



## 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.