



USER'S GUIDE

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Polycom[®] VVX[®] 500 and 600 Business Media Phones and Polycom[®] VVX[®] Camera



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About This Guide

This VVX 500 and VVX 600 business media phones and VVX camera user guide uses a number of conventions that help you to understand information and perform tasks.

Who Should Read this Guide?

This guide contains overview information for people who are just starting to learn about their VVX 500 or VVX 600 phone, or who have experience, but need a quick refresher. It is intended for beginning users, as well as intermediate and advanced users who want to learn about their phone's features.

Conventions Used in this Guide

This user guide contains terms, graphical elements, and a few typographic conventions. Familiarizing yourself with these terms, elements, and conventions helps you successfully perform tasks.

Terms and Writing Conventions

- **The Phone/your phone** These terms refer to either the VVX 500 or VVX 600 phone. Unless specifically noted in this guide, especially with regard to phone graphics, both phones operate in the same way and the information in this guide applies to both phones.
- **Tap** This term refers to touching an item on the screen with your finger and then lifting your finger.
- **Press** This action refers to depressing a key on the keypad or pressing a screen item for a second or two.
- **Press and hold** When you press and hold a screen item, you need to touch the screen for a second or two before lifting your finger.
- **Tap Submenu > Submenu > Submenu** This convention describes how to access submenus. Each submenu name is in boldface and separated by a 'greater than' symbol. If the instructions indicate to tap **Basic > Preferences > Language**, tap the Basic submenu, tap the Preferences submenu, and tap the Language submenu.
- **Highlight** This action refers to tapping an item on the screen so that its appearance brightens. Soft keys apply to highlighted items.
- **Select** Selecting an item on the screen refers to tapping the item so that another screen opens.
- **Views** Your phone has four main views: Home, Calls, Active Call, and Lines (the default view). A view is a specific screen on the phone interface that provides unique information and enables you to perform specific tasks.
- **Dialpad** The dialpad is the area of the keypad you use to enter numbers and characters. The dialpad consists of all the number keys, as well as the asterisk (*) and pound (#) keys.
- **Scroll** This action describes how to view lists that appear on more than one screen. To scroll through items or lists, touch the screen, and then drag your finger up, down, left, or right. To stop scrolling, stop the dragging motion.






- **Swipe** This action moves a list of items up, down, left, or right. When you want to scroll quickly, swipe your finger across the screen, either up, down, left, or right. To stop your screen from scrolling, press your finger anywhere on the screen. Touching the screen while it scrolls does not select anything. Swiping your finger to the left or right also displays other phone views.
- **Key** This term refers to any button on the phone console. Phone keys include the dialpad keys, , , , , and .
- **Option** An option is one of a series of items you can select for a phone setting, such as Enabled and Disabled.
- **Held call** This term describes any call that is held. Audio for held calls cannot be heard.
- **Active call** This term refers to a call, including conference calls, you are currently in. An active call has audio associated with it.
- **Soft key** This term describes the context-sensitive keys that display along the bottom of the screen that update depending on the task you are performing. To view additional soft keys, if additional soft keys are available, tap **More**. The **More** soft key is always on the far-right of the soft key area, as displayed next.

Figure 1: Soft Keys

- **Soft key area** The soft key area, displayed in the following picture, is the area along the bottom of the screen that displays context-sensitive soft keys.

Figure 2: Soft Key Area










- **Status bar** The status bar, displayed in the following picture, is the top-most part of the touchscreen. It displays the time and date and if your phone has messages, scrolling messages under the time display. The information that displays on the left of the status bar depends what view you are in. From Home view, your phone line displays. In other views, icons display that you can tap to access messages, recent calls, or view phone information. Icons may also display to let you know a certain feature, such as Bluetooth, is enabled.

Figure 3: Status Bar

Information Elements

This guide uses the following information elements to highlight important information.

Icons Used in this Guide

<i>Name</i>	<i>Icon</i>	<i>Description</i>
Note		The Note icon highlights information of interest or important information needed to be successful in accomplishing a procedure or to understand a concept.
Administrator Tip		The Administrator Tip icon highlights techniques, shortcuts, or productivity related tips.
Caution		The Caution icon highlights information you need to know to avoid a hazard that could potentially impact device performance, application functionality, or successful feature configuration.
Warning		The Warning icon highlights an action you must perform (or avoid) to prevent issues that may cause you to lose information or your configuration setup, and/or affect phone or network performance.
Web Info		The Web Info icon highlights supplementary information available online such as documents or downloads on support.polycom.com or other locations.
Timesaver		The Timesaver icon highlights a faster or alternative method for accomplishing a method or operation.
Power Tip		The Power Tip icon highlights faster, alternative procedures for advanced administrators already familiar with the techniques being discussed.
Troubleshooting		The Troubleshooting icon highlights information that may help you solve a relevant problem or to refer you to other relevant troubleshooting resources.
Settings		The Settings icon highlights settings you may need to choose for a specific behavior, to enable a specific feature, or to access customization options.

Typographic Conventions

A few typographic conventions, listed next, are used in this guide to distinguish types of in-text information.

Typographic Conventions

<i>Convention</i>	<i>Description</i>
Bold	Highlights interface items such as menus, soft keys, file names, and directories. Also used to represent menu selections and text entry to the phone.
<i>Italics</i>	Used to emphasize text, to show example values or inputs, and to show titles of reference documents available from the Polycom Support Web site and other reference sites.

<i>Convention</i>	<i>Description</i>
Blue Text	Used for cross references to other sections within this document and for hyperlinks to external sites and documents.
Courier	Used for code fragments and parameter names.

What's in This Guide

This guide is organized into six chapters. The beginning chapters introduce the phone, describe how to use video and the VVX Camera, and explain how to use basic features. Later chapters describe advanced phone features, and how to customize your phone to suit your needs. The guide also includes safety and legal information.

Chapter 1: Getting Started This chapter contains general information about your phone that is helpful before you start using your phone. It describes phone hardware and phone views, and how to use the touchscreen, navigate menus, and enter data.

Chapter 2: Using Basic Features All the basic features that your phone offers, such as how to add contacts and favorites, or transfer or forward calls, are described in this chapter.

Chapter 3: Using Video and the Polycom VVX Camera If video is enabled on your phone, and/or you have a VVX Camera attached to your phone, refer to this chapter for information on how video and the VVX Camera work on your phone.

Chapter 4: Using Advanced Features Advanced features that may not be available on the phone, or that you may not use on a day-to-day basis, are described in this chapter. Advanced features include recording calls, locking your phone, monitoring buddies, and accessing a Browser.

Chapter 5: Customizing Your Phone You can customize your phone in many ways, including setting up a screen saver, or changing the backlight, background picture, or time and date format. Read this chapter to personalize your phone.

Chapter 6: Administrative Tasks This chapter describes tasks that your administrator may ask you to perform. These tasks include investigating phone issues, restarting the phone, updating the phone's configuration, and testing phone hardware.

Copyright, Safety, and Regulatory Notices This section provides important safety and compliance information related to your phone.

End-User License Agreement The End-User License Agreement outlines the legal agreement between you and Polycom when you agree to install and use Polycom software.

Related Documents

For additional information about the VVX 500, VVX 600, and VVX Camera, see the following documents:

- User Documents:

- *Polycom VVX 500 and VVX 600 Business Media Phones and Polycom VVX Camera Quick User Guide* This guide is a quick reference on how to use the phone's most basic features, including how to use video and the VVX Camera. It also briefly describes how to navigate the phone and enter information. It is available from the [Polycom VVX 500](#), [Polycom VVX 600](#), and [VVX Camera](#) support pages.
- Setup and maintenance documents:
 - *Polycom VVX 500 and VVX 600 Business Media Phones Quick Start Guide* This guide describes the contents of your phone package, how to assemble the phone, and how to connect the phone to the network. The quick start guide is included in your phone package. It is also available from the [Polycom VVX 500](#) and [Polycom VVX 600](#) support pages.
 - *Polycom VVX Camera Quick Start Guide* This guide describes the contents of your camera package, and how to attach the camera to your phone. The quick start guide is included in your camera package. It is also available from the [VVX Camera](#) support page.
 - *Polycom VVX 500 Business Media Phone Administrators' Guide* This guide provides detailed information about setting up and configuring your phone, including how to configure features. It is available from the [Polycom VVX 500](#) support page.
 - *Polycom VVX 600 Business Media Phone Administrators' Guide* This guide provides detailed information about setting up and configuring your phone, including how to configure features. It is available from [the Polycom VVX 600](#) support page.
 - *Polycom VVX Camera Administrators' Guide* This guide provides detailed information about setting up and configuring your camera, including how to configure features. It is available from the [VVX Camera](#) Support page.
 - *Polycom VVX 500 and VVX 600 Business Media Phone Wallmount Instructions* This document provides detailed instructions for mounting your phone on the wall. To install your phone on the wall, you'll need the optional wallmount package. The wallmount instructions are included in the optional wallmount package. They are also available from the [Polycom VVX 500](#) or [Polycom VVX 600](#) support pages.
- Feature Descriptions and Technical Notifications for Polycom phones These documents describe workarounds to existing issues and provide expanded descriptions and examples for phone settings and features. You can find these documents on the Polycom Support Web site on the [Polycom Profiled UC Software Features](#) and [Polycom Engineering Advisories and Technical Notifications](#) support pages.

1: Getting Started

Before you use your phone, take a few moments to become familiar with its features and user interface. This chapter details your phone's components, the screen layout of your phone, and how to use your phone's touchscreen. This chapter also includes how to clean the touchscreen and configure your phone remotely using the Polycom Web Configuration Utility.



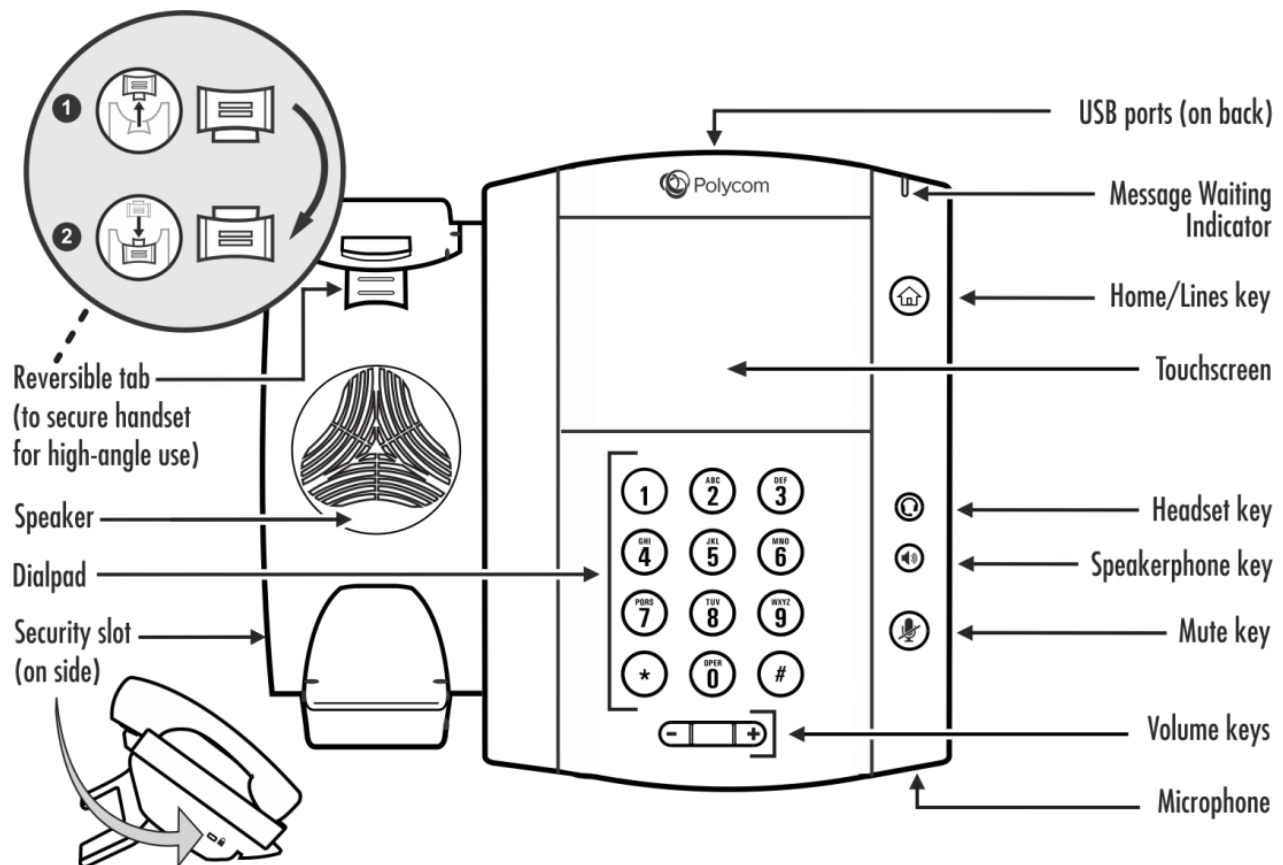
Note: Accessing Features and Options

As you read this guide, keep in mind that certain phone features are configurable by your system administrator or determined by your phone environment. As a result, some features may not be enabled or may operate differently on your phone. The examples and figures in this guide may not directly reflect what displays or is available on your phone screen.



Understanding Phone Keys and Hardware

The following figure displays the important phone features on the VVX 500 and VVX 600

Figure 4: VVX 500 and VVX 600 Phone Features



The following list describes the important phone features on the VVX 500 and VVX 600:

- **Reversible tab** Secures the handset in the cradle when your phone stand is positioned at a high angle. To secure the handset, remove the tab, reverse it so the protrusion points up, and re-insert it. Then, position the handset so the protrusion on the tab fits into the slot on the handset.
- **Speaker** Provides ringer and speakerphone audio output.
- **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.
- **Security Slot** The connector on the left side of your phone that enables you to attach a laptop cable lock to your phone so you can secure it to a desktop. For more information on locking your phone to the desktop, see [Security Slots on Polycom Phones \(Technical Bulletin 64654\)](#).
- **USB Ports** Enable you to:
 - Attach a USB flash drive so you can record calls, update the background picture on your phone, set up a screen saver, or use your phone as a digital picture frame.
 - Attach a USB headset.
 - Attach a VVX Camera to the top-most port.
- **Message Waiting Indicator** Flashes red to indicate new messages.
- **Home and Lines Key** Press  from any screen to display Home view. From Home view, press  to display other phone views: Line and Call view.
- **Touchscreen** The screen is touch-sensitive. Tap to select and highlight screen items. To scroll, touch the screen, and swipe your finger up, down, right, or left.
- **Headset Key** Enables you to place and receive calls through a headset. The key glows green when an analog headset is activated, and blue when a USB or Bluetooth headset is activated.
- **Speakerphone Key** Enables you to place and receive calls using the speakerphone. The key glows green when activated.
- **Mute Key** Mutes local audio during calls and conferences. The key glows red when activated.
- **Volume Key** Adjust the volume of the handset, headset, speaker, and phone's ringer.
- **Microphone** Transmits sound to other phones.




