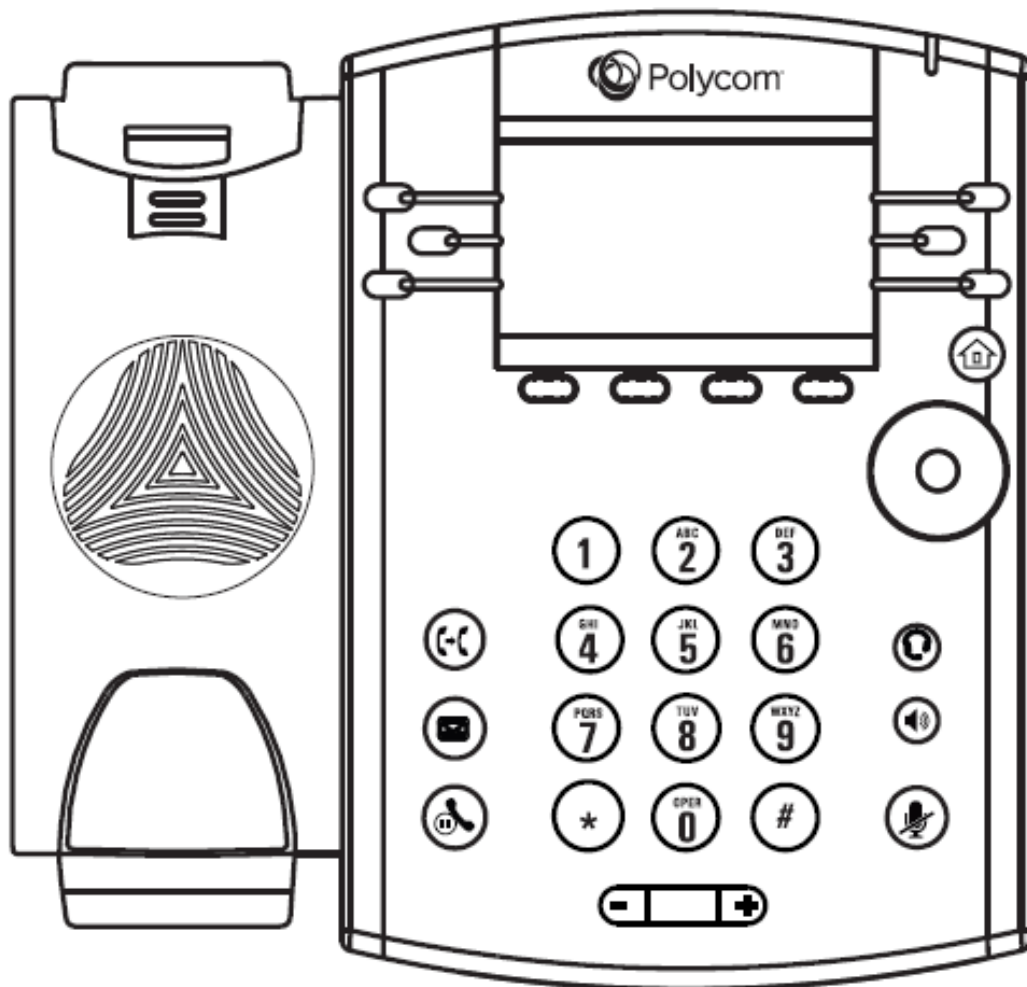
Ending a call



- Replace the Handset
- Press the **End Call** soft key
- Press the Headset button
- Press the Speakerphone button



