



1



2



3



4



www.popp.com

VVX 311/411 FRONT OF PHONE

- Voicemail indicator light



5



www.popp.com

VVX 311/411 FRONT OF PHONE

- Programmable keys



6


www.popp.com

VVX 311/411 FRONT OF PHONE
- Home key



7


www.popp.com

VVX 311/411 FRONT OF PHONE
- Softkeys



8


www.popp.com

VVX 311/411 FRONT OF PHONE

- Navigation buttons



9


www.popp.com

VVX 311/411 FRONT OF PHONE

- Headset and Speaker buttons



10


www.popp.com

VVX 311/411 FRONT OF PHONE
- Mute



11


www.popp.com

VVX 311/411 FRONT OF PHONE
- Volume



12


www.popp.com

VVX 311/411 FRONT OF PHONE
- Transfer



13


www.popp.com

VVX 311/411 FRONT OF PHONE
- Voicemail



14


www.popp.com

VVX 311/411 FRONT OF PHONE

- Hold



15


www.popp.com

VVX 311/411 FRONT OF PHONE

- Standard 12-button keypad



16


www.popp.com

VVX 311/411 FRONT OF PHONE

- Direct Inward Dial (DID) Number



17


www.popp.com

VVX 311/411 FRONT OF PHONE

For more training videos, visit
www.popp.com/support



18


www.popp.com

POLY VVX 311/411

DIALING OUTBOUND

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

19


www.popp.com

VVX 311/411 DIALING OUTBOUND

- No need to dial 9 or choose a line
- Dial 10-digit phone number or 4-digit extension



20


www.popp.com

VVX 311/411 DIALING OUTBOUND

- Use the backspace softkey to correct a misdialed number

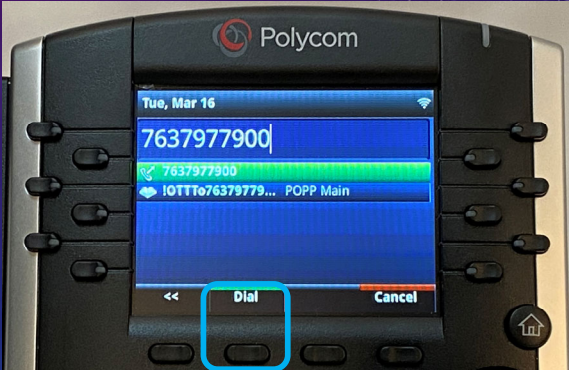


21


www.popp.com

VVX 311/411 DIALING OUTBOUND

- Pick up the handset or press Dial
- You may also use a headset



22


www.popp.com

VVX 311/411 DIALING OUTBOUND

For more training videos, visit
www.popp.com/support



23


www.popp.com

POLY VVX 311/411

DIALING TOLL FREE OR LONG DISTANCE

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

24


www.popp.com

VVX 311/411

DIALING TOLL FREE OR LONG DISTANCE

- Entering a 1 is not required



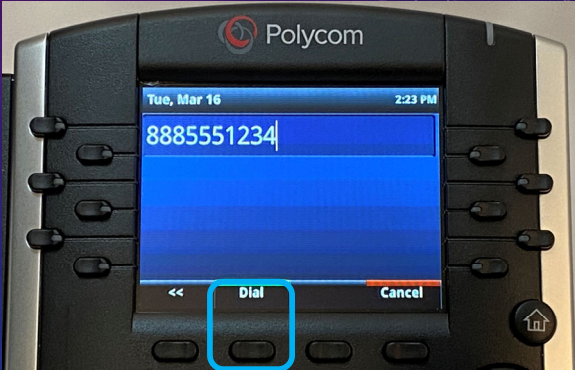
25


www.popp.com

VVX 311/411

DIALING TOLL FREE OR LONG DISTANCE

- Enter the 10-digit toll free or long distance number



26


www.popp.com

VVX 311/411

DIALING TOLL FREE OR LONG DISTANCE

For more training videos, visit
www.popp.com/support



27


www.popp.com

POLY VVX 311/411

RECEIVING AN INBOUND CALL

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

28



www.popp.com

VVX 311/411

RECEIVING AN INBOUND CALL

- Answer, Reject or Ignore the call



29



www.popp.com

VVX 311/411

RECEIVING AN INBOUND CALL

- To answer the call:
 - Pick up the handset
 - Press the speakerphone button
 - Press the Answer softkey (defaults to speakerphone)