Web Info: Attaching Phone Hardware


For information on attaching phone hardware, including how to connect your phone to the network, see the Quick Start Guide for your phone, available by navigating to your phone's Support page from the [Business Media Phones](#) Support page.

Navigating Phone Views

Your phone has four main views: Home, Calls, Active Call, and Lines (the default view).

To change views:

- For Home view, press .

- From Home view, press  to display either Lines, Calls, or Active Call view.
- To switch between Lines view and either Calls or Active Call view, swipe the screen to the right or left.

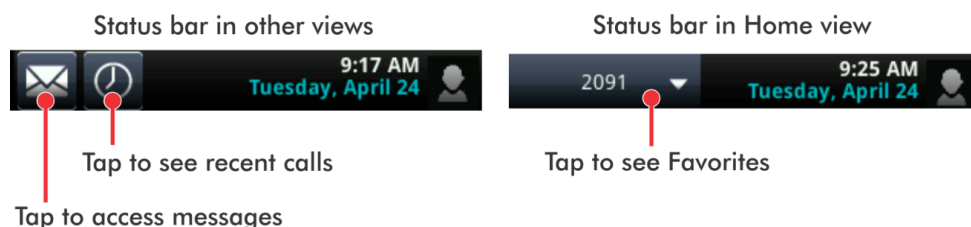


Troubleshooting: Why Can't I Access a Certain View?

The views you can access depend on the number of calls your phone has, and if your phone has an active call. If your phone is idle, you can access Home and Lines view. If your phone has one call only—and it is active—you can access Home, Lines, and Active Call view. If your phone has multiple calls, or one held call, you can access Home, Lines, and Calls view.

At the top of each view is a status bar, displayed next. The status bar displays the date and time, your phone line—depending what view you are in, and icons that you can tap to access messages or recent calls. When your phone has information you should know about, icons and messages scroll together with the date, under the time display. If you have a VVX 600, additional icons might display in the status bar, such as Do Not Disturb (DND) and Warning icons, which you can tap.

Figure 5: Status Bar



Home View


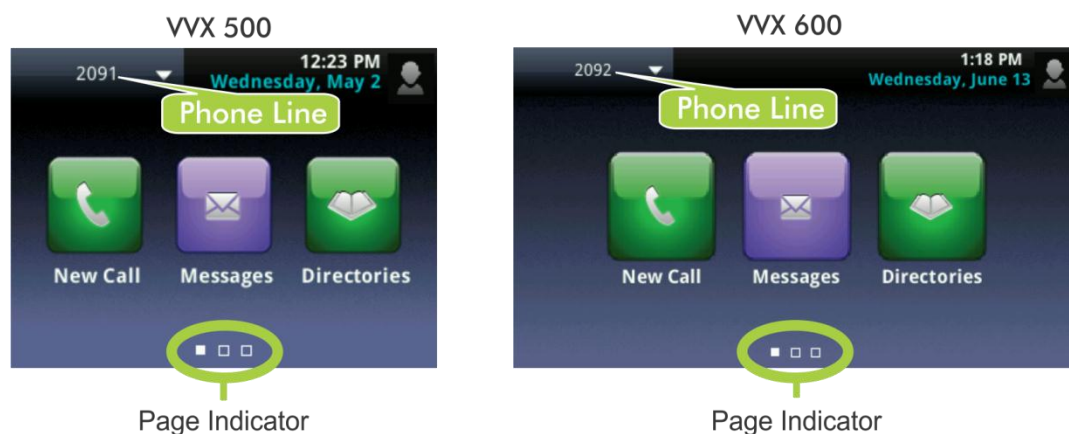
You can display Home view, displayed next, by pressing . Home view displays your phone line and icons you can tap to access phone features, settings, and information. At the bottom of Home view is a Page Indicator that you can press and hold to control how many icons Home view displays.

Figure 6: Home View



To display additional Home view icons, displayed next, press and hold the Page Indicator. Press and hold the Page Indicator again to view fewer icons.

Figure 7: Additional Home View Icons



User Tip: Displaying Additional Home View Icons

Instead of pressing the Page Indicator to view additional Home view icons, swipe the screen right or left.

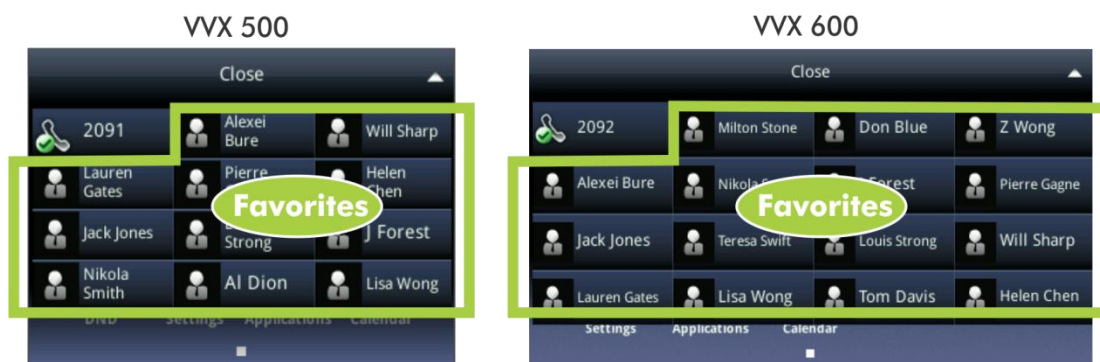
Home view displays the following icons:

- **New Call** Tap **New Call** to display the Dialer so you can place a call.
- **Messages** Tap **Messages** to access your voicemail.
- **Directories** Tap **Directories** to access your Contact Directory and Recent Calls list. You can also tap **Directories** to access a Corporate Directory and a Buddy Status List if they are set up on your phone.
- **Forward** Tap **Forward** to set up forwarding options for incoming calls.
- **DND** Tap **DND** to toggle DND (Do Not Disturb) on or off. When DND is enabled, your phone does not ring and incoming calls go to voice mail.
- **Settings** Tap **Settings** to access phone features and settings to customize your phone.


Additional icons may include:

- **Applications** Tap **Applications** to access a menu of custom applications. Ask your system administrator for information about any specific applications listed in this menu.
- **Calendar** Tap **Calendar** to show a calendar with your meeting details. Using the Calendar feature, you can join meetings directly from your phone.

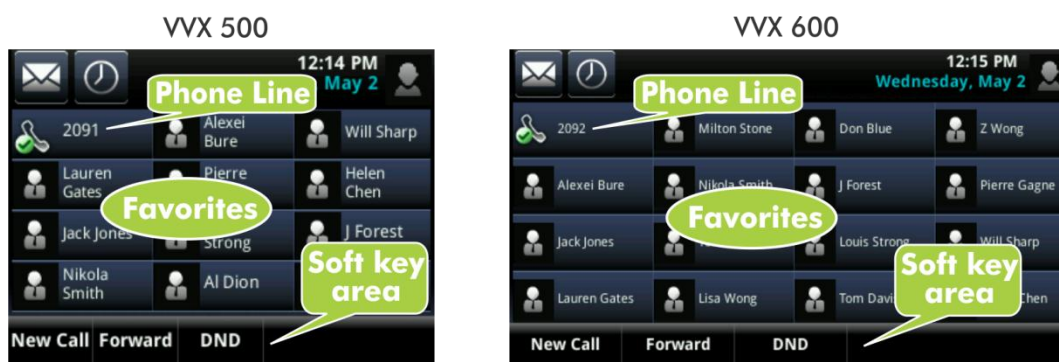
From Home view, tap a phone line to display additional phone lines that you can set up for your phone and favorites, displayed next. From this screen, tap a phone line to open the Dialer, or tap a favorite to dial the favorite. To display the Home view icons again, tap **Close**.

Figure 8: Additional Lines and Favorites from Home View

Lines View

Lines view, displayed next, is your phone's default display. To display Lines view, press  from Home view.

Lines view displays your phone lines, your favorites, and soft keys in the soft key area.

Figure 9: Lines View

When your phone is idle, you can:



- Tap a phone line to access the Dialer.
- Swipe to switch between Lines view and the Idle Browser, if available.

When calls are queued in your phone, the phone line indicates the number of calls you have, and if they are active or held. When the phone line has an active call, a green bar displays, as displayed in the following VVX 500 example. When the phone line has one or more held calls, a flashing red bar displays, as displayed in the following VVX 600 example. To display your calls, press and hold the phone line, or swipe the screen.

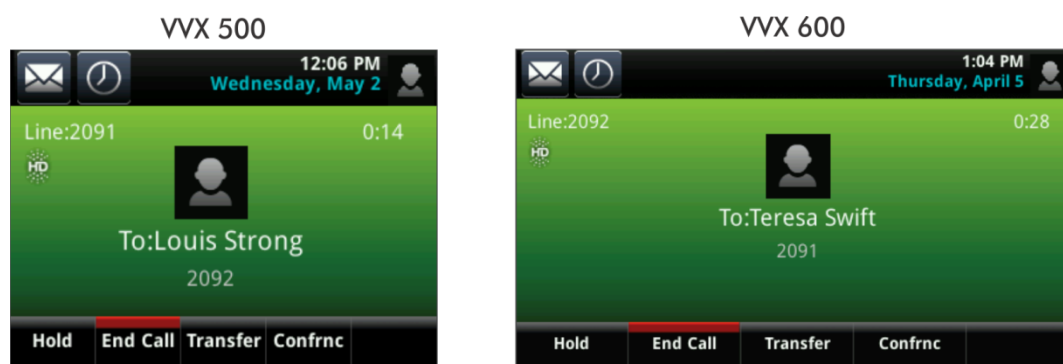
Figure 10: Active and Held Calls**Troubleshooting: Why Can't I Access the Idle Browser?**

If your phone has calls, you cannot access the Idle Browser. To access the Main Browser, tap **Applications** from Home view. For information about the Idle and Main Browsers, see [Using the Browser](#).

Active Call View

When you have only one call in progress and it is an active call, you can access Active Call view, displayed next. When you are in Home view, you can display Active Call view by pressing , or tapping  in the status bar. To switch between Lines and Active Call view, swipe the screen right or left.

Active Call view displays the name and number of the person you are talking with and the duration of the call. From Active Call view, you can manage the call. You can hold, end, or transfer the call, or set up a conference call with the person you're talking with and other parties.

Figure 11: Active Call View

Calls View



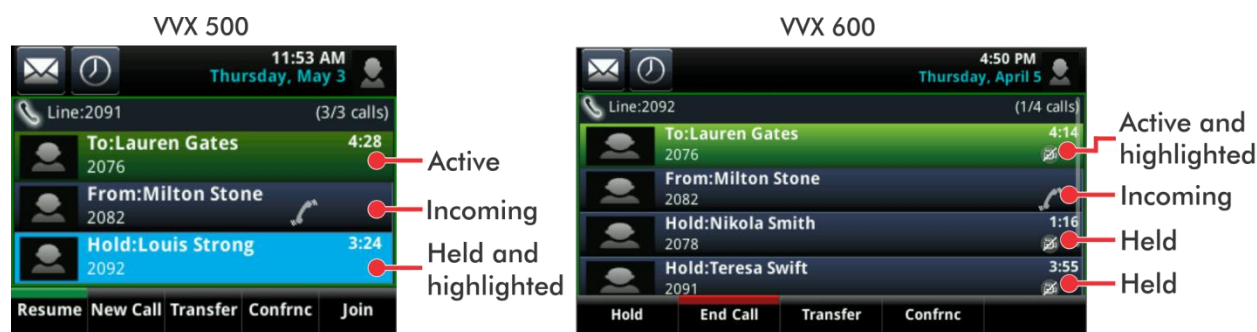
You can access Calls view, displayed next, if your phone has multiple calls in progress, or your phone has one held call. If you are in Home view, you can display Calls view by pressing , or tapping  in the status bar. To switch between Lines and Calls view, swipe the screen right or left.

Figure 12: Calls View

Scroll to see all your calls. If your phone has multiple lines, calls display under the associated line.

Call color indicates status:

- **Dark Green** Active call.
- **Dark Blue** Incoming and held calls.
- **Bright Green** Active call is highlighted.
- **Bright Blue** Incoming or held call is highlighted.



Note: What Does a Highlighted Call Indicate? How Do I Highlight a Call?

























A highlighted call is either bright green or blue. Tap an active call to make it bright green, or tap a held call to make it bright blue. The soft keys apply to the highlighted call.

Understanding Phone Icons and Status Indicators

The following table displays icons, including phone, call, or buddy/contact status, and indicators which let you know that a feature is enabled. You can tap certain icons to access information or features. For information on video icons, see Chapter 3, [Using Video and the Polycom VVX Camera](#).

Table 1: Phone Icons and Status Indicators


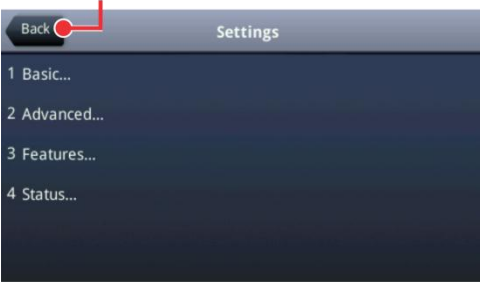
Icon	Description	Icon	Description
	Registered line		Status indicators in Lines view. A flashing red bar indicates held calls. A green bar indicates an active call.
	Unregistered line		Do Not Disturb enabled
	Placing a call		Phone warning
	Active call using Polycom HD Voice		Login credentials invalid





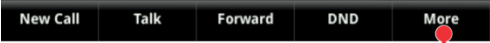
Icon	Description	Icon	Description
	Held call		Shared line
	Incoming call in Lines view		Shared line with a held call
	Incoming call in Call view		Call forwarding is enabled
	Active conference		Tap to access recent calls
	USB flash drive attached		Tap to access messages
	Recording in progress or paused (VVX 500 only)		Presence status (Available)
	Recording paused (VVX 600 only)		Presence status (Busy)
	Recording in progress (VVX 600 only)		Presence status (Away)
	Placed call		Presence status (Do Not Disturb)
	Received call		Presence status (Offline)
	Missed call		Presence status (No information)
	Bluetooth available (VVX 600 only)		Bluetooth headset paired and connected (VVX 600 only)

Navigating Your Phone Interface

The following table shows you how to navigate your phone's screens, as well as select and highlight options.