Transferring a call

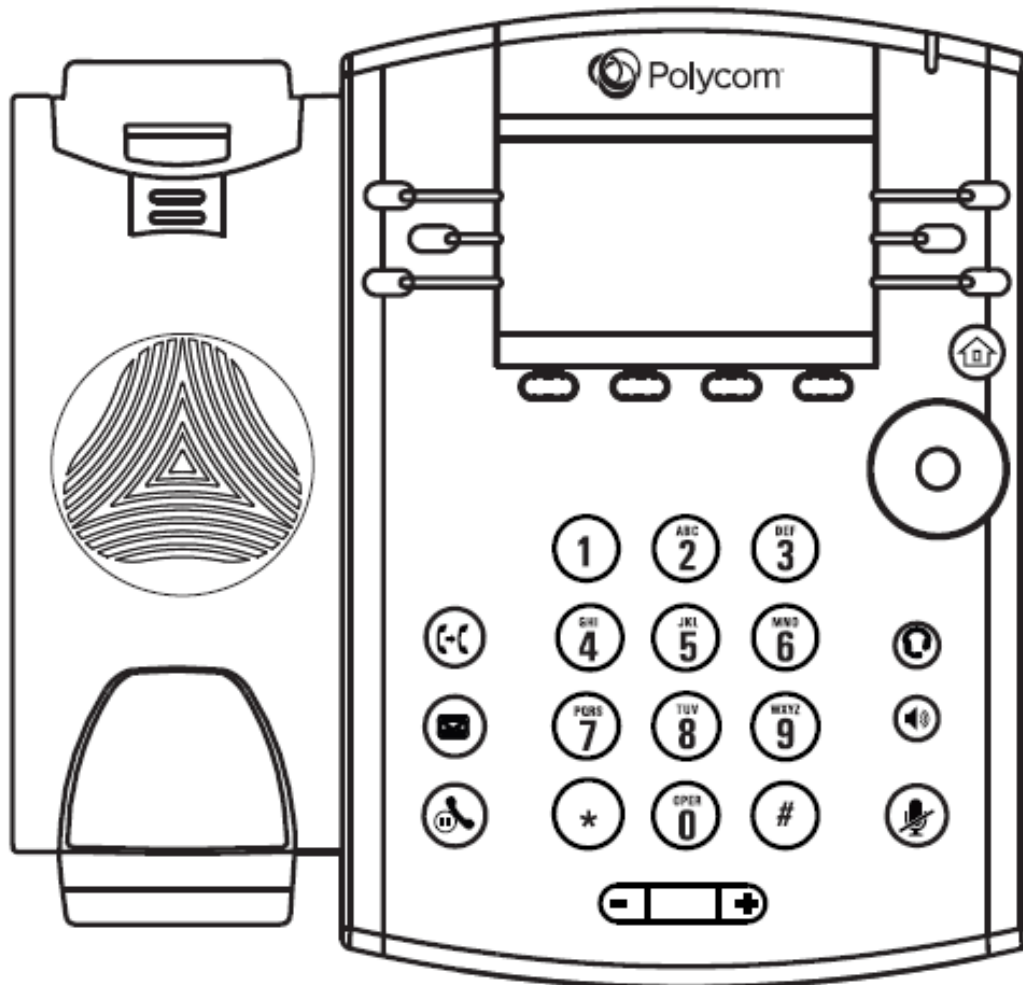


Transfer a call to an extension or 10-digit number.

- Select the Transfer button.
- For consultative transfer, enter the phone number of the receiving party.
- Note: To transfer without an introduction, first select the **Blind** soft key.
- Select the **Send** soft key.
- Select the Transfer button to complete consultative transfer.
- The **Cancel** soft key stops the transfer process.



