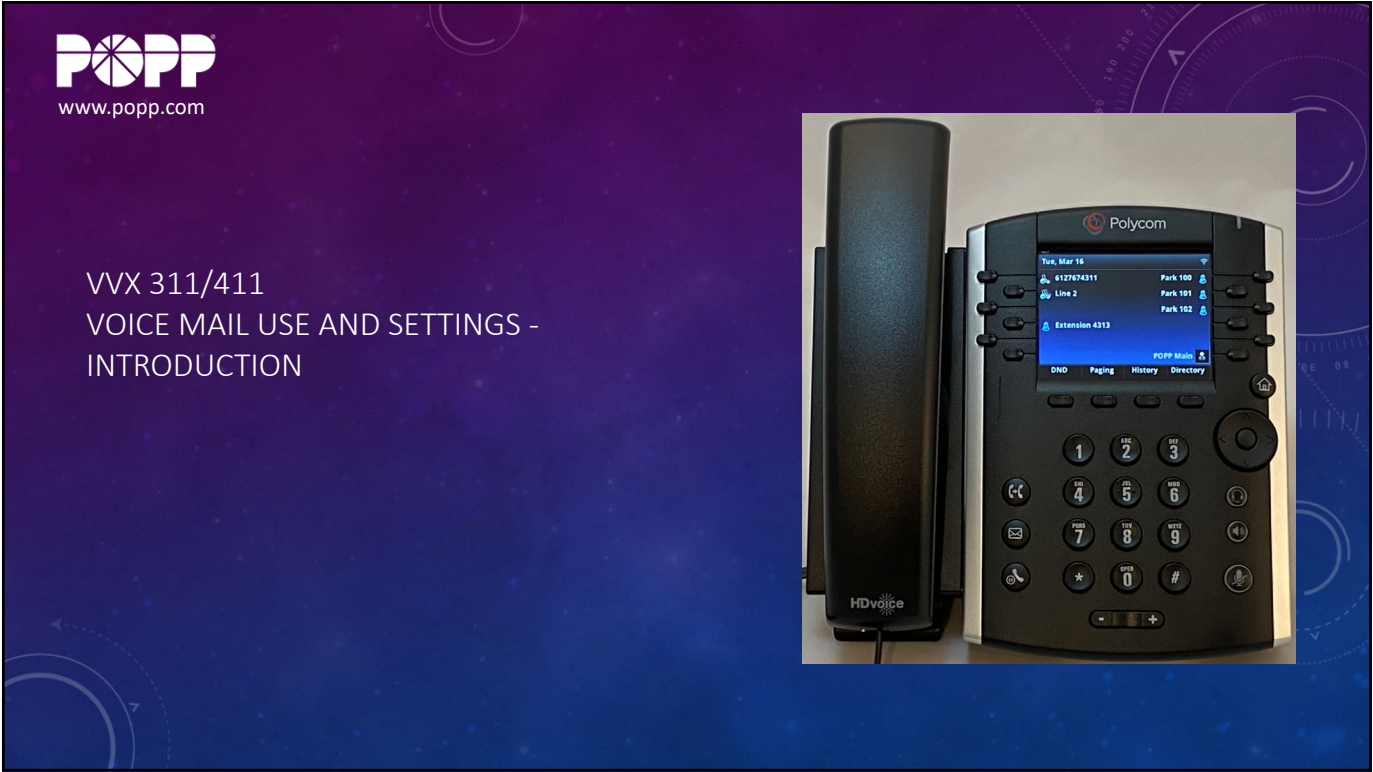




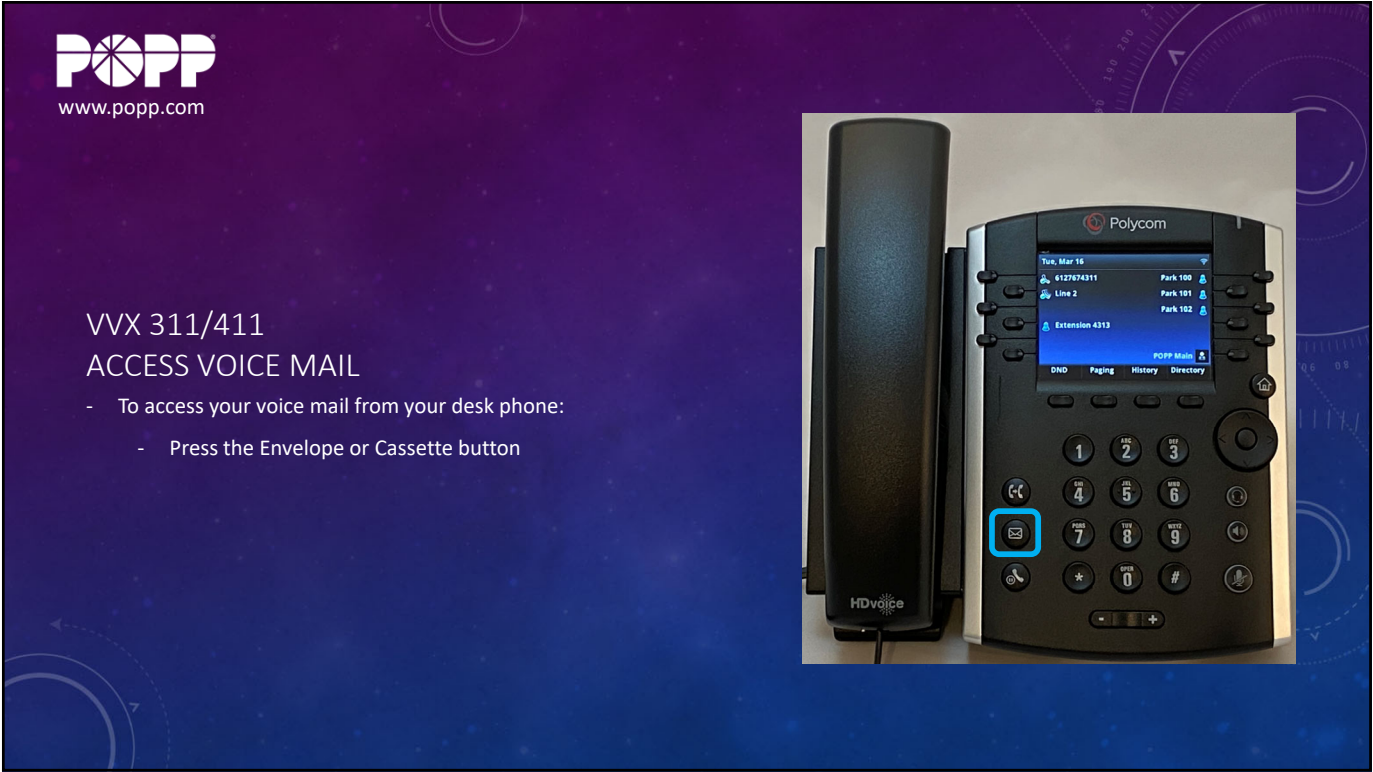
1



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4


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VVX 311/411 ACCESS VOICE MAIL

- To access your voice mail from your desk phone:
 - Press the Envelope or Cassette button
 - Enter your PIN followed by pound (#)

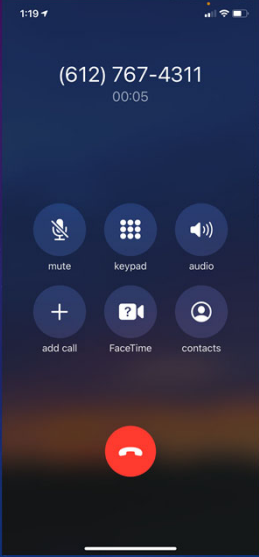


5


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VVX 311/411 ACCESS VOICE MAIL

- To access your voice mail remotely:
 - Call your Direct Dial (DID) number
 - Dial star (*) when your greeting plays
 - Enter your PIN (from POPP), followed by pound (#)



6



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VVX 311/411
ACCESS VOICE MAIL

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7



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POLY VVX 311/411

RECORD VOICE MAIL GREETING

THIS VIDEO FEATURES A VVX 411. BUTTON LOCATIONS MAY VARY SLIGHTLY ON DIFFERENT PHONE MODELS.

8



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VVX 311/411 RECORD VOICE MAIL GREETING

- To record or change your voice mail greeting:
 - Log in to voice mail
 - Follow prompts and press [3], [1], [1]



9



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VVX 311/411 RECORD VOICE MAIL GREETING

- After listening to the prompts:
 - Press [1] to re-record your greeting
 - Record your personal greeting
 - Press [#]
 - Press [1] to save



10


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VVX 311/411 RECORD VOICE MAIL GREETING

