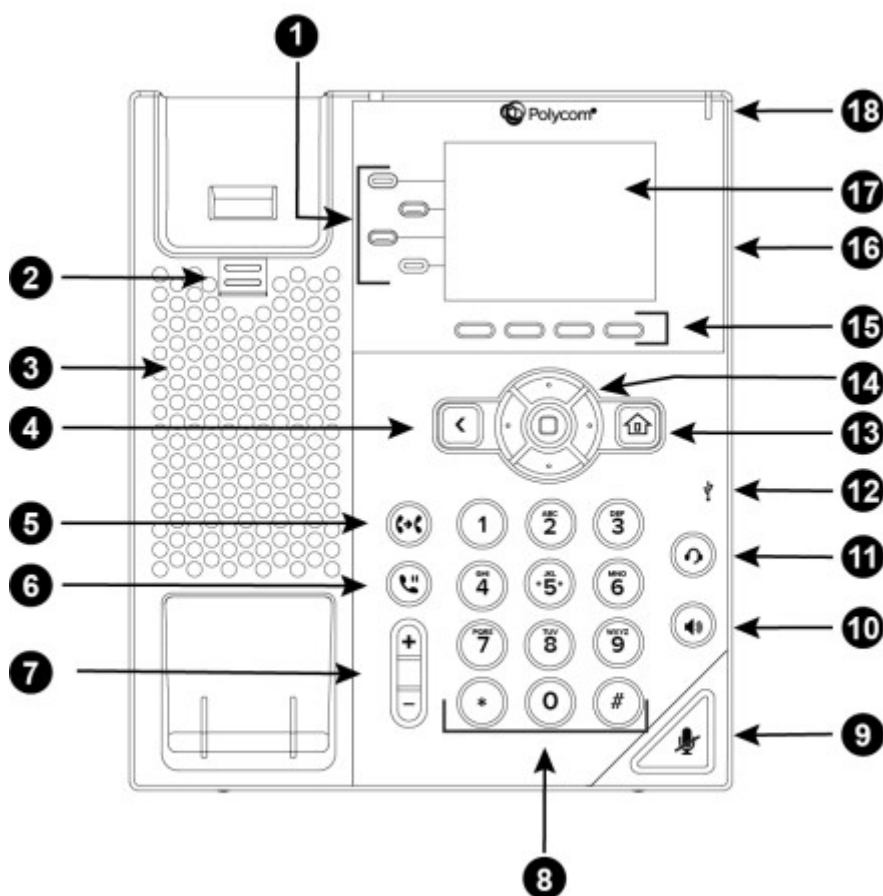
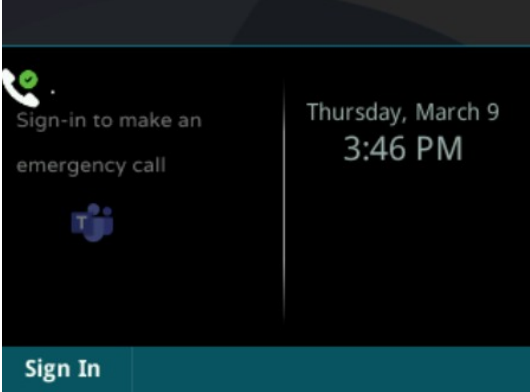
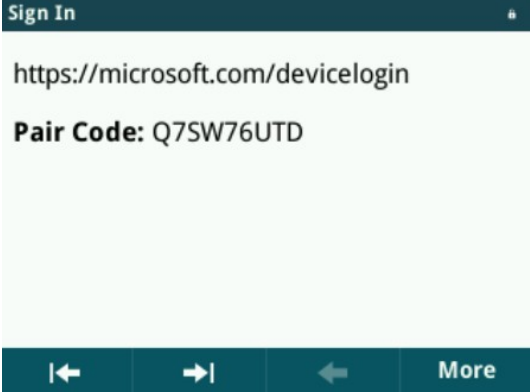


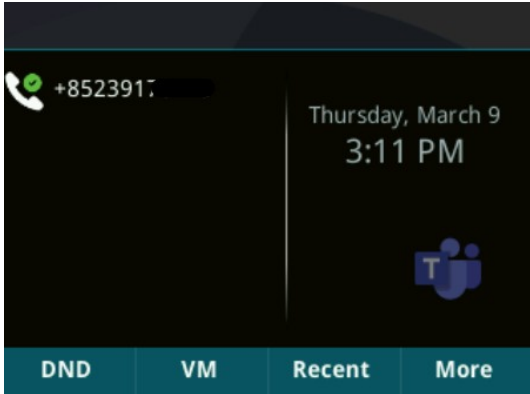
The University of Hong Kong Poly VVX250 User Quick Reference



	Feature	Description
1	Line keys	Enable you to select a phone line, view calls on a line, or quickly call a favourite contact.
2	Reversible tab	Secures the handset in the cradle when your phone stand is positioned at a high angle.
3	Speaker	Provides ringer and speakerphone audio output.
4	Back key	Enables you to return to the previous screen.
5	Transfer key	Transfers an active call to a contact.
6	Hold key	Holds an active call or resumes a held call.
7	Volume keys	Adjust the volume of the handset, headset, speaker, and ringer.
8	Dial pad	Enables you to enter numbers, letters, and special characters.
9	Mute key	Mutes local audio during calls and conferences.
10	Speakerphone key	Enables you to place and receive calls using the speakerphone.
11	Headset key	Enables you to place and receive calls through a headset.
12	USB Port	Enables you to attach a USB flash drive or USB headset.
13	Home key	Displays the Home screen from other screens and displays the Lines and Calls screen from the Home screen.
14	Navigation keys / Select key	Scrolls through information or options displayed on the phone's screen. Selects a field of displayed data.
15	Soft keys	Enable you to select context sensitive keys that display along the bottom of the screen.
16	Security slot (on	Enables you to attach a universal security cable lock to your phone so

	back)	you can secure it to a desktop.
17	Screen	Shows a 2.8 in colour display that enables you to view menu options and data.
18	Message Waiting Indicator	Flashes red to indicate when you have new messages.