Conference calling

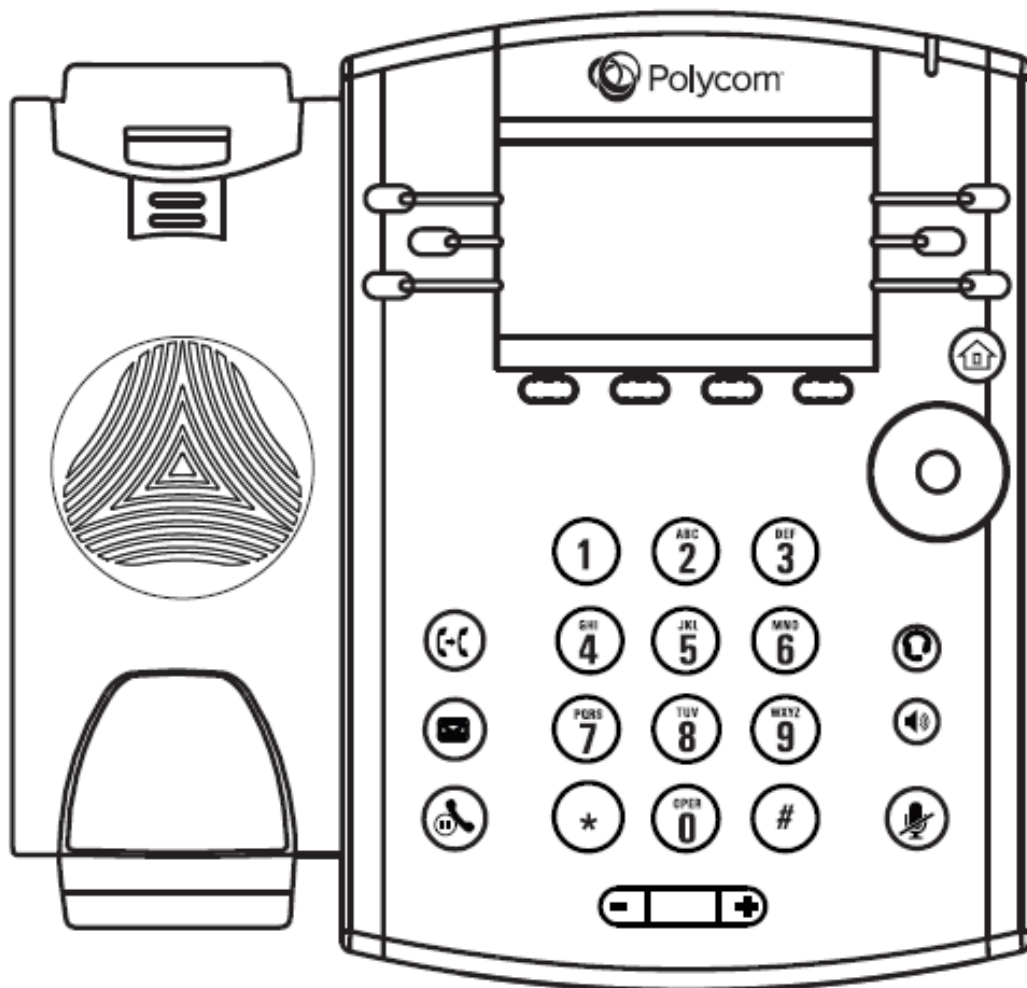


You can conference up to 12 participants on one call.

- Select the **More** soft key.
- Select the **Conference (Confrenc)** soft key.
- Enter the number.
- Select the **Send** soft key.
- Select the **Conference (Confrenc)** soft key to complete.
- The **Join** soft key merges active call with one on hold.



Parking a call



Parking a call allows you to pick up a call from a different extension.

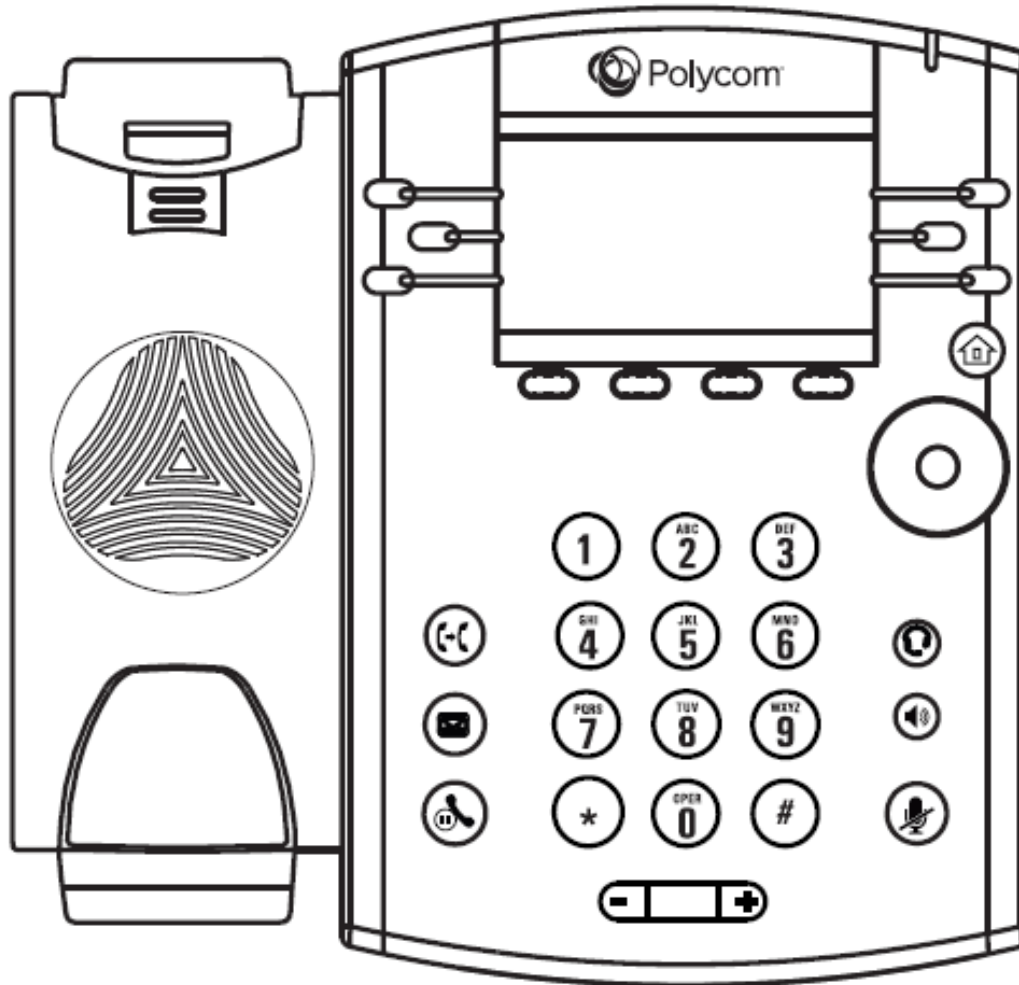
- Press the **Park** soft key.
- Press # or just hang up to park the call to your extension.
- Enter another extension and press #.