30


www.popp.com

VVX 311/411

RECEIVING AN INBOUND CALL

- To send a call directly to voice mail, press the Reject softkey



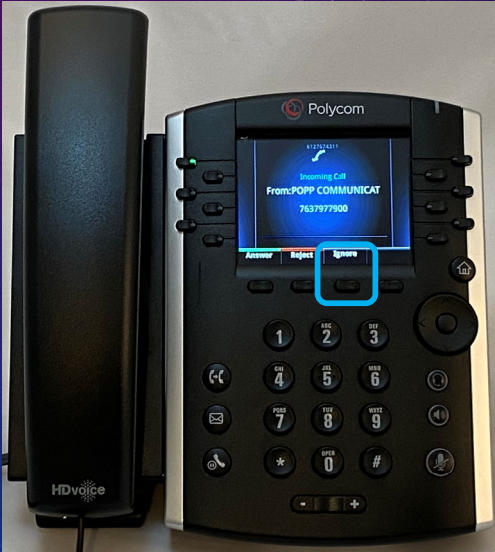
31


www.popp.com

VVX 311/411

RECEIVING AN INBOUND CALL

- To silence the ringer, press Ignore



32



www.popp.com

VVX 311/411

RECEIVING AN INBOUND CALL

For more training videos, visit
www.popp.com/support



33



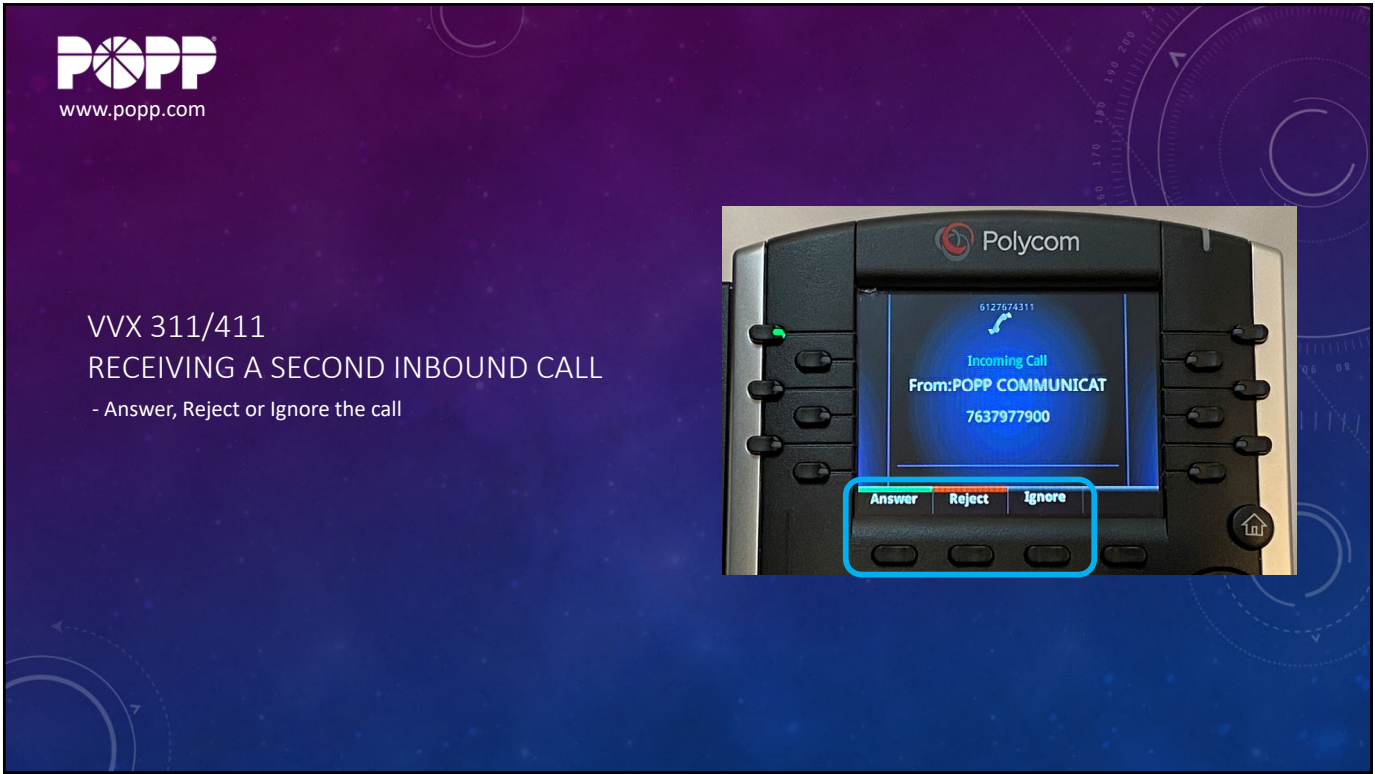
www.popp.com

POLY VVX 311/411

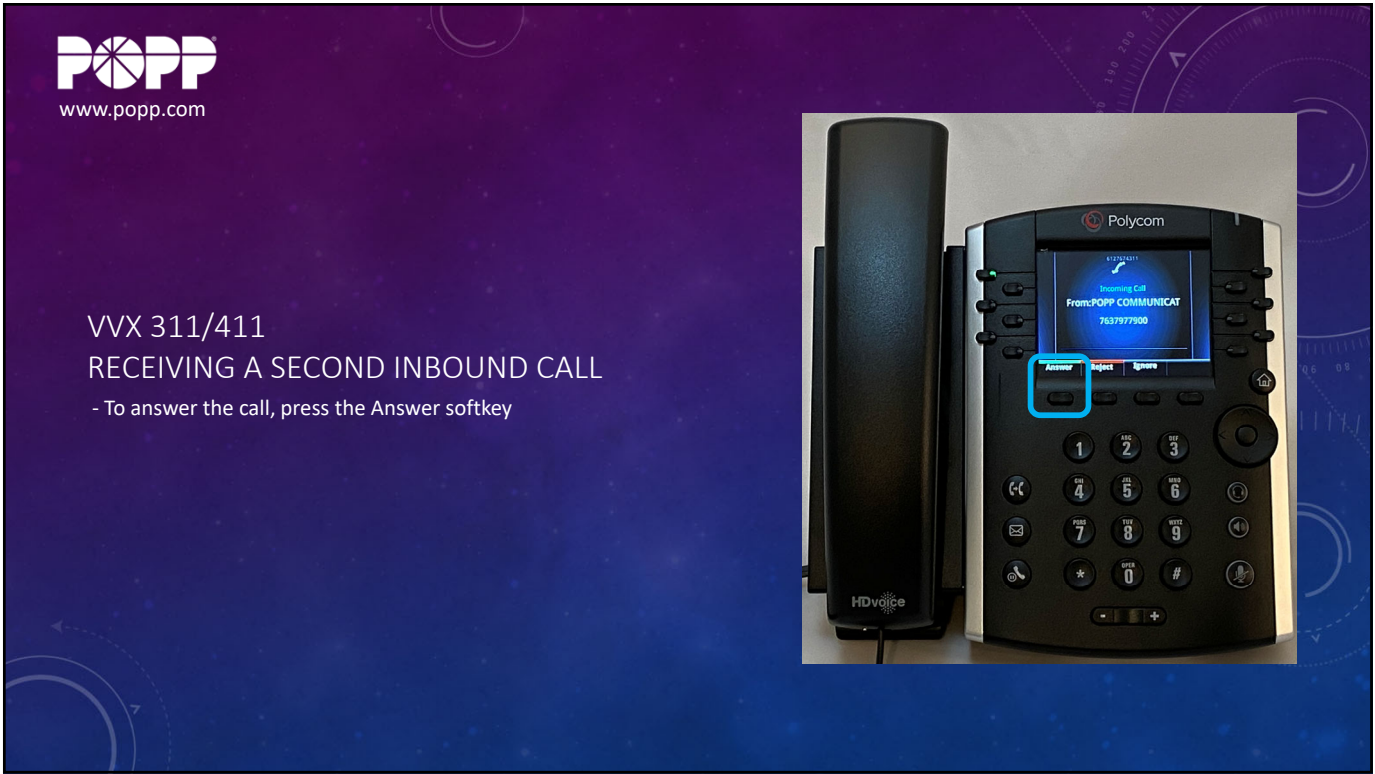
RECEIVING A SECOND INBOUND CALL

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

34



35



36


www.popp.com

VVX 311/411

RECEIVING A SECOND INBOUND CALL

- Your first caller will automatically be placed on hold



The phone screen displays a call log for Tuesday, March 16, 3:07 PM. It shows a call from 'MURPHY' (61223662) with a duration of 0:38. Below it, a call to 'POPP COMMUNICAT' (7637977900) is shown as 'Hold' with a duration of 1:22. The screen also shows 'Line: 6127674311 (1/2)' and 'POPP Main' with a user icon. Navigation buttons at the bottom include 'End Call', 'Confnc', 'Join', and 'Lines'.

37


www.popp.com

VVX 311/411

RECEIVING A SECOND INBOUND CALL

- To return to your first caller:
 - Use Navigation Keypad to select the held call



The phone screen displays a call log for Wednesday, March 17. It shows a call from 'MURPHY' (61223662) with a duration of 1:31. Below it, a call to 'POPP COMMUNICAT' (7637977900) is shown as 'Hold' with a duration of 2:18. The screen also shows 'Line: 6127674311 (2/2)' and 'POPP Main' with a user icon. Navigation buttons at the bottom include 'Resume', 'Confnc', 'Join', and 'Lines'. The navigation keypad at the bottom right is highlighted with a blue box.

38


www.popp.com

VVX 311/411

RECEIVING A SECOND INBOUND CALL

- To return to your first caller:
 - Use Navigation Keypad to select the held call
 - Press the Resume softkey
- The second caller is placed on hold
- A headset can also be used



39


www.popp.com

VVX 311/411

RECEIVING A SECOND INBOUND CALL

For more training videos, visit
www.popp.com/support



40