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11


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POLY VVX 311/411

RECORD VOICE MAIL NAME

THIS VIDEO FEATURES A VVX 411. BUTTON LOCATIONS MAY VARY SLIGHTLY ON DIFFERENT PHONE MODELS.

12


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VVX 311/411 RECORD VOICE MAIL NAME

- To record your name, from the main menu:
 - Press [3], [3], [2], [1]
 - Record your name
 - Press [#]
 - Press [1] to save



13


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VVX 311/411 RECORD VOICE MAIL NAME

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14



15

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VVX 311/411 CHANGE VOICE MAIL PIN

- To change your PIN, from the main menu:
 - Press [4], [3], [1]
 - Enter your new PIN (4-20 digits)
 - Press [#]

Note: Your PIN cannot contain a sequence, a single digit repeated more than twice, or any part of the mailbox number

The image shows a black Polycom VVX 411 phone. The numeric keypad is highlighted with a blue rectangular box. The phone's screen displays the date 'Mon, Mar 22', the time '1:00 PM', and the extension 'Extension 4313'. Below the screen, there are buttons for 'End Call', 'Confirm', and 'Lines'.

16



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VVX 311/411 CHANGE VOICE MAIL PIN

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17



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POLY VVX 311/411

VOICE MAIL INDICATOR

THIS VIDEO FEATURES A VVX 411. BUTTON LOCATIONS MAY VARY SLIGHTLY ON DIFFERENT PHONE MODELS.