Table 2: Navigating Your Phone Interface

Task	Action
Return to Home view from any screen	Press  .
Return to the previous screen	<p>Tap Back, as displayed next.</p> <p>Tap to go back to the previous menu</p> 

Task	Action
Switch phone views	<p>If you are in an active call, press  to switch between Home view, Lines view and Calls view.</p> <p>If you are not in an active call press  to switch between Home view and Lines view.</p> <p>If you are in Home view and press , the Idle Browser may display. Swipe the screen to display Lines view.</p>
Highlight calls in Calls view	Tap a call to highlight it. The soft keys apply to the highlighted call.
Select a menu item or option	Tap the menu item or option.
Close an option box without selecting anything	Tap  .
Select an icon, soft key, menu item, or option	Tap the icon, soft key, menu item, or option. If an item in a list has a number next to it, you can press the corresponding number on the dialpad to select the item.
Select a soft key that's not in view	<p>If a More soft key displays in the far-right of the soft key area (as displayed next), there are additional soft keys available, but you cannot see them. Tap More to view the additional soft keys.</p> <div data-bbox="812 1039 1299 1081">  </div> <p>Tap to see more soft keys</p>

Entering Data and Updating Fields


You can enter information and edit fields using the onscreen keyboard, or using the dialpad keys on the phone console.

Before you use the onscreen keyboard or the dialpad keys to enter information in fields, you can tap the **Encoding** or **Mode** soft key to specify how you want to enter information:

- **Mode** enables you to enter just numbers, or text in title case, lower case, or upper case characters.
- **Encoding** enables you to enter alphanumeric and special characters—including all the options available when you tap **Mode**—as well as characters in special languages.






The following tables list the Mode and Encoding options.

Table 3: Mode and Encoding Options

Options Available When You Tap Mode	Options Available When You Tap Encoding or 
Abc (to capitalize the first letter only, and use lower case for the remaining letters)	Abc
ABC (to enter upper case only)	ABC
Abc (to enter lower case only)	abc
123 (to enter numbers only)	123
	ASCII (for regular text)
	Latin (to enter accented characters)
	Katakana (for Japanese characters)
	Unicode (to store characters as double bytes)
	Cyrillic (for Russian characters)



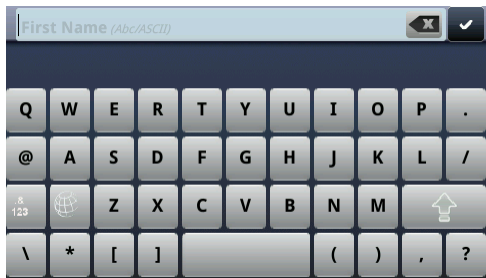
Troubleshooting: I'm Using the Onscreen Keyboard, But the Encoding or Mode Soft Key Doesn't Display

When the onscreen keyboard displays, the **Encoding** and **Mode** soft keys are not available. To select Encoding options, tap . Or, tap , , , or  to enter information in a specific way. For tips on using the onscreen keyboard, see [Using the Onscreen Keyboard](#).

Using the Onscreen Keyboard

Use the onscreen keyboard, displayed next, to quickly update field information. When a data entry field only requires numbers, the onscreen keyboard just displays numbers.

Figure 13: Onscreen Keyboard






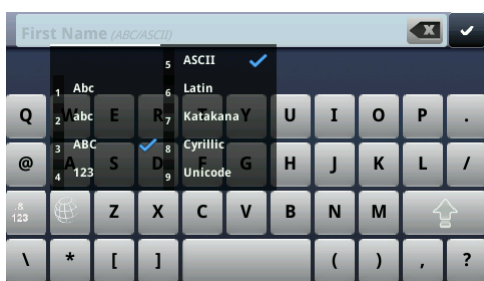




To access the onscreen keyboard, tap  in the phone's status bar, as displayed next. The icon displays in the status bar whenever you can enter information in a field.

Figure 14: Status Bar**To use the onscreen keyboard:**

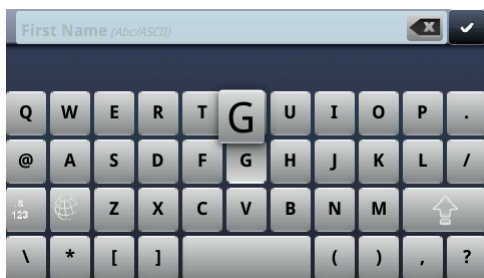
- 1 Open the onscreen keyboard by tapping  in the phone's status bar.
- 2 To enter information in a specific way—for example, in upper case only and using the ASCII format—tap  and select the options you want, as displayed next.


**User Tip: Another Way to Select How You Want to Enter Information**

Tap , , , or  to select alphabetic, numerical, upper case, or lower case mode. For more information on these keys, see the table below.

- 3 Press your finger on the character you want.









The character displays in a magnified view on the screen, as displayed next. To enter the character, lift your finger. If you do not want to enter the character, drag and lift your finger.



- 4 When you finish entering information, tap .
- 5 Tap **Save**.

Use the tips in the following table to enter information using the onscreen keyboard.

Table 4: Using the Onscreen Keyboard to Enter Information

<i>Task</i>	<i>Action</i>
Select an Encoding option (title case, upper case, lower case, numbers-only, ASCII, Latin, Katakana, Unicode, Cyrillic)	Tap  and tap the Encoding options you want.
Enter text	Tap  and tap the characters you want.
Enter upper case characters	Tap  and tap the characters you want.
Enter lower case characters	Tap  and tap the characters you want.
Enter numbers	Tap  and tap the numbers you want.
Enter special characters	Tap  and tap the characters you want.
Exit the onscreen keyboard, enter the information, and update the next field	Tap  .
Delete one or more characters	Drag your finger across the characters to highlight them in yellow and tap  .
Replace characters	Highlight the characters you want to delete. Then, enter the characters you want.


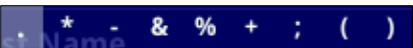



Using the Dialpad Keys on the Phone Console

Instead of using the onscreen keyboard, you can use the dialpad keys on your phone console to update field information. When a field requires data input, tap **Encoding** or **Mode** to specify how you want to enter data.

The following table describes how to enter different types of data on your phone.

Table 5: Using the Dialpad Keys to Enter Information



<i>Data Type</i>	<i>Action</i>
Enter numbers, or characters in upper case, lower case, or title case mode	Tap Encoding or Mode , and select one of the alphabetic (ABC, abc, or Abc) options.
Enter only numbers	Tap Encoding or Mode , and select the numeric (123) option.
Enter text in a special language	Tap Encoding , and select one of the language options.

<i>Data Type</i>	<i>Action</i>
Enter a character	Press a dialpad key repeatedly to view the character options and stop to select. When the character you want to enter displays in the field, wait one second, and enter the next character.
Enter a number	Press a dialpad key repeatedly (depending what mode you're in) to enter the number that displays on that key.
Enter a special character	<p>Tap Encoding, and select one of the alphabetic (Abc, ABC, or abc) options. Then, press the 1, *, 0, or # key one or more times to enter one of the following special characters:</p> <p>1 key: </p> <p>* key: </p> <p>0 key: </p> <p># key: </p> <p>You cannot access special characters when you are in numerical (123) mode.</p>
Enter a space	<p>Tap Encoding, and select one of the alphabetic (Abc, ABC, or abc) options. Then, press the 0 key.</p> <p>You cannot enter a space when you are in numerical (123) mode.</p>
Delete one or more characters	<p>Drag your finger across the characters until the cursor is positioned to the right of the character(s) you want to delete. Then, tap (or press and hold) .</p>

Cleaning the Touchscreen

The touchscreen requires very little maintenance. Periodically, however, you may need to clean it. Use a clean, dry, microfiber cloth—the kind you would use to clean glass surfaces—to wipe the touchscreen. This type of cloth is available from many office supply stores.

Before you clean the screen, disable it so you do not activate phone functions while you wipe the touchscreen. To enable the touchscreen again, press any key on the phone console.

To answer a call while the touchscreen is disabled, pick up the handset. Or, press  or  and tap **Answer**.

To clean the touchscreen:

- 1 Tap **Settings** from Home view, and tap **Basic > Screen Clean**.
- 2 Wipe the glass with a clean, dry, microfiber cloth.
- 3 To enable the touchscreen again, press any key on the phone console.



Note: What Happens if I Wipe the Touchscreen, But It's Still Dirty?

Dampen a soft, lint-free cloth with an isopropyl alcohol and water solution of 50:50, and then wipe the screen with the cloth. Always use the dampened cloth to apply the solution; never apply the solution directly, which could seep inside the screen or stain the phone. In addition, do not use caustic chemicals to clean the touchscreen.

Registering the Phone

In most cases, your phone is deployed with multiple other phones and your system administrator configures the phone parameters, so that after you set up your phone, the phone is registered and ready to use.

When your phone is not part of a large phone deployment, your phone might not be registered after you set it up. Before you use your phone, you or your system administrator has to register it.



Web Info: How to Register Your Phone

For detailed information on how to register your phone after you install it, see [Registering Standalone Polycom Phones \(Quick Tip 44011\)](#).

Configuring Your Phone Using the Web Configuration Utility

This user guide explains how to update phone settings from your phone using the phone's menu commands. If you wish, you can also update these settings remotely with the Polycom Web Configuration Utility.

The phone's Web Configuration Utility enables you to view and configure phone behavior from a computer using a Web browser. The utility provides a browser-friendly view of your phone's current settings. Using the utility, you can perform many of the same updates from your computer that you can perform using your phone's menu system.

You can access the utility using any compatible Web browser installed on a computer that resides on the same network as your phone. Before you begin, you need to know the IP address of your phone and the user password to log in to the utility.



Web Info: Using the Utility

For detailed information on accessing, navigating, and using the utility, see the [Polycom Web Configuration Utility User Guide](#).

Before you begin using the Web Configuration Utility, you need to know the IP address of your phone and the user password to log in to the utility.

To find your phone's IP address:

- » From Home view, Select **Settings > Status > Platform > Phone**, and use the arrow keys to navigate to your phone's IP address.

To access the Web Configuration Utility for your phone:

- 1** Launch a Web browser from a computer on the same network as your phone.
- 2** In the Address Bar of your Web Browser, enter the IP address of your phone. For example, if your phone's IP address is 123.22.3.4, enter this information in the address bar.
- 3** Press the **Enter** key.
- 4** From the Web Configuration Utility login screen, select **User**, and enter the user password. The default user password is 123.

- 5** Click **Submit**.

The Web Configuration Utility Home screen displays.

2: Using Basic Features

Now that you are familiar with your phone's user interface, you are ready to perform basic phone tasks that you can use on a daily basis. This chapter explains how to handle multiple calls at one time, how to manipulate incoming and active calls, and how to access directories and lists so you can perform tasks quickly and efficiently.

The following information is described:

- Calling, answering, holding, and ending calls
- Ignoring, rejecting, forwarding, and transferring calls
- Setting up conference calls
- Enabling Do Not Disturb
- Listening to voicemail
- Handling Directories, Recent Calls, and Favorites
- Customizing ringtones
- Controlling phone volume
- Using headsets
- Managing shared lines





How Your Phone Handles Calls



Your phone can handle multiple calls at a time. However, only one active call—the call that has audio associated with it—can be in progress at any given time. In addition to the active call, your phone may have multiple other calls that are either held, or in an incoming or ringing state. Your phone can handle a maximum of 24 calls at one time.

Your administrator can set up your phone to have up to 12 lines (for the VVX 500) or 16 lines (for the VVX 600). Lines can have unique extension numbers, or they can have the same extension number as other lines.

You can place and answer calls in these ways:


- Using the handset
- Using the speakerphone
- Using a headset

During a call, you can alternate between handset, headset, or speakerphone modes by picking up the handset, or pressing  or . For example, if you're using the handset, you can switch to headset mode by pressing , or switch to speakerphone mode by pressing .

When you're in speakerphone mode,  glows green. When you're in headset mode,  glows green if an analog headset is connected, and blue if a USB headset is connected. When both an analog and USB headset are connected, the USB headset is used.



Troubleshooting: Why Doesn't the Speakerphone Work?

If your speakerphone doesn't work, your system administrator may have disabled it. You must handle calls using the handset or a headset. If your system administrator disables the speakerphone on your phone, *Handsfree mode disabled* appears on the touchscreen after you press .



Power Tip: Setting Up the Phone to Automatically Use Your Headset for All Calls

If you frequently use a headset, you can make the headset the default call path. To set this up, see [Enabling Headset Memory Mode](#).



Answering Calls

All incoming calls display in an Incoming Call window, as displayed next.

Figure 15: Incoming Call Window

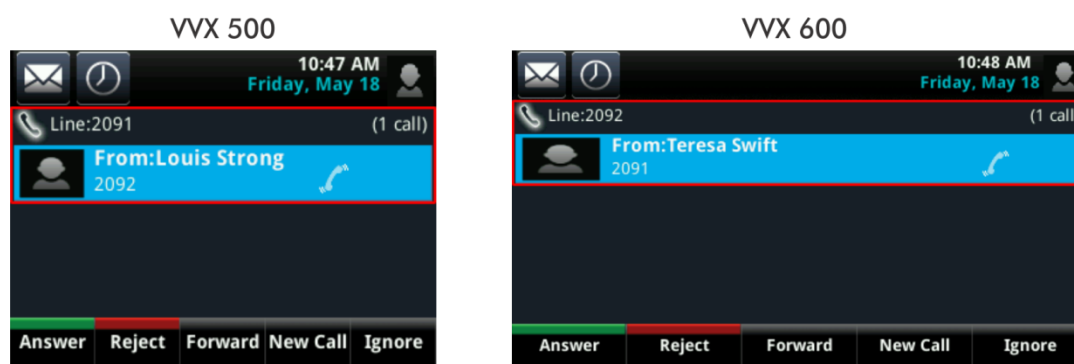




To answer the call, do one of the following:

- To use the handset, pick up the handset.
- To use the speakerphone, press  or tap **Answer**.
- To use your headset, press .

When you're already in handset, speakerphone, or headset mode, tap **Answer**, and the phone automatically uses the mode you're in.

When you don't answer the call within 10 seconds, the Incoming Call window disappears, and either Home or Calls view displays, as displayed next. The view that displays depends if your phone last displayed Home or Lines view.