To retrieve from another extension:

- Press the **Park Retrieve** (Park Rtrv) soft key.
- Press # to retrieve from your own extension.
- Enter extension, if different than your own and press #.
- Pick up the handset.



Do Not Disturb



Do Not Disturb prevents incoming call notifications.

- Calls go directly to voicemail if no other forwarding has been configured.
- On a shared line, your phone will not ring but the line blinks.
- To enable / disable:
 - Select the **Do Not Disturb (DND)** soft key
- When activated, a black circle with a white line is visible next to each line key and in the upper right corner of the graphic display.



Call forwarding

Enable

- When your phone is idle enter:
 - *72 for Call Forwarding Always
 - *92 for Call Forwarding No Answer
- Enter the forward-to number.
- Press the **Dial** soft key.
- A voice prompt confirms that Call Forwarding is turned on.

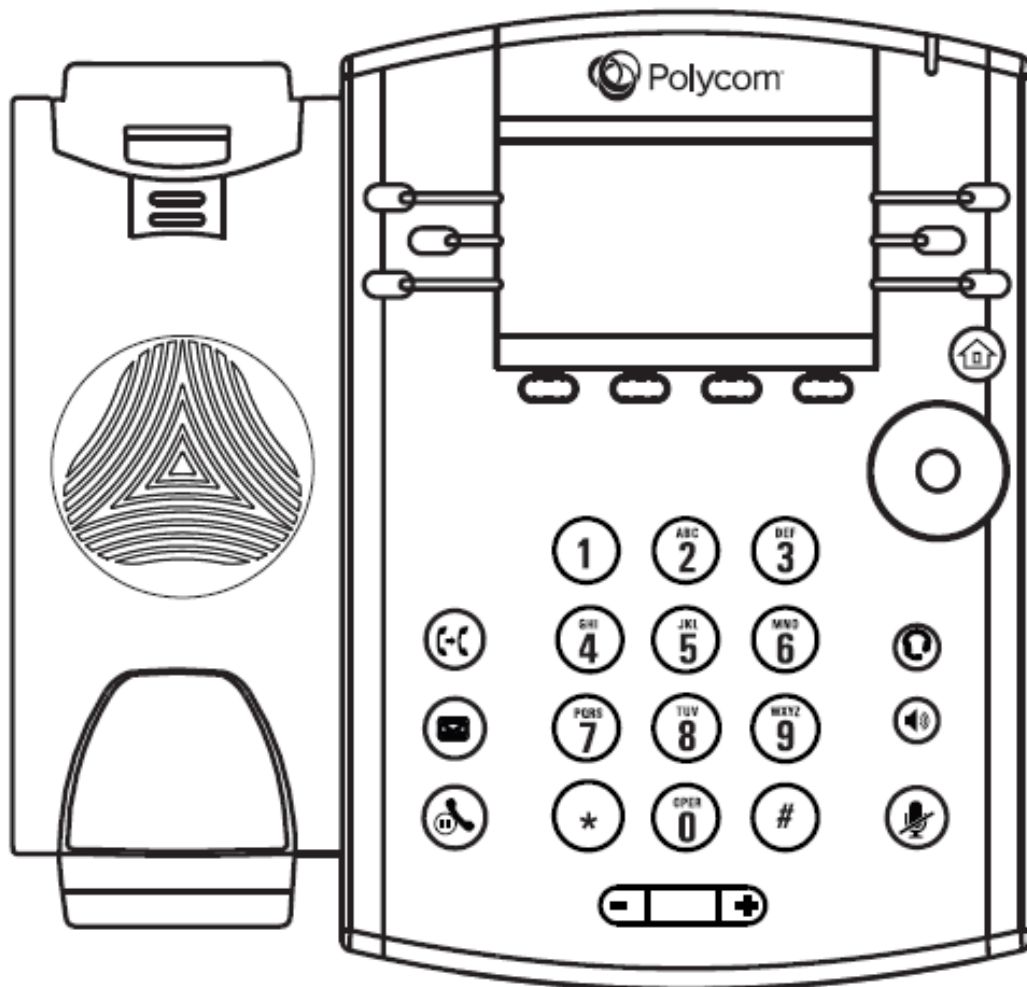
- Note: The forward-to number can be an extension or any 10-digit phone number.

