



Understanding Polycom® VVX® 311

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.