Figure 16: Incoming call from Home view:**Figure 17: Incoming call from Calls view:**

To answer the call, pick up the handset, press , or press . Or, from Calls view, tap **Answer** to use the speakerphone.

**Note: Setting Up a Visual Incoming Call Alert**

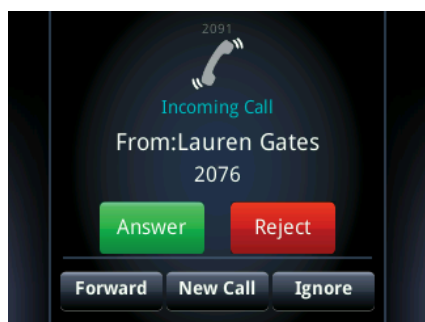
Your system administrator can enable the touchscreen to flash bright orange when you have an incoming call. The touchscreen continues to flash until the incoming call displays in Home or Calls view. For more information about this feature, see your system administrator.

**Note: Answering Calls When Your Phone is Locked**

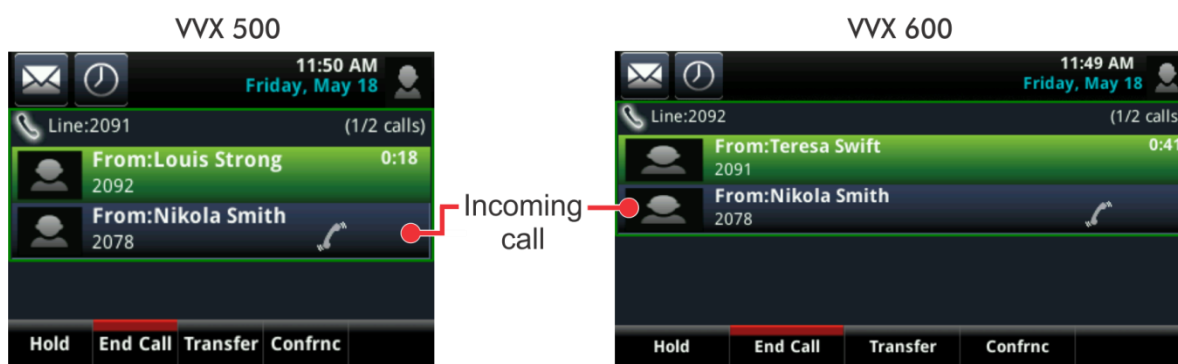
If your phone is locked, the way you answer calls is different. For more information on answering calls from a locked phone, see [Calling and Answering from a Locked Phone](#).

Answering Another Call

When you are in an active call and an incoming call arrives on the same or a different line, a call waiting tone beeps, and the Incoming Call window displays, as displayed next. To answer the call, tap **Answer**. The call you were in is held.

Figure 18: Incoming Call Window

If you don't answer the call within 10 seconds, the Incoming Call window disappears, and either Home or Calls view displays, as displayed next.

Figure 19: Incoming call from Home view:**Figure 20: Incoming call from Calls view:**

To answer the call from Home view, tap **< Calls** to display Calls view. To answer the call from Calls view, tap the incoming call if it's not already highlighted, and tap **Answer**.

Answering on a Shared Line

When you share a line with another phone, you can answer calls normally, or, someone who shares the line can choose to answer the call from their phone. When you share a line with another phone and you place a call on hold, anyone who shares your line can answer the held call.

For more information about shared lines, including what you can and cannot do with shared lines, see [Working with Shared Lines](#).


Answering Calls Automatically

You can set up your phone to auto-answer calls, so you do not have to push a button or tap a key to answer a call. When you enable this feature, your phone automatically answers incoming calls using the speakerphone. Your system administrator sets how many times your phone rings before the call is auto-answered.

When Auto Answer is enabled and a call arrives while you are already in a call, the incoming call is automatically answered only if you end or hold the current call.



Note: Auto-Answered Calls and Microphone Mute

Your phone mutes the microphone for all auto-answered calls, so that the party calling you can't hear you. To unmute the microphone so the other party can hear you, press . To enable or disable microphone mute for auto-answered calls, see the following procedure.

To enable your phone to automatically answer calls:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Auto Answer**.
- 2 From the Auto Answer screen, you can:
 - Enable your phone to automatically answer SIP calls. Tap **Auto Answer SIP Calls**, and tap **Yes**. The default setting is No.
 - Enable your phone to automatically answer H.323 calls. Tap **Auto Answer H.323 Calls**, and tap **Yes**. The default setting is No. This field only displays if your phone supports the H.323 protocol.
 - Mute the microphone for all auto-answered calls so the incoming caller can't hear you. Tap **Microphone Mute**, and tap **Yes**. The default setting is Yes.
 - Mute the video when video calls are auto-answered (so that the incoming caller cannot see you), tap **Video Mute**, and tap **Yes**. The default setting is No.
- 3 Tap **Save**.

Managing Multiple Calls

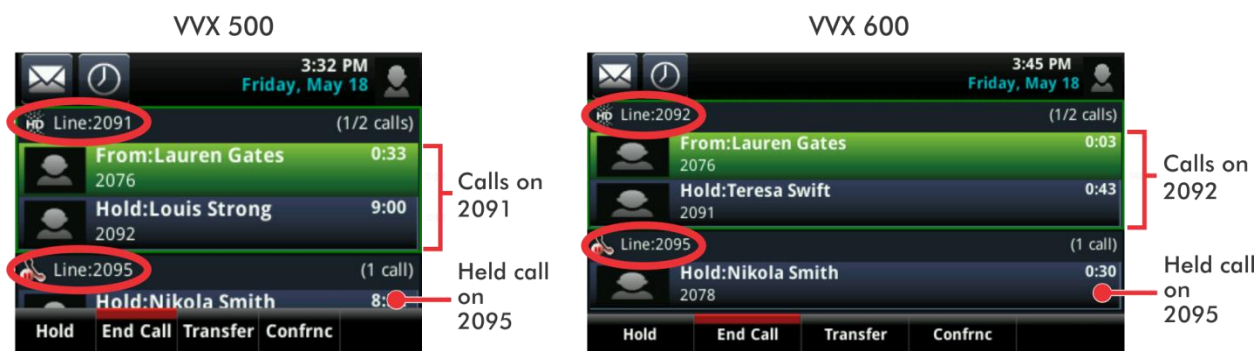
You can manage multiple calls from Lines and Calls view. To switch between the two views, swipe the screen.

In Lines view you can see each line on your phone and how many calls each line has, as displayed next. A green bar indicates a line with an active call. A flashing red bar indicates a line with one or more held calls. In the example on the left, line 2091 has two calls, one active call and one held call, and line 2095 has one held call. The soft keys apply to the phone line that has the blue border, line 2091. To display the calls for a particular line, press and hold the phone line.

Figure 21: Lines View

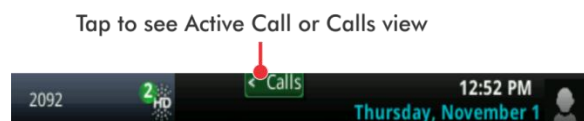
When you tap a phone line that does not have an active call, the most recent call on that line becomes active, even if you are already in an active call on a different line. If you are already in an active call on a different line, the active call is held.

Swipe the screen to display Calls view. Calls view displays all the calls for each phone line, as displayed next. All the calls for a phone line display under the associated phone line. Scroll up or down to see all your lines and calls.



Figure 22: Call View

To manage a call, tap the call to highlight it. Then, tap one of the soft keys to hold, resume, end, or transfer the highlighted call, or set up a conference with the highlighted call.

When you navigate away from your calls, tap **Calls** to see Active Call or Calls view, as displayed next.

Figure 23: Status Bar with Calls Button

Placing Calls

You can place a call using the handset, speakerphone, or headset. You can dial the number first, and then choose the method—by picking up the handset, pressing , or pressing —or choose the method first, and then dial the number.

You can place calls in these ways:

- Manually, from the Dialer
- Automatically, by tapping a favorite in Home or Lines view
- Automatically, from your Favorites list, Recent Calls list, or Contact Directory.



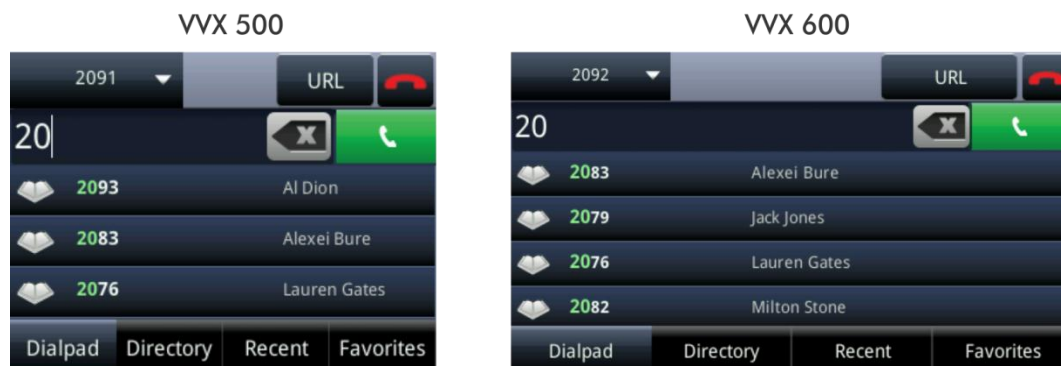
Note: Calling from a Locked Phone

If your phone is locked, see [Calling and Answering from a Locked Phone](#) for information on placing calls when your phone is locked.



Calling from the Dialer

The Dialer displays a list of previously placed calls. Tap one of the Dialer entries to enter it. Or, start entering a number. As you enter numbers, the Dialer displays a list of similar numbers, as displayed next. Tap a match to automatically enter it.

Figure 24: The Dialer



To display the Dialer, do one of the following:





- From Home view, tap **New Call**.
- From Lines or Calls view, tap the **New Call** soft key. The New Call soft key does not display if you have an active call.
- Start entering a phone number, if your phone is idle.
- Pick up the handset, or press  or , if you do not have an active call.
- In Lines view, tap a phone line that does not have any calls.

**User Tip: Choosing URLs or Numbers Mode from the Dialer**



To enter a URL in the Dialer, tap **URL**. To exit URL mode and enter numbers, tap **Number**.

When you access the Dialer, an active call is held.

To call from the Dialer:

- Enter the number, and then pick up the handset. Press  or tap , or press .
- If you're already in handset, speakerphone, or headset mode, enter the number, and tap .


**Note: Handling Automatically-Placed Calls**

Your administrator sets up your phone to automatically place the call after you enter a certain number of digits. If your phone doesn't automatically place the call, tap . If a call is placed before you enter all the digits, place the call as follows: enter the phone number and tap .

Placing Calls from Favorites, Recent Call Lists, and Directories

In addition to the Dialer, you can place calls from the Recent Calls list, Favorites list, or your Directory. Or, you can quickly call a favorite from Home or Lines view.

To call from the Recent Calls list:

- 1 Access your Recent Calls list by doing one of the following:
 - From Home view, tap **Directories**, and tap **Recent Calls**.
 - From the Dialer, tap **Recent**.
 - From Lines, Calls, or Active Call view, tap .
- 2 From the Recent Calls list, tap the person you want to call. The call is automatically placed.

To call from your Favorites list:

- 1 From Home view, tap **New Call**.
- 2 From the Dialer, tap **Favorites**.
- 3 From your Favorites list, tap the favorite you want to call. The call is automatically placed.

**Timesaver: Automatically Dialing Favorites**

You can quickly dial a favorite from Home or Lines view:

- **From Home view:** Tap the phone line, and tap the favorite you want to call.
- **From Lines view:** Tap the favorite you want to call.

To call from your Directory:

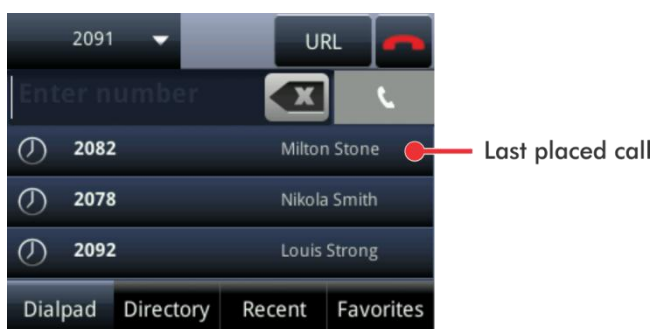
- 1 Access your directory by doing on of the following:
 - From Home view, tap **Directories**, and tap **Contact Directory**
 - From Home view, tap **New Call**, and tap **Directory**.
- 2 From your Directory, tap the contact you want to call.
- 3 From the contact's information screen, tap the contact's phone number. The call is automatically placed.

Redialing Numbers

To dial the last number you called, open the Dialer. The first number in the list is the last call you placed.



To redial a number:

- 1 From the Dialer, displayed next, tap the first number in the list.



- 2 Place the call.

Ending Calls



To quickly end an active call, replace the handset, or press  or . Or, from Active Call, Lines, or Calls view, tap **End Call**. If you're in Calls view, be sure to highlight the call first.



Note: How Do I End a Held Call?


A call must be active to end it. To end a held call: From Calls view, tap the held call to highlight it, tap **Resume**, and then tap **End Call**.

Using Headsets

You can connect an analog and USB headset to your phone. When an analog headset is connected and in use,  glows green. When a USB headset is connected and in use,  glows blue. When both an

analog and USB headset are connected, the USB headset is used. When two USB headsets are connected, the headset you connected first is used.

When you use a headset, you can set up your phone so that all calls use your headset. To enable this feature, see [Enabling Headset Memory Mode](#). When you use a headset that supports electronic hookswitch (EHS), you can use the controls on your headset to answer and end calls. In addition, you may be able to mute calls and control volume from your headset.

VVX 600 phones also support Bluetooth headsets. If your system administrator enables Bluetooth capability for your phone, you can use a Bluetooth device to handle calls. When a Bluetooth headset is connected and in use,  glows blue. When analog, digital, and Bluetooth headsets are connected to your phone, the Bluetooth headset is used. To use a Bluetooth headset, see [Using Bluetooth Headsets with Your VVX 600 Phone](#).



Web Info: More Information About Headsets

- For information on how to connect a headset to your phone, see the *Quick Start Guide* for your phone, available by navigating to your phone's Web page from the [Business Media Phones](#) Support page.
- For information on your headset's features, as well as how to sync your headset with your phone, see your headset documentation.
- For a list of supported headsets, see [Using Headsets with Polycom Phones \(Feature Profile 37477\)](#). For detailed information about how to use electronic hookswitch, see [Using an Electronic Hookswitch \(Technical Bulletin 35150\)](#). These documents are available from the [Polycom Profiled UC Software Features](#) and [Polycom Engineering Advisories and Technical Notifications](#) Support pages.