Disable

- When your phone is idle enter:
 - *73 for Call Forwarding Always
 - *93 for Call Forwarding No Answer
- Press the **Dial** soft key.
- A voice prompt confirms that Call Forwarding is turned off.



Push to Talk



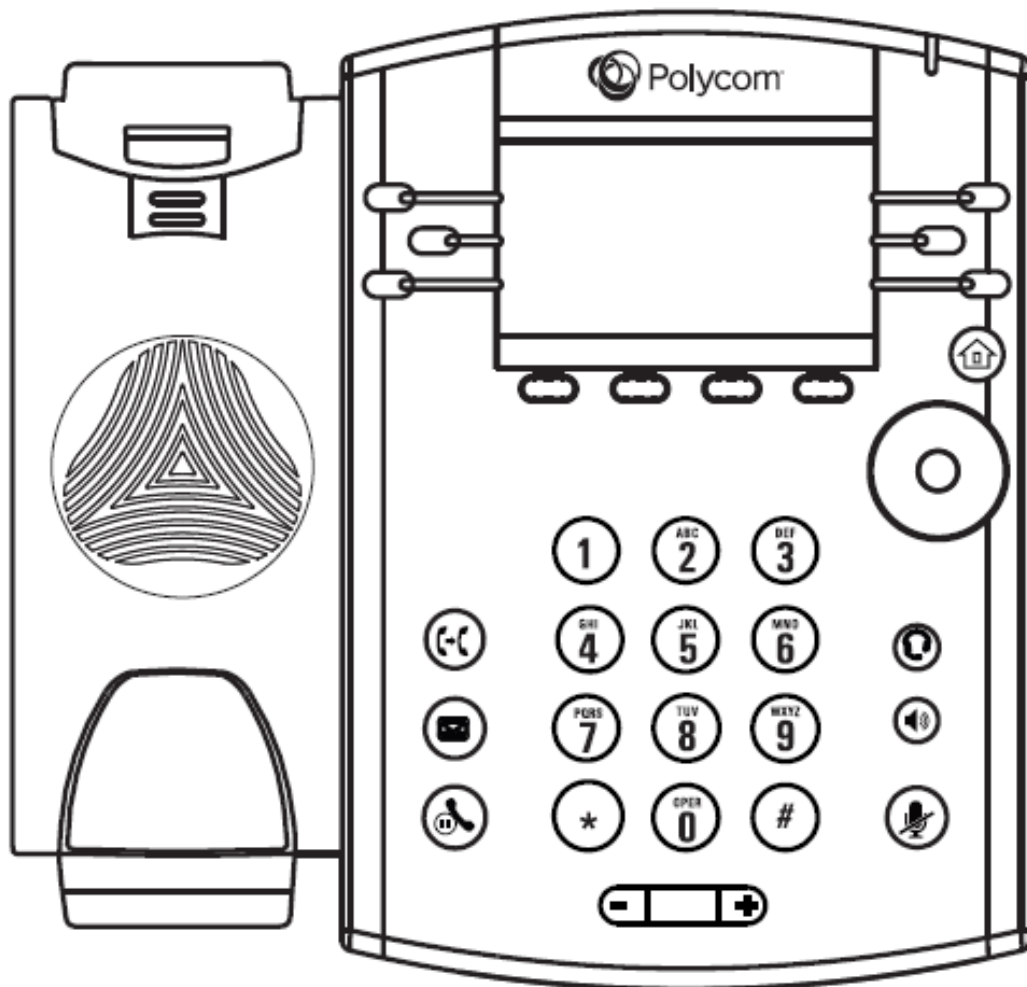
To initiate an push to talk call:

- Enter *50.
- Enter the extension.
- Select the **Dial** soft key.
- Wait to hear a beep, then speak.