Service Features	Access
	<p>Press "Sign In" to sign in your Microsoft Teams account</p>
	<p>Using computer or mobile web browser to visit the Microsoft sign in link generated on the phone set, link address could be different depends on the phone model.</p> <p>Login with your HKU portal account and enter the Pair Code</p> <p>Note: If the login page showing error, e.g. "The request is blocked", please clear your browser cache or access from privacy mode to retry.</p> <p>The request is blocked.</p> <p><small>0/EsJZAAAAACuHiCX0qyaQrDjcp+i9FfhSEICRURHRTA5MTIAYzFhZ</small></p>
<p>Internal Call</p> <ul style="list-style-type: none"> • Calls within HKU (Tel: 391-XXXXX only) 	<p>Dial Ext No. (5 digits)</p>
<p>External Call</p> <ul style="list-style-type: none"> • Local calls within Hong Kong • International calls 	<ul style="list-style-type: none"> • Dial 8-digit local number • [Please apply for an IDD calling card for international calls]



Phone Main Screen

DND – Access to Teams DND call code

VM – Check voicemail messages

Recent – Check call history

More – Access to **Sign out** and **CFW** call code buttons

More → **CFW** – display the Microsoft Teams call forward code

Always (**Call forward all**):

33 + internal (5-digi) or + external (8-digi) number

T-Out (**Call forward when unanswered**):

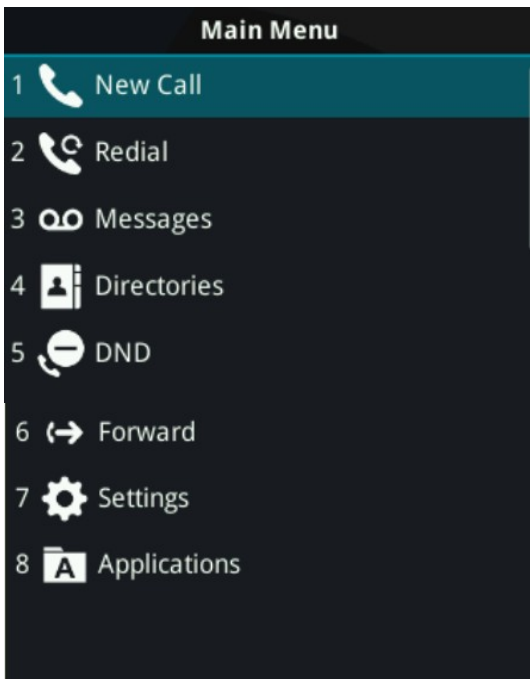
34 + internal (5-digi) or + external (8-digi) number

Also (**Sim-Ring**):

35 + internal (5-digi) or + external (8-digi) number

Reset (**Cancel call forwarding setting**): *32*

(Recommended to do all CF settings on MS Teams App)



Main Menu

New Call – Make a new call

Redial – Auto redial to the last dialled number

Messages – Access to voicemail message

Directories – Access to phone local directories

DND – **Do not use, please use Microsoft call code or setup though MS Teams App:**

Set DND: *30*

Reset status: *31*

Forward – phone internal forward button, **Do not use, please use Microsoft call code or setup CF settings on MS Teams App.**

Settings – Access phone hardware settings

Applications – Not available

<p style="text-align: center;">Settings</p> <p>1 Basic ></p> <p>2 Advanced ></p> <p>3 Features ></p> <p>4 Status ></p> <p style="text-align: right;">Back Select</p>	<p>Settings</p> <p>Basic – Access basic phone settings</p> <p>Advanced – Access advanced settings (Unavailable for user)</p> <p>Features – DND/Forward/Removable Storage Media</p> <p>Status – Phone set status</p>
<p style="text-align: center;">Basic</p> <p>1 Preferences ></p> <p>2 Backlight Intensity ></p> <p>3 Backlight Timeout ></p> <p>4 Ring Type ></p> <p>5 Login Credentials ></p> <p>6 Update Configuration ></p> <p>7 Restart Phone ></p> <p>8 Clear Browser Data ></p> <p>9 Clear Uploaded Calls/Directory ></p>	<p>Basic Setting</p> <p>Preferences – Update Language, Time & Date, Headset, Themes, Background, etc.</p> <p>Backlight Intensity – Update phone backlight settings</p> <p>Backlight Timeout – Update phone backlight stay-on period</p> <p>Ring Type – Change ringtone</p> <p>Restart Phone – Restart phone set</p> <p>Clear Uploaded Calls/Directory – Delete local add directory</p> <p>Login Credentials/ Clear Brower Data/ Update Configuration – Do not use</p>

For enquiry, please contact the ITS helpdesk at 3917 0123 or email to ithelp@hku.hk.

Remarks: It may take longer time for the phone to startup when it is connected to the network for the first time. DO NOT disconnect the phone before the startup completes as it may damage the phone set.