Troubleshooting: Why Doesn't My Headset Work with My Phone?

Certain USB headsets—such as those that come with a docking station—have two modes: *deskphone* and *softphone*. To work with your phone, your headset must be in softphone mode. If you cannot operate the phone from your headset, it is possible your headset is in deskphone mode. To switch modes, press and hold the headset hookswitch until you hear a sound or message on the headset.

Enabling Headset Memory Mode

This feature is useful for permanent or full-time headset users. You can set up your phone so that all incoming and outgoing calls use your headset. At any time, you can switch to handset or speakerphone mode.

To use Headset Memory Mode, enable and then activate Headset Memory Mode. When Headset Memory Mode is activated,  flashes either green, for analog headsets, or blue, for USB or Bluetooth headsets.



To enable Headset Memory Mode:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Headset > Headset Memory**.
- 1 From the Headset Memory Mode screen, tap **Enabled**.

2 Press .

3 To activate Headset Memory Mode, press  twice. The Headset key flashes to indicate that the phone is in Headset Memory Mode.

Now, whenever you answer a call, the call connects to your headset automatically.

When you switch to the speakerphone or the handset, you deactivate Headset Memory Mode. Calls no longer automatically go to your headset, unless you  choose this mode. To have calls go to your headset again, activate Headset Memory Mode by pressing  twice.

Using Bluetooth Headsets with Your VVX 600 Phone

If you have a VVX 600 phone and your system administrator enables Bluetooth capability, you can use a Bluetooth headset with your phone to handle calls. To use your Bluetooth headset with your phone, you need to turn on the Bluetooth option on your phone, and then pair and connect your Bluetooth device with your phone.

This section shows you how to turn Bluetooth on, and how to pair and connect your Bluetooth headset. It also provides general information on how to use your Bluetooth headset with your phone, and how to disconnect and remove your Bluetooth headset from your phone.

Turning On the Bluetooth Option


Before you can use a Bluetooth headset with your phone, you need to turn on the Bluetooth option. When Bluetooth is turned on, the Bluetooth icon  displays in the status bar, as displayed next.

Figure 24: Status Bar

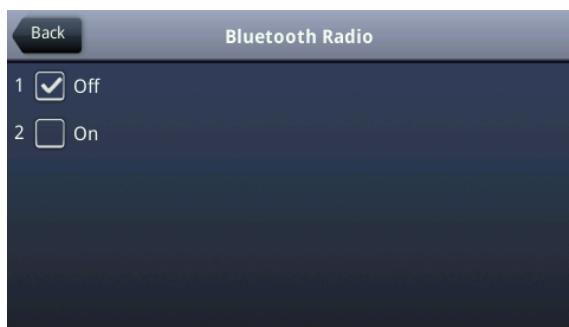


Indicates Bluetooth is on


After you turn on the Bluetooth option, you can pair and connect your Bluetooth headset.

To turn on the Bluetooth option on your phone:

- 1 From Home view, tap **Settings > Basic > Bluetooth Settings > Bluetooth Radio**. The Bluetooth Radio screen displays, as displayed next.



- 2 To turn Bluetooth on, tap **On**. The message *Turning BT radio on/Please wait* displays.

The Bluetooth icon  displays in the status bar. You may have to wait several seconds for the icon to display. When the icon displays, you can pair and connect your Bluetooth headset.

Pairing and Connecting Bluetooth Headsets

Before you use your Bluetooth headset, you need to pair and connect it with your phone. You can pair up to four Bluetooth headsets with your phone; however, only one headset can be connected at a time.



Note: Pairing and Connecting Bluetooth Headsets

The following instructions are intended as a guide, and do not apply to all Bluetooth devices. You can usually find instructions for your headset on the device manufacturer's Web site.





Troubleshooting: Why Don't the Bluetooth Settings Display on My Phone?

If the Bluetooth settings don't display on your phone, check that your administrator has enabled the Bluetooth feature on your phone. If the feature is enabled, make sure you have turned the Bluetooth option on. See [Turning On the Bluetooth Option](#).

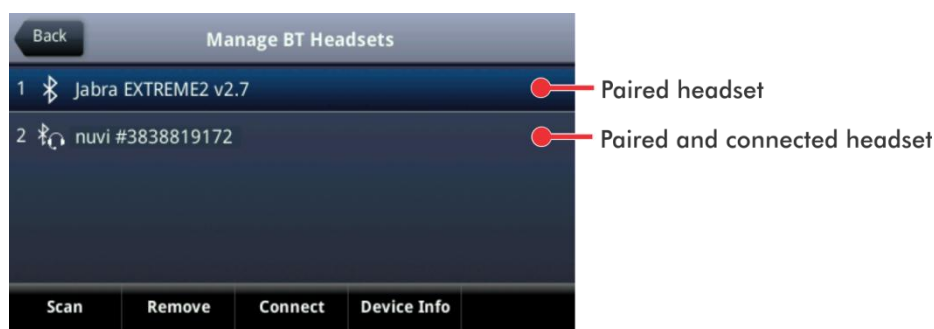
To pair and connect your Bluetooth headset with your phone:

- 1 Turn your Bluetooth headset on and place the headset in discovery mode. To place your headset in discovery mode, refer to your headset documentation.
- 2 From Home view, tap **Settings > Basic > Bluetooth Settings > Manage BT Headsets**. A list of all paired and connected headsets displays, as displayed next.


The icon next to each headset indicates headset status:

- Bluetooth icon  indicates that the headset is paired but not connected.
- Bluetooth/Headset icon  indicates that the headset is both paired and connected.

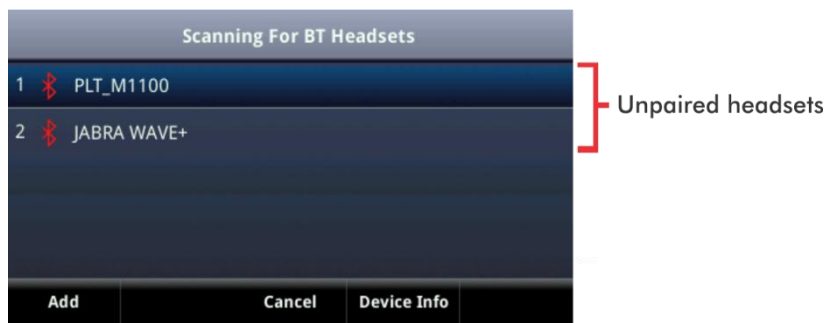
In the following example, the first headset is paired but not connected, and the second headset is both paired and connected.



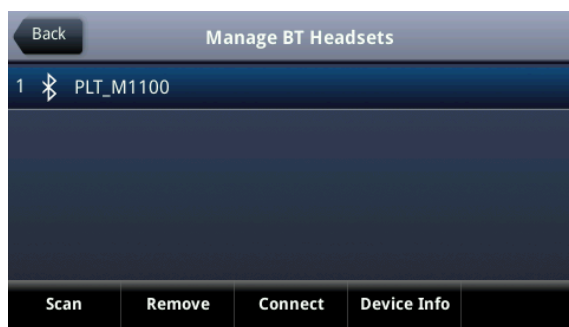
- 3 Do one of the following:

- If your headset is listed, but is just paired and not connected (that is, it has  next to it), go to step 5 to connect it.
- If your headset is not listed, find the headset by tapping **Scan**. Make sure your headset is in discovery mode before you tap **Scan**. The message *Place device in discoverable mode* reminds you to do this. Refer to your headset documentation for information on how to place your headset in discovery mode.

All the nearby devices in discovery mode are added to the list, as displayed next. A red icon displays next to each unpaired headset.




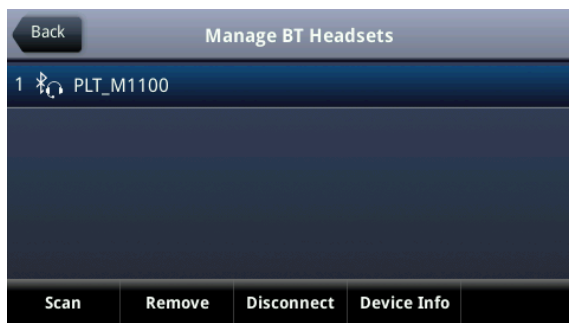
- 4 Tap the headset you want to pair and tap **Add** to begin the pairing process. An *Adding device* message displays. After your headset is added, the Manage BT Headsets screen displays. Your headset is paired, but not connected, as displayed next.




Note: Why Doesn't My Headset Pair Automatically?

If your headset is an older model, you may have to enter a password (for example, **0000**) before the headset can pair with your phone.

- 5 Tap the headset you want to connect, and tap **Connect**. A *Connecting device* message displays. After your headset connects, a *Headset attached* message displays, and your headset model displays next to the Bluetooth/Headset  icon, the icon that indicates that your headset is both paired and connected, displayed next.



The Bluetooth/Headset  icon also displays in the status bar, as displayed next. If you tap the icon, the Bluetooth Settings screen displays.





Indicates that a Bluetooth headset is paired and connected

You can now use your headset to handle calls.

Handling Calls with Your Bluetooth Headset

When your Bluetooth headset is turned on, and paired and connected with your phone, you can:

- Use the headset to handle calls, including muting and adjusting call volume.
- Initiate and end calls on your headset by pressing , or using a control on the headset.
- Switch to handset or speakerphone mode during a headset call by picking up the handset or pressing .

When a Bluetooth headset is paired and connected, and you turn the headset off, the message *Headset removed* displays. The headset is not connected anymore, but remains paired. When you turn the headset back on, the message *Headset attached* displays, and the headset is connected again, indicating that you can use it to handle calls.

Disconnecting and Removing Your Bluetooth Headset

You can disconnect your headset from your phone, but still keep it paired. When you disconnect a headset, it remains paired so you can easily connect it to your phone again.

You can also remove your headset, so it is no longer paired or connected. When you remove your headset, it won't display in the Manage BT Headsets screen. To connect it back to your phone, you'll need to scan for the device, add it, and connect it again.

To disconnect your headset:

- From Home view, tap **Settings > Basic > Bluetooth Settings > Manage BT Headsets**. From the Manage BT Headsets screen, tap your headset, and tap **Disconnect**.

Your headset remains paired to your phone but is no longer connected. To connect it to your phone again, tap **Connect**.



Timesaver: How to Quickly Connect and Disconnect Your Headset

You can quickly disconnect your headset by turning your headset off. When you turn it off, the message *Headset removed* displays. When you turn your headset back on, the headset is connected again.

To remove your headset:

- 1 From Home view, tap **Settings > Basic > Bluetooth Settings > Manage BT Headsets**.
- 2 From the Manage BT Headsets screen, tap your headset, and tap **Remove**.

Your headset is removed from the list and is no longer paired or connected with your phone.

Responding to Incoming Calls

While your phone rings, you can do the following:

- Temporarily ignore the call before answering it.
- Reject the call so it goes directly to voicemail.
- Forward the call to another person.

Ignoring Incoming Calls

Ignore or silence a call to stop your phone from ringing. Even though the call is ignored, your phone still displays the incoming call notification so you can still answer the call.

To ignore or silence a call:

- From the Incoming Call window, tap **Ignore**, for private lines, or **Silence**, for shared lines.

The Incoming Call window disappears, your phone stops ringing, and either Home or Calls view displays.

Rejecting Incoming Calls

Reject a call to stop your phone from ringing and send the call directly to voicemail. Calls you reject display in your Recent Calls list. Rejecting calls is not available for shared lines.

To reject an incoming call:

- From the Incoming Call window, tap **Reject**. You can also reject an incoming call from Lines and Calls view.

The call goes directly to voicemail.

Forwarding Incoming Calls to Another Person

While your phone rings, you can forward the call to another person.

To forward an incoming call to another person:

- 1 While your phone rings, tap **Forward**.
- 2 From the Call Forwarding screen, enter the forwarding number, and tap **Forward**.



User Tip: Other Ways to Forward Calls

You can also set up your phone to forward all incoming calls to another person (see [Forwarding All Calls to Another Person](#)), or forward all calls from a certain contact to another person (see [Diverting Calls from a Contact to Another Person](#)).

During Calls

When you are in a call, you can do the following:

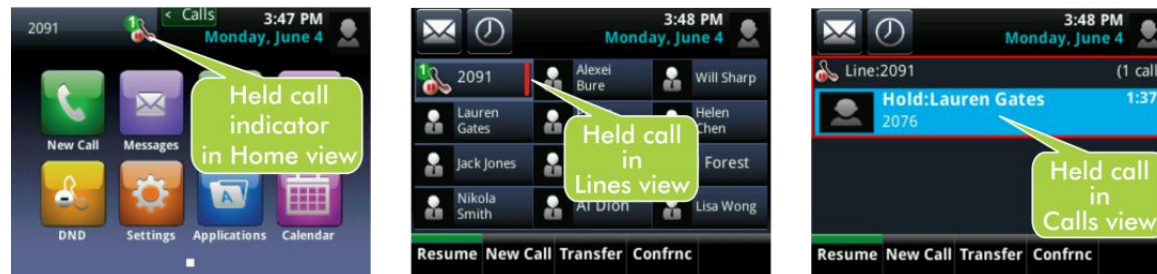
- Hold the call.
- Transfer the call to another person.
- Set up a conference call with the person you're talking with and another person.

Holding Calls

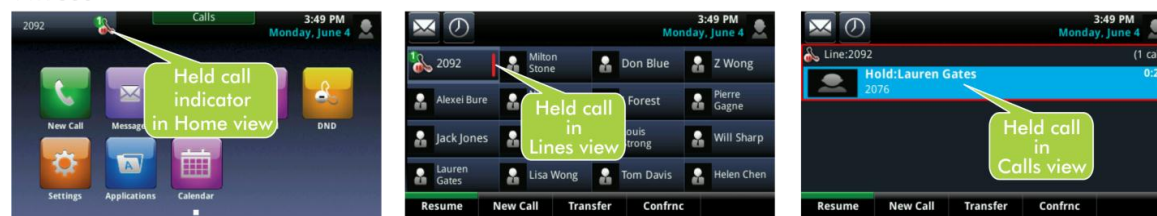
You can place any active call on hold. A held call displays in Home, Lines, and Calls view as follows:

Figure 25: A Held Call in Home, Lines, and Calls View

VVX 500



VVX 600



To hold a call:

- From Active Call, Lines, or Calls view, tap **Hold**. If you're in Calls view, be sure to highlight the call first.