Note: The phone of the person you are calling automatically answers in speakerphone mode.



E911 process and procedures



If you call 911 from your office / cubicle, the address displayed for emergency responders is the building address.

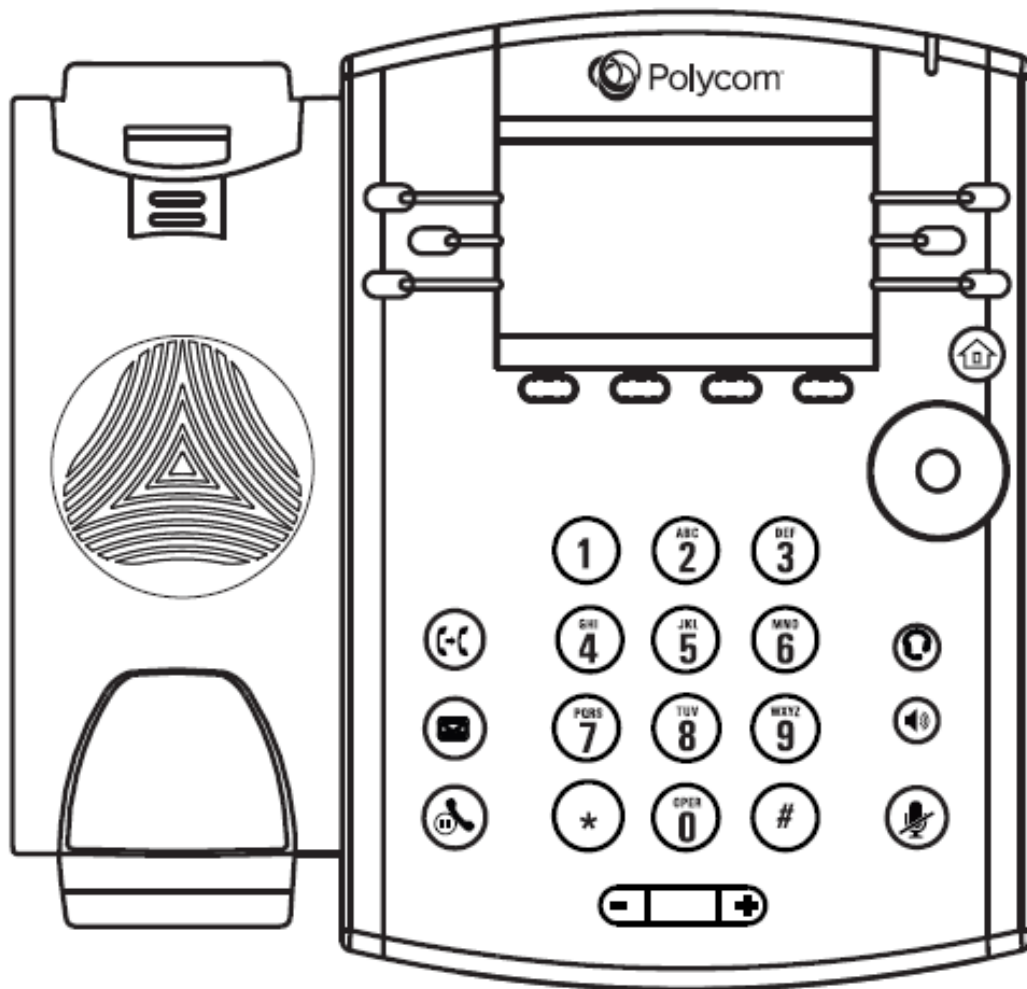
- Please notify the guard and / or have someone wait at the entrance to direct emergency services.

If a network outage or loss of power occurs:

- Use your cell phone to call emergency services.