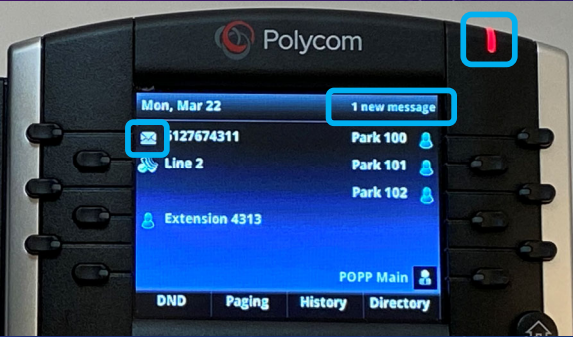
18



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VVX 311/411 VOICE MAIL INDICATOR

- When a voice mail is left in your voice mail box:
 - The voice mail indicator light will flash
 - The phone will display an icon next to your DID
 - The number of messages will display



19



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VVX 311/411 VOICE MAIL INDICATOR

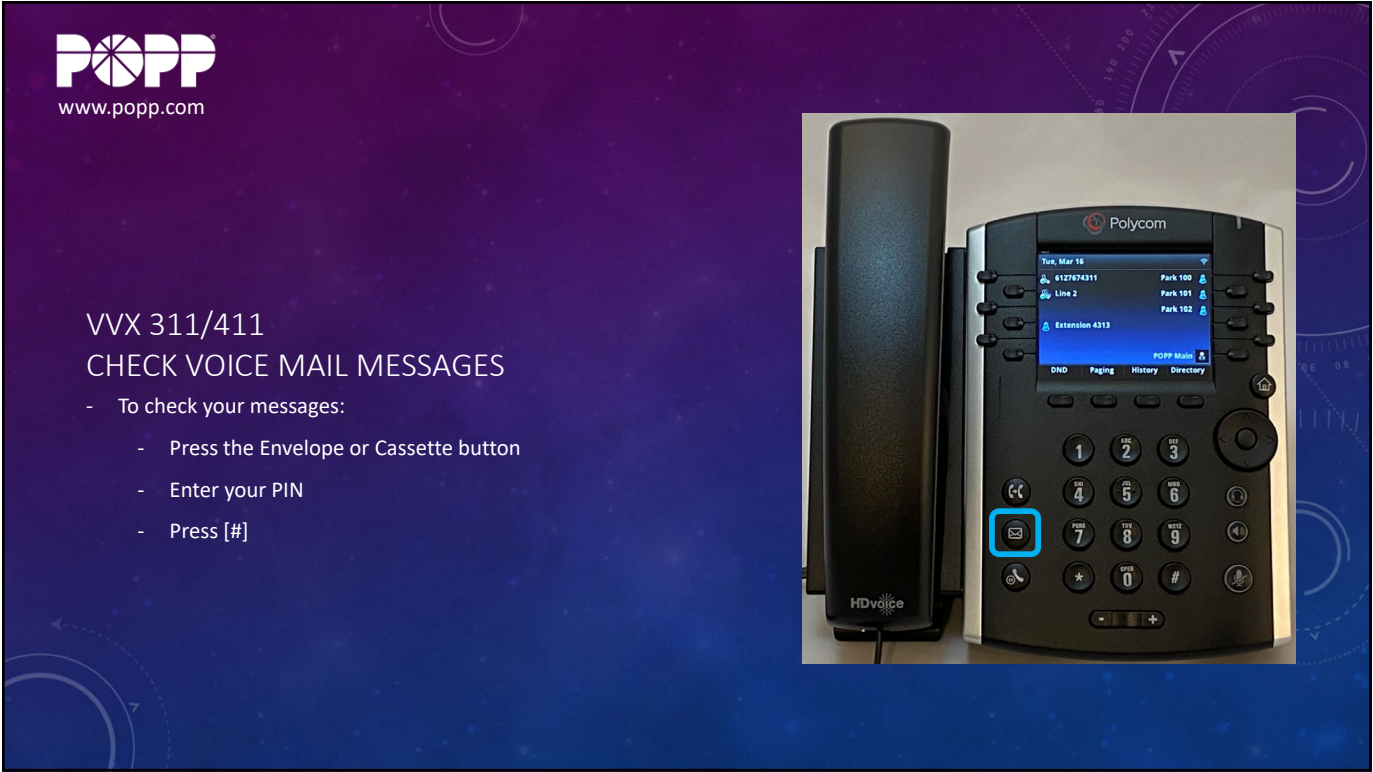
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20



21



22



VVX 311/411 CHECK VOICE MAIL MESSAGES

- Once logged in:
 - Press [1] to retrieve messages
 - Listen to message
 - Follow prompts for message handling options



23



VVX 311/411 CHECK VOICE MAIL MESSAGES

- Common message handling options are:
 - Press [1] to replay
 - Press [2] to save
 - Press [3] to delete
 - For more options, refer to the voice mail user guide found at www.popp.com/support



24


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VVX 311/411
CHECK VOICE MAIL MESSAGES

For more training videos, visit
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