To resume a held call:

Do one of the following:

- From Lines view, tap **Resume**. If there is more than one held call on the line, the last call that you held is resumed. If you have multiple lines and you tap **Resume**, the last call that you held, on either line, is resumed.
- From Calls view, tap the call to highlight it, and tap **Resume**.

Transferring Calls


When you transfer a call to another person, you have the option to talk to the person before the transfer completes. If your phone supports a blind transfer, you can automatically transfer a call without talking to the other person. The call is automatically transferred after you dial the number you're transferring the call to.

To transfer a call:

- 1 From Active Call, Lines, or Calls view, tap **Transfer**. The active call is held.
- 2 From the Dialer, place a call to the person you want to transfer the call to.

**User Tip: Accessing Your Directories and Favorites When You Transfer a Call**

Instead of entering or selecting a number from the Dialer, you can select a directory entry or a favorite to transfer the call to.

- To transfer to a directory entry: After you tap **Transfer**, press , tap **Directories**, and then tap **Contact Directory or Corporate Directory**. Search for the person, and then call them.
- To transfer to a favorite: After you tap **Transfer**, tap **Favorites**, and tap the favorite you want to call.

- 3 When you hear the ring-back sound, tap **Transfer** to complete the transfer. Or, if you want to talk with the person before the transfer completes, connect and talk with the person, and then tap **Transfer**. To cancel the transfer before the call connects, tap **Cancel**.


To perform a blind transfer:

- 1 From Active Call, Lines, or Calls view, tap **Transfer**. The active call is held.
- 2 From the Dialer, tap **Blind**, and place a call to the person you want to transfer the call to. If you don't see **Blind**, tap **More** (at the top of the screen), and tap **Blind**.



User Tip: Accessing Your Directories and Favorites When You Blind Transfer a Call

Instead of entering or selecting a number from the Dialer, you can select a directory entry or a favorite to transfer the call to.

- To transfer to a directory entry: After you tap **Blind**, press , tap **Directories**, and then tap **Contact Directory or Corporate Directory**. Search for the person, and then call them.
- To transfer to a favorite: After you tap **Blind**, tap **Favorites**, and tap the favorite you want to call.

The call automatically transfers to the person you specified.



Timesaver: Completing a Transfer

If you're using a handset, complete a transfer by replacing the handset.

Setting Up and Handling Conference Calls

You can set up a conference call with two or more other people. Ask your system administrator to for the maximum number of people you can set up a conference with.

Just as with other calls, you can hold and resume conference calls. In addition, you have the option to split a conference call – to end the conference and place the people you were talking with on hold.

If your system administrator enables the conference management feature on your phone, you can manage each person in a conference call. You can you can mute, hold, and remove each person in the conference. For more information, see [Managing Conference Call Participants](#).



User Tip: Tips for When You Are in Conference Calls

When you are in a conference call:

- Use the handset or a headset if you're in an open environment.
- Mute your microphone when you are not speaking, especially in noisy environments.
- Avoid tapping the microphone or rustling papers near the microphone.
- Speak in your normal voice without shouting.

Setting Up Conference Calls

You can set up a conference by calling two people and using the **Confnc** soft key, or by joining two existing calls using the **Join** soft key.

To set up a conference call:

- 1 Call the first person.

- 2 From Active Call, Lines, or Calls view, tap **Confnc**. The active call is held.
- 3 Using the Dialer, call the second person.
- 4 When the second person answers, tap **Confnc** to join everyone in a conference. The Active: Conference screen displays, as displayed next.

**User Tip: How to Quickly Set Up a Conference**

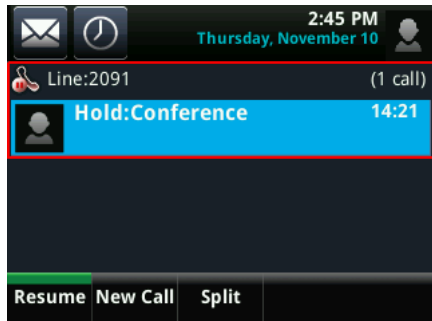
If your phone has an active call and one held call, on the same or different lines, tap **Join** from either Lines or Calls view to automatically create a conference call. The conference call takes place on the line from which you handled the last active call.

Holding and Resuming Conference Calls

When you place a conference call on hold, you place the other people in the call on hold. No one in a held conference call can hear each other. To place hold one person on hold, see [Managing Conference Call Participants](#).

To place a conference call on hold:

- From Active Call, Lines, or Calls view, tap **Hold**. If you're in Calls view, highlight the conference first. The other people in the conference are held. The following example shows a held conference in Calls view.

**To resume a held conference call:**

- From Lines or Calls view, tap **Resume**.

Ending Conference Calls

To end a conference, tap **End Call**. By default, when you tap **End Call**, the other people in the conference remain connected with each other. However, your system administrator can set up your phone so that all connections end.

To end a conference call:

- From Active Call, Lines, or Calls view, tap **End Call**.

Splitting Conference Calls into Two Held Calls

When you split a conference, you end the conference and place the other two people on hold. You can split an active or held conference call.

To split a conference call:

- From Active Call, Lines, or Calls view, tap **Split**.

The conference call ends. By default, the other two people are held.

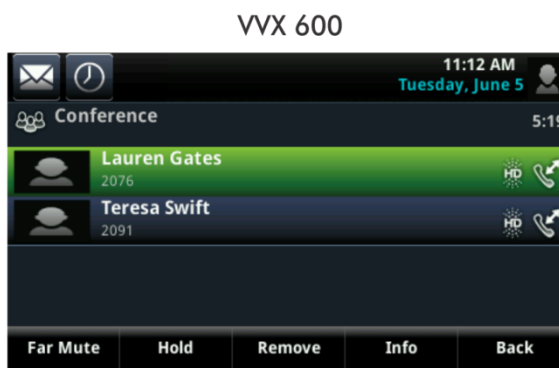
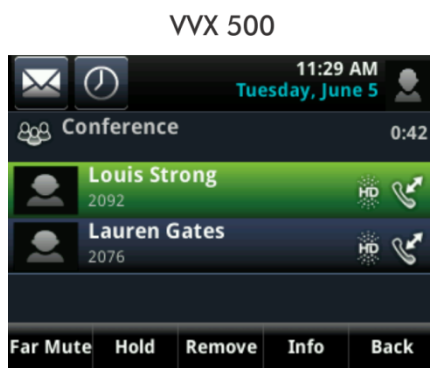
Managing Conference Call Participants

If your system administrator enables the conference management feature on your phone, you can manage conference call participants. You can do the following:

- Mute a participant.
- Hold a participant.
- Remove a participant from the conference.
- List information about a participant, such as the participant's name, number, and call details—such as whether the call is muted, held, or is video-enabled.

To manage a participant in a conference call:

- 1 Set up an active conference call.
- 2 From Active Call, Lines, or Calls view, tap **Manage**. If you're in Calls view, be sure to highlight the conference first. The following examples show the screens that display when you manage a conference.

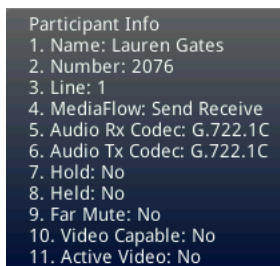


Timesaver: How to Manage a Participant Without Tapping Manage

When you are in Active Call view, simply tap a conference participant to start managing the participant.

- 3 Tap the participant you want to manage.
- 4 Do one of the following:

- Tap **Far Mute** to mute the participant. The muted participant can hear everyone, but no one can hear the muted participant.
- Tap **Hold** to hold the participant. The held participant cannot hear anyone, and no one can hear the held participant.
- Tap **Remove** to remove the participant from the conference, end the conference call, and create an active call between you and the participant still in the call.
- Tap **Information** to view information about the participant and their call status. When you tap **Information**, a popup displays listing the person's information, as displayed next.



- 5 Tap **Back** to exit the conference management function.

Changing the Way Calls are Answered

Change the way calls are answered by doing the following:

- Forwarding all calls to another person.
- Rejecting calls from a contact.
- Diverting calls from a contact to another person.
- Temporarily refusing all calls by enabling Do Not Disturb.

Forwarding All Calls to Another Person

You can set up your phone to forward all calls to another number, even if the Do Not Disturb feature is enabled. Call forwarding is not available on shared lines.



Power Tip: Forwarding Calls on a Call-by-Call Basis

You can choose to forward a call as your phone rings. For more information on forwarding calls on a call-by-call basis, see [Forwarding Incoming Calls to Another Person](#).



Note: Call Forwarding and Microsoft® Lync® Server

If your phone is configured to work with Microsoft Lync Server, your call forwarding options are different than those described below. For more information on forwarding calls with Microsoft Lync, see *Using Polycom Phones with Microsoft Lync Server Quick User Guide*, available by navigating to your phone's Web page from the [Business Media Phones](#) Support page.

To forward all calls to another person:

- 1 From Home view, tap **Forward**. (You can also tap **Settings** from Home view, and tap **Features** > **Forward**, or if your phone is idle, tap **Forward** from Lines view.)
 - 2 When your phone is set up with multiple lines, tap the line to apply forwarding to.
 - 3 From the Forwarding Type Select screen, tap the forwarding type you want:
 - **Always** To forward all incoming calls.
 - **No Answer** To forward all unanswered incoming calls.
 - **Busy** To forward calls that arrive when you're already in a call.
 - 4 Enter the forwarding number, and tap **Enable**. If you selected the **No Answer** option, you can enter the number of rings before your phone forwards the call. A value of 2 is recommended.
- The forwarding number you chose scrolls in the status bar, as displayed next.




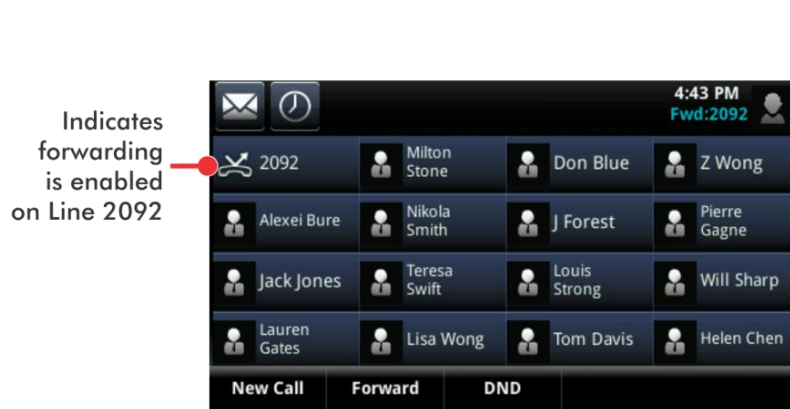
When a phone line is idle, Lines view displays the forwarding icon,  next to the phone line, as displayed next.

Figure 26: The Forwarding Icon in Lines View

**To disable call forwarding:**

- 1 From Home view, tap **Forward**.
- 2 When your phone is set up with multiple lines, tap the line to disable forwarding for.
- 3 From the Forwarding Type Select screen, tap the forwarding type to disable, and tap **Disable**.


Rejecting Calls from a Contact

You can send incoming calls from a particular contact to your voicemail system.

**Note: Rejecting Calls and Shared Lines**

You cannot reject calls on shared lines. You can only silence them. For more information, see [Working with Shared Lines](#).


To send incoming calls from a contact to your voicemail system:

1. Tap **Directories** from Home view, and tap **Contact Directory**.
2. From your directory, tap the contact whose calls you want to reject.
3. From the contact's information screen, tap .
4. From the Edit Contact screen, tap **Auto Reject**, tap **Enabled**, and then tap **Save**.

Diverting Calls from a Contact to Another Person

The Divert option enables you to transfer all incoming calls from a particular contact to another person.


To divert incoming calls from a contact to another person:

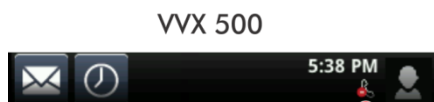
1. Tap **Directories** from Home view, and tap **Contact Directory**.
2. From your directory, tap the contact whose calls you want to send to another person.
3. From the contact's information screen, tap .
4. From the Edit Contact screen, do the following:
 - Tap **Divert Contact**, and enter the number of the person you want the call to go to.
 - Tap **Auto Divert**, and tap **Enabled**.
 - Tap **Save**.

Using Do Not Disturb

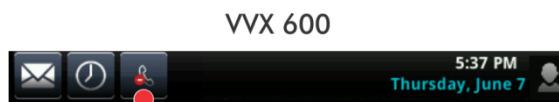
Enabling Do Not Disturb (DND) stops your phone from ringing and sends all incoming calls directly to voicemail. All calls you receive while DND is enabled are logged to your Recent Calls list.

When you enable Do Not Disturb, the following happens:


- The Do Not Disturb icon, , displays in the status bar, as displayed next. For VVX 500 phones, the icon scrolls under the time display. For VVX 600 phones, the icon displays at the far right of the status bar, next to other icons that you can tap.

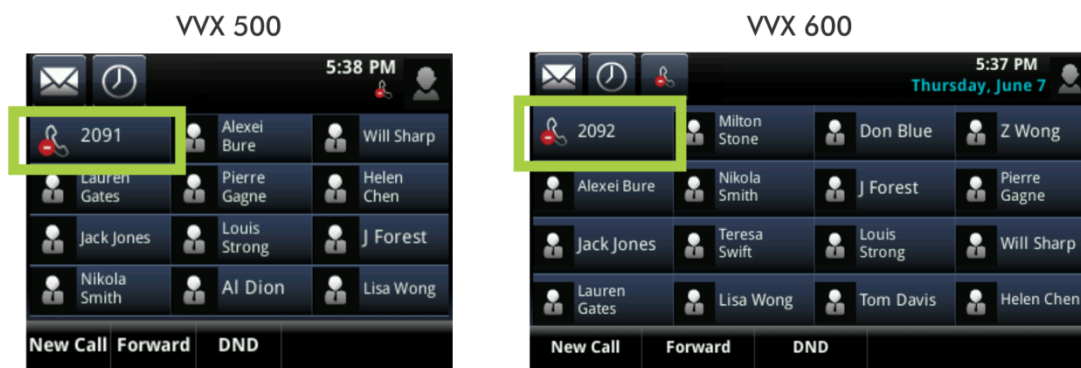


Indicates DND is enabled

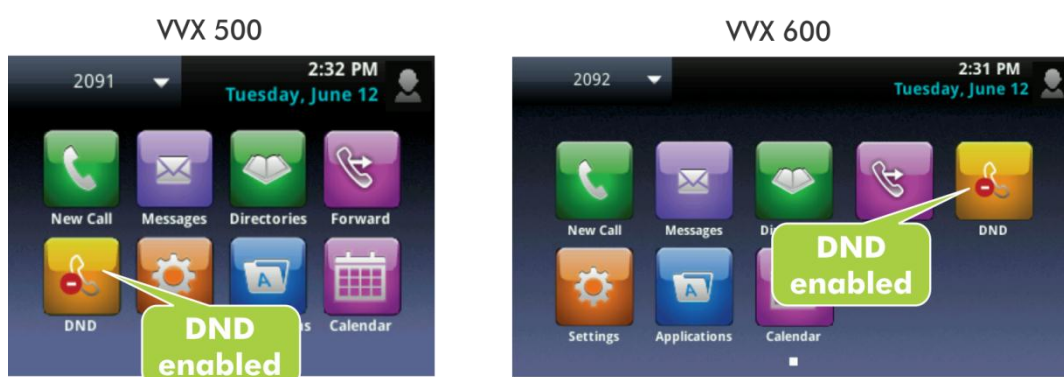


Indicates DND is enabled. Tap to disable DND.