Settings



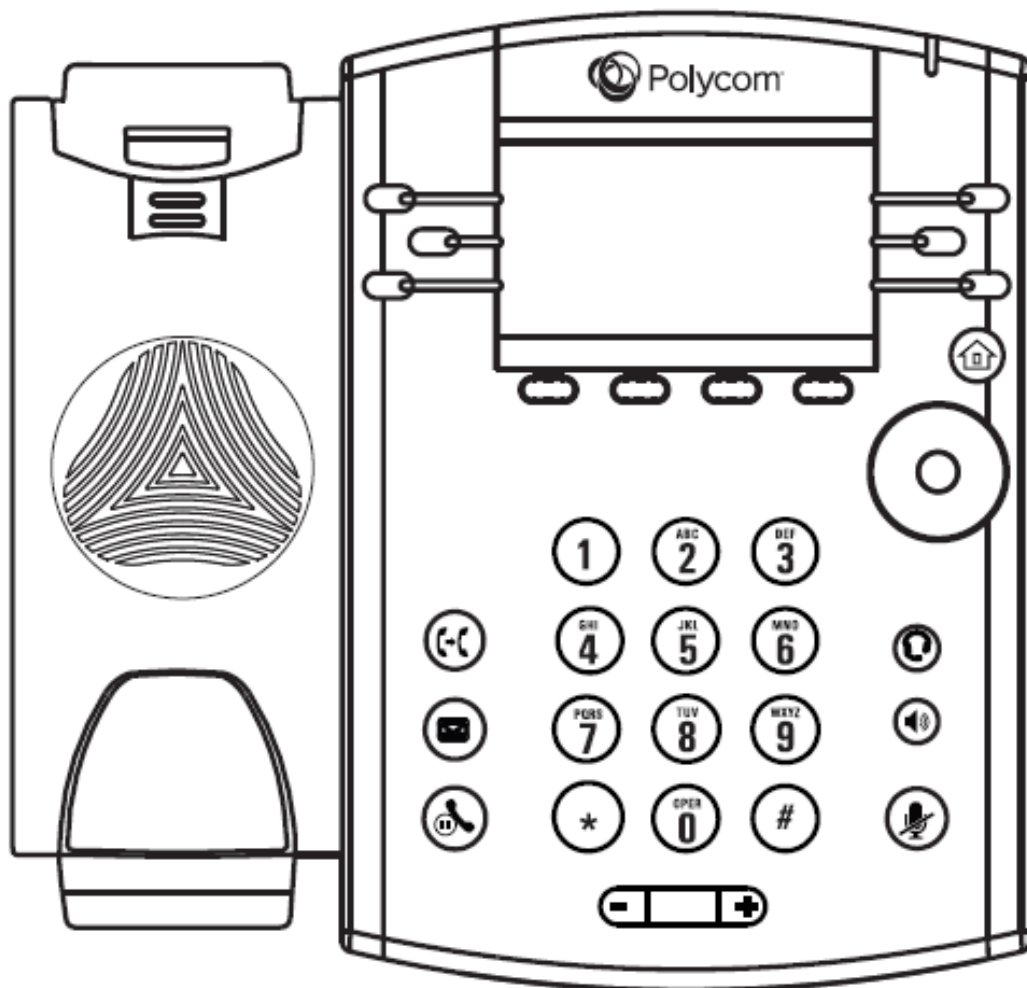
The phone can support 24 selectable ringtones, but only 14 are currently available.

To change the ringtone:

- Choose the Home button.
- Select Settings.
- Select Basic.
- Select Ring Type.
- Select the **Play** soft key to listen to the ringtone.
- Choose the **Select** soft key to set ringtone.



Retrieving voicemail messages



- New voicemail message:
 - Flashing indicator light
 - Envelope in graphic display
 - Number of new voicemails in graphic display
- To retrieve messages:
 - Select the Messages button.
 - Enter voicemail passcode.



Feature access (star) codes

Commonly used feature access (star) codes

- *50 Push to Talk
- *54* Temporarily unblock caller ID
- *55 Transfer caller directly to voicemail
- *60 Turn off music on hold per call
- *66 Last number redial
- *67 Caller ID Selective Blocking
- *68 Call park
- *69 Call return
- *70 Call waiting off
- *72 Forward all calls on
- *73 Forward all calls off
- *75 Speed Dial 100
- *82 Caller ID Selective Unblocking
- *88 Call park retrieve



Additional support

- AT&T CALNET Training
 - <http://www.attcalnettraining.com>
 - CalnetTraining@att.com
- Please complete our survey.



Questions and answers