- When your phone is idle, the Do Not Disturb icon, , displays next to your phone line in Lines view, as displayed next. If you have new messages or forwarding enabled, the messages or forwarding icon displays instead.



- The DND icon in Home view, , changes to , as displayed next.



Note: Do Not Disturb and Shared Lines

Enabling Do Not Disturb on shared lines disables ringing only. You still see a visual notification of the call and have the option to answer the call.



Troubleshooting: Why Doesn't the DND Icon Display?

When you have set your presence status to *Do Not Disturb*, as well as enabled DND for your phone, the message *My Status: Do Not Disturb* scrolls under the time display, and the DND icon does not display in the status bar.

To toggle Do Not Disturb on and off:

- From Home view, tap **DND**. Or, if your phone is idle, tap **DND** from Lines view.



Timesaver: Quick Way to Disable DND on the VVX 600

To turn DND off, tap , located in the status bar.

Using Do Not Disturb with Multiple Lines

By default, the Do Not Disturb feature applies to all lines on your phone. However, your system administrator can set up your phone so that you can enable the feature on a per-line basis.

To enable or disable Do Not Disturb for a particular line:

1. From Home view, tap **DND**.
2. From the Line Select screen, tap the line to enable or disable Do Not Disturb on.
3. From the Do Not Disturb screen, tap **Enable** or **Disable**.



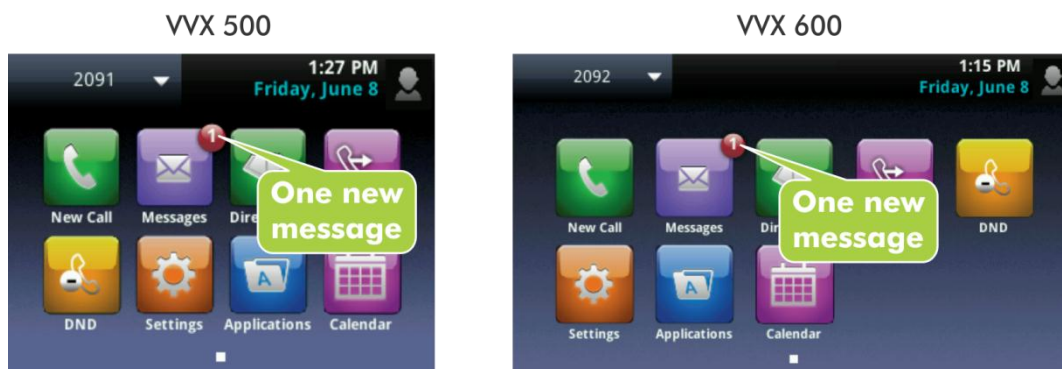
Power Tip: Automatically Enabling or Disabling Do Not Disturb for All Lines

To automatically enable Do Not Disturb for all lines, tap **Set All**. To automatically disable the feature for all lines, tap **Clear All**.

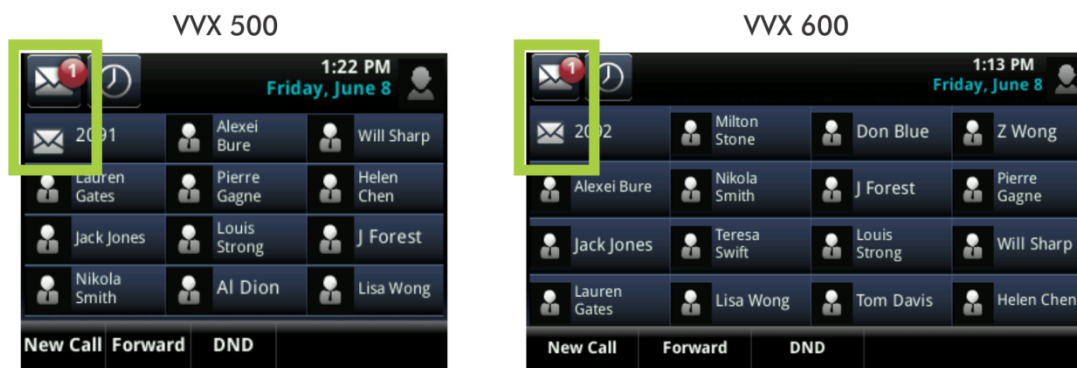
Listening to Voicemail

Your phone may indicate new voicemail messages by the following:

- A message counter in Home view, as displayed next. The counter indicates the number of new messages you have.



- A message counter in the status bar, displayed next. The counter displays on the Message icon, . When you have new messages, the Message icon also displays next to the phone line in Lines view, as displayed next.




- A flashing Message Waiting Indicator, located at the top-right of your phone.
- An audible alert (if your phone is on-hook).



Note: Temporarily Removing Message Indicators

To temporarily remove message indicators, tap , and tap **Message Center** (or tap **Messages** from Home view, and tap **Message Center**) and tap **Clear**. After a period of time—usually about an hour or two—the message indicators appear again.

To listen to voicemail messages:

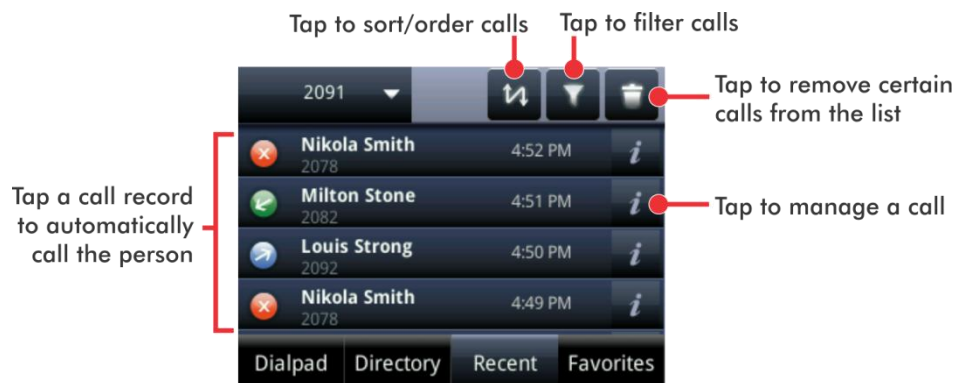
- 1 On the status bar, tap , and tap **Message Center**. Or, from Home view, tap **Messages**, and tap **Message Center**.
- 2 If multiple lines are configured on your phone, the Line Select screen displays. Tap the line that has the message.
- 3 From the Messages screen, tap **Connect** and follow the prompts.

Viewing Recent Calls

Your phone maintains a Recent Calls list, a list of missed, received, and placed calls. Each list holds up to 100 entries.

From the Recent Calls list, displayed next, you can:

- Sort, order, and filter calls. By default, the list displays all call types (missed, placed, and received), with the most recent call displaying first.
- Remove certain calls from the list.
- Tap a call record to view call details and manage the call.
- Tap a call record to automatically call the person.



Icons display next to a call to indicate the call type:

- Placed calls display
- Received calls display
- Missed calls display

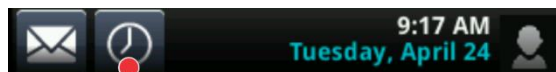
To view your Recent Calls list:

- From Home view, tap **New Call**, and tap **Recent**. You can also access recent calls by tapping **Directories** from Home view, and tapping **Recent Calls**.



Timesaver: Quickly Accessing the Recent Calls List

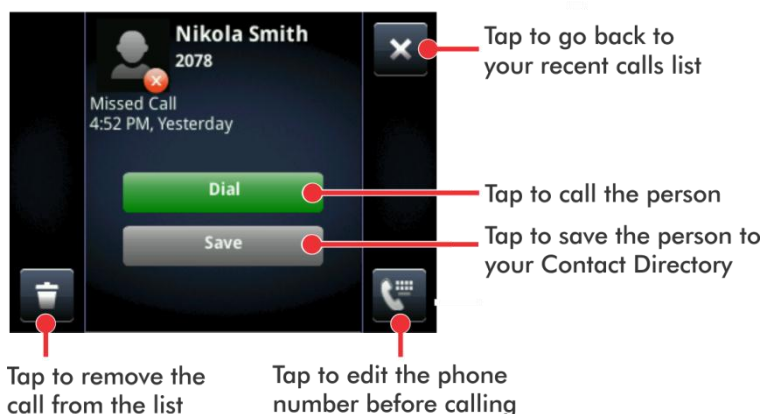
To quickly access recent calls, tap in Lines, Calls, or Active Call view, as displayed next.



Tap to see recent calls

To manage a call record:

1. From your Recent Calls list, tap next to a call record.
2. From the call details screen, displayed next, you can:
 - Tap **Dial** to call the person.
 - Tap **Save** to add the person to your Contact Directory. If the person is already in your Contact Directory, but isn't a favorite, *Add to Favorites* displays instead. Tap **Add to Favorites** to automatically make the person a favorite.
 - Tap to delete the call from the list.
 - Tap to edit the phone number before you dial the person.



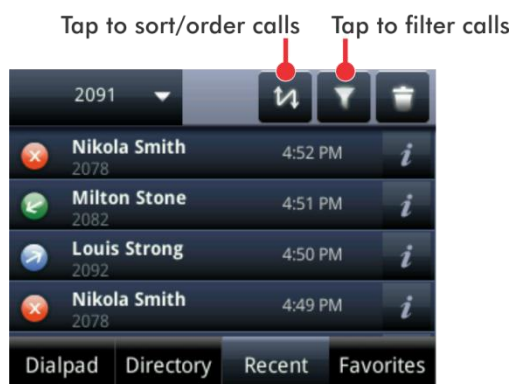
To customize the list:

- From your Recent Calls list, displayed next, tap to sort and order calls, and tap to filter calls for specific lines.

When you sort calls by the time of the call, you can order calls in ascending (oldest call first) or descending (most recent call first) order.

When you sort calls by call name, you can order calls in ascending (alphabetical) or descending (reverse-alphabetical) order.

When you filter calls, you can choose to display only missed, received, or placed calls. Or, you can choose to display all call types (the default).



Note: About Filtered Call Lists

You cannot save your filtered call list results. If you filter your Recent Calls list so that only a certain call type—for example, only missed calls—display, the next time you display the list, all call types (the default filter) displays.

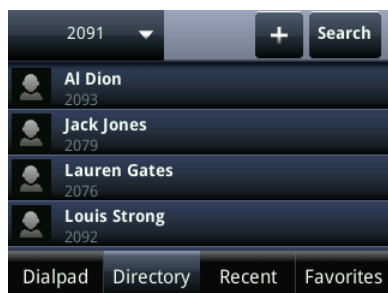
To remove certain calls from the list:

- From your Recent Calls list, tap . You can remove a specific call type, all calls, or just the calls that display on the screen.

Working with Your Contact Directory

You can store a large number of contacts in your phone's local Contact Directory displayed next. Contact your administrator for the exact number.

Figure 27: Local Contact Directory



From your local Contact Directory, you can:

- View contact information.
- Search for contacts.
- Dial contacts.

If you can update your Contact Directory, you can also do the following:

- Add contacts.
- Update contact information.
- Delete contacts.



Note: Accessing a Corporate Directory

Your system administrator can set up your phone so you have access to a Corporate. If you have access to a Corporate Directory, you can dial people in the Corporate Directory, as well as save them to your Contact Directory. For more information, see [Working with a Corporate Directory](#).

To view your Contact Directory:

- Tap **Directories** from Home view, and tap **Contact Directory**.
- Tap **New Call** from Home view, and tap **Directory**.


From your Contact Directory, scroll to view contacts or enter search criteria to find one.

To view contact information:

- From your Contact Directory, tap the contact. The contact's information screen, including the contact's name and phone number, displays, as displayed next. Additional information—such as a job title, label, or email address—can also display.



To search for a contact:

- 1 From your Contact Directory, tap **Search**.
- 2 From the Search screen, enter search criteria and tap **Search**. If you're using the onscreen keyboard, tap  before you tap Search.

A list of search results is displayed. Tap **Return** to display your Contact Directory again.


To dial a contact:

- 1 From your Contact Directory, tap the contact you want to call.
- 2 From the contact's information screen, displayed next, tap the contact's phone number.



Tap to call the person

To add a contact:

1. From your Contact Directory, tap .
2. From the Add Contact screen, enter contact information:



Note: Directory Fields are Administrator-Set

Your phone displays one required field, the Contact field, which contains the contact's phone number. Your administrator sets all other directory fields. For more information, see your administrator.

- For **First Name**, enter the contact's first name.
- Tap **Last Name**, and enter the contact's last name.
- Tap **Contact**, and enter the contact's phone number.


The phone number must be unique and cannot already exist in the directory. If you save an entry with a non-unique phone number, the entry is not saved.

- Tap **Job Title**, and enter the contact's job title, such as Manager.
- Tap **Email**, and enter the contact's email address.
- Tap **Favorite Index**, and enter a favorite index number.
The number can be any unused value, up to a maximum value of 9999. A contact that has a favorite index number automatically displays in your Favorites list. For more information about favorites, see [Managing Favorites](#).
- Tap **Label**, and enter a label for the contact such as, Marketing.
When you specify a label, the label is first item that displays for the contact on the Directory screen, and in your Favorites list if the contact is a favorite.
- Tap **Ring Type**, and select the ringtone you want to use for the contact.
- Tap **Divert Contact**, and enter the phone number of the third party you want this contact's calls sent to.
- Tap **Auto Reject**, and enable or disable the setting. The default setting is Disabled.
When enabled, each time the contact calls, the call is directed to your mail system.
- Tap **Auto Divert**, and enable or disable the setting. The default setting is Disabled.
When enabled, each time the contact calls, the call is directed to the third party you specified in the Divert Contact field.
- Tap **Watch Buddy**, and enable or disable the setting. The default setting is Disabled.
When enabled, you can monitor the contact's status. For more information on monitoring status, see [Using Buddy Lists](#).
- Tap **Block Buddy**, and enable or disable the setting. The default setting is Disabled.
When enabled, the contact cannot monitor your status. For more information on monitoring status, see [Using Buddy Lists](#).

3. Tap **Save**.




Timesaver: Saving Recent Callers and Corporate Directory Contacts to Your Directory


You can automatically save a recent caller to your directory. From your Recent Calls list, tap  next to the call record. From the call information screen, tap **Save**. The Add Contact screen displays, with the name (if specified) and contact fields populated. Enter additional information, if desired, and tap **Save**.

If a Corporate Directory is available on your phone, you can add contacts from the Corporate Directory to your Contact Directory. For information on how to update your Contact Directory in this way, see [Working with a Corporate Directory](#).

To update a contact's information:

1. From the Contact Directory, tap the contact you want to update.
2. From the contact's information screen, tap .
3. From the Edit Contact screen, update the contact's information.
4. Tap **Save**.

To delete a contact:

- 1 From your Contact Directory, tap the contact you want to delete.
- 2 From the contact's information screen, tap . A confirmation message displays, confirming that you want to delete the contact. Tap **Yes** or **No**.

Working with a Corporate Directory

Your system administrator can set up your phone so that you can access portions of a Corporate Directory. You cannot update your Corporate Directory; your administrator determines which contacts you can see.

From the Corporate Directory, you can do the following:

- Search for contacts.
- Dial contacts.
- Add contacts to your local Contact Directory.

To view the Corporate Directory:

- Tap **Directories** from Home view, and tap **Corporate Directory**. By default, a blank search screen displays. To view entries, search for a person.

**User Tip: Saving Corporate Directory Search Results**

You can save your last search results, so that the next time you view the Corporate Directory, the results of your last search displays. To save Corporate Directory search results, tap **Settings** from Home view, and tap **Basic > Preferences > Corporate Directory > View Persistency**. From the View Persistency screen, tap **Enabled**. The next time you view Corporate Directory, your last search results display.

To search the Corporate Directory:

- From the Corporate Directory, perform a quick search or an advanced search:
 - To perform a quick search, enter the first few characters of the contact's first or last name (depending on how the directory is organized), and tap **Submit**.
 - To perform an advanced search, tap **AdvFind**. From the Advanced Find screen, enter your search criteria, and tap **Submit**.

The screen displays a list of contacts, starting with the most successful matches. To view information for the contact, tap **View**. To erase all your search criteria and enter new criteria before you submit your search, tap **Clear**.

To dial a Corporate Directory contact:

1. From the Corporate Directory, search for the contact you want to dial.
2. From the search results, tap the contact, and tap **Dial**.

To add a contact to your local Contact Directory:

1. From the Corporate Directory, search for the contact you want to add to your Contact Directory.
2. From the search results, tap the contact's record, and tap **View**.
3. From the contact's information screen, tap **Save**.

Only the first name, last name, and phone number are saved in the local Contact Directory. You can go to the Contact Directory to see if the contact was saved correctly and to add additional contact information.

Controlling What is Heard

You can change what you hear by doing the following:

- Updating the incoming call ringtone.
- Updating a contact's ringtone.
- Changing the speaker volume.
- Changing the ringer volume.
- Muting the microphone.
- Changing where you hear sound effects.


Updating the Incoming Call Ringtone

A simple way to personalize your phone is to change your phone's ringtone. You can pick unique ringtones for the different lines on your phone.


To select an incoming call ringtone for your phone or a line:

- 1 Tap **Settings** from Home view, and tap **Basic > Ring Type**.
- 2 When multiple lines are configured on your phone, tap the line you want to apply a new ringtone to.
- 3 From the Ring Type screen, tap the ringtone you want. To hear the ringtone before you change it, tap **Play**. The default ringtone is Low Trill.

Changing the Speaker Volume

To change the volume of what you hear during a call, press one of the Volume keys,  , while you are in a call.



Changing the Ringer Volume

To change the volume of the incoming call ringtone, press one of the Volume keys,  , while your phone is idle or ringing.

Updating a Contact's Ringtone

You can select unique ringtones for the various contacts in your Contact Directory. This helps you quickly identify callers as your phone rings.

To select a ringtone for a contact:

1. From your Contact Directory, tap the contact whose ringtone you want to change.
2. From the contact's information screen, tap .
3. From the Edit Contact screen, tap **Ring Type**, tap the ringtone you want, and then tap .



User Tip: Listening to a Ringtone Before You Save It


To listen to a ringtone before you save it, tap the ring type and tap .

4. From the Edit Contact screen, tap **Save**.

Muting the Microphone

Mute the microphone so other parties cannot hear you. Microphone Mute applies to all modes (handset, headset, and speakerphone). You can still hear all other parties when you mute the microphone.

To mute the microphone:

- During a call, including a conference call, press .

The Mute key glows red. The other parties cannot hear you. To disable Mute, press  again.

Choosing Where You Hear Sound Effects

You can choose whether you hear sound effects—all phone sounds except call audio—from the handset, headset, or speaker. For example, you can configure your phone to ring on your headset instead of the speaker. By default, you hear all sound effects from the speaker.

To choose where you hear sound effects:

1. Tap **Settings** from Home view, and tap **Basic > Preferences > Audible Ringer**.
2. From the Audible Ringer screen, select where you want to hear sound effects:
 - To hear sound effects only from the phone's loudspeaker, tap **Speaker**.
 - To hear sound effects only from the handset, tap **Handset**.
 - To hear sound effects only from the headset, tap **Headset**.
 - To hear sound effects only from the device you're currently using to hear call audio, tap **Active**.

The default destination is Speaker.

Managing Favorites

Favorites are the contacts in your Contact Directory that you call most often. To make a contact a favorite, assign the contact a favorite index number from the Contact Directory.


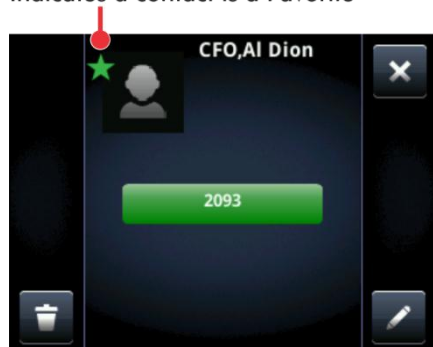
Contacts that have a favorite index number display , as displayed next.

Figure 28: A Favorite

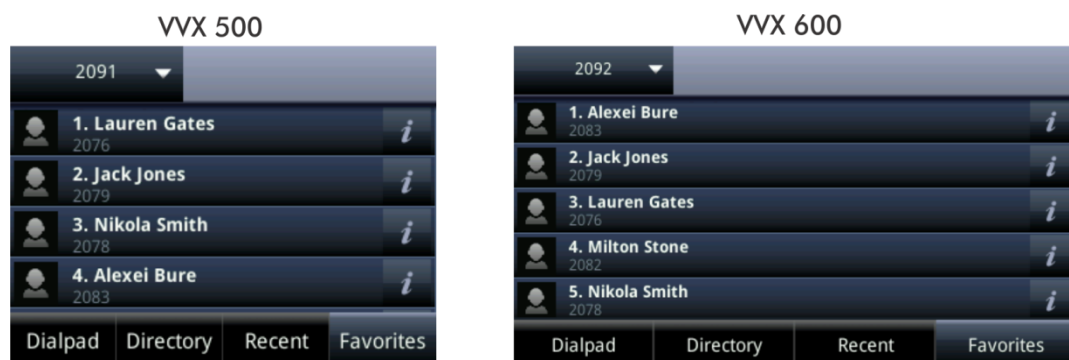
Indicates a contact is a Favorite



All your favorites display in your Favorites list. A smaller number of Favorites (11 for the VVX 500 and 15 for the VVX 600) display in Lines view and from Home view.

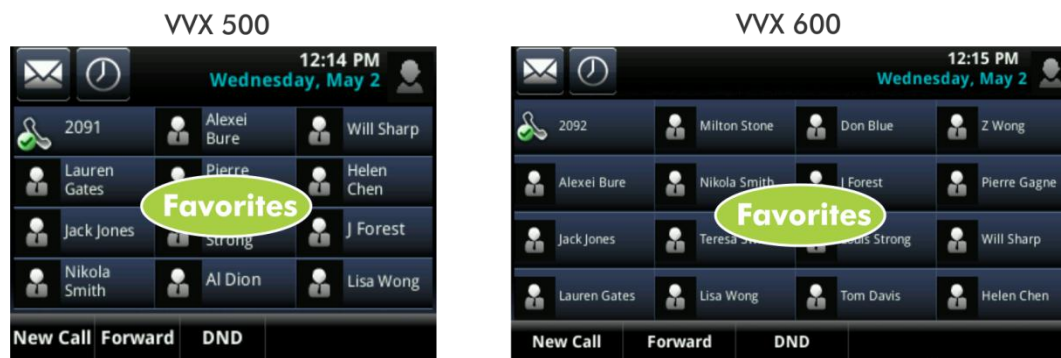
The following figure displays a sample Favorites list.

Figure 29: Sample Favorites List



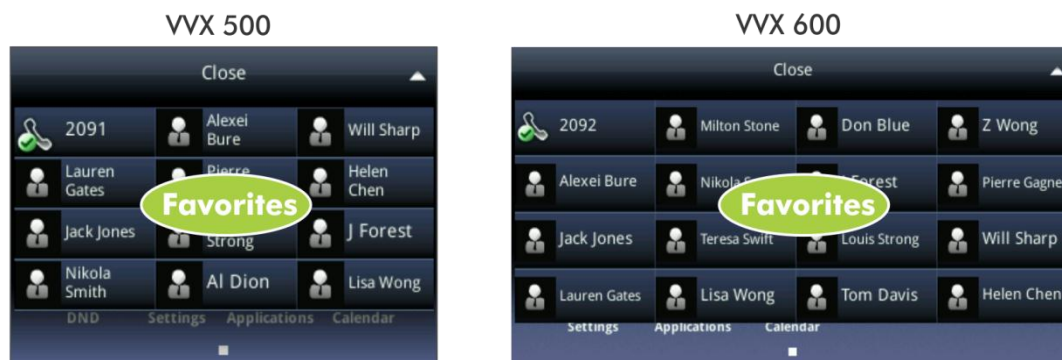
The following figure displays your favorites in Lines view. Favorites display under the phone lines.

Figure 30: Favorites in Lines View



Favorites also display from Home view, as displayed next.

Figure 31: Favorites in Home View



Favorites display consecutively, according to their index number. The contact with the lowest number displays first. To reorder your favorites, assign the contact a different index number.

To see your Favorites list:

- Tap **New Call** from Home view, and tap **Favorites**.

To see your favorites from Home view:


- From Home view, tap the phone line.

To see your favorites from Lines view:

- From Home view, press . If the idle browser displays, swipe the screen to see Lines view.

To make a contact a Favorite:

Do one of the following:

- From your Contact Directory, tap the contact. From the contact's information screen, tap **Add to Favorites**.
- From your Recent Calls list, tap  next to a call record. From the call details screen, tap **Add to Favorites**.

The contact now has a green star next to their name when you view the contact from the Contact Directory or the Recent Calls list.

**Power Tip: Manually Assigning a Favorite Index Number When You Make a Favorite**

After you tap **Add to Favorites**, a dialog displays asking if you want to automatically accept the next available index number, or manually enter your own. Tap **Yes** to automatically accept an index number, or tap **Edit Index** to enter a unique index number. You can enter a number up to 9999.

To quickly call a favorite:

- From your Favorites list, or from Home or Lines view, tap the favorite you want to call. The call is automatically placed.

To reorder your favorites:

1. From your Contact Directory, tap the contact.
2. From the contact's information screen, tap
3. From the Edit Contact screen, tap **Favorite Index**, and enter a new favorite index number.
4. Tap **Save**.

To delete a favorite:

1. From your Contact Directory, tap the contact.
2. From the contact's information screen, tap
3. From the Edit Contact screen, tap **Favorite Index**, and delete the favorite index number.
4. Tap **Save**.

**User Tip: Quickly Deleting a Favorite**

From Lines view, press and hold the favorite until the contact's information screen displays. Then, tap

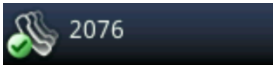
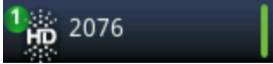
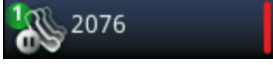
Working with Shared Lines

If your phone shares a line with other phones, an incoming call to the shared line causes all phones to ring. The call can be answered on any of the phones. You can transfer, hold, or set up a conference with calls on shared lines.

When you have an incoming call on a shared line, you can stop your phone from ringing by tapping **Silence**. Even though the phone does not ring, the call's visual notification still displays and you still have the option to answer the call.

In Lines view, the following icons and status indicators display for shared lines, depending if the line is idle, has an active call, or has a held call:

Table 6: Icons and Status Indicators for Shared Lines

<i>Shared Line Status</i>	<i>Icon and Status Indicator</i>	<i>Status Indicator</i>
Idle		(No indicator)
Active call		Solid green
Held call		Flashing red

**Note: Unsupported Features on Shared Lines**

Call Forwarding is not available on shared lines.
 Enabling Do Not Disturb on shared lines disables ringing only. You'll still see a visual notification of the call and have the option to answer the call.

If you are running Polycom UC Software 5.0.0, and you have an incoming call on a shared line, which none of the phones answer, the call displays in the missed calls log on all the phones. If you have an incoming call on a shared line and you or any of the other phones answer the call, the call is not logged as missed on any phone. Your Administrator can configure the phones so that if you have an incoming call on a shared line and one phone answers, the other phones log the call as a received call. That way, if another phone on a shared line answers an incoming call, you can still from your phone's call log, that you did not answer the call.

3: Using Video and the Polycom VVX Camera

Your administrator can enable your phone—without any optional equipment—to receive video during calls. When you receive video, you see the other person's video, but because your phone cannot send video, the person on the other end of the call cannot see you.

If you attach a Polycom® VVX® Camera to your phone, you can send and receive video during calls. The VVX Camera is an optional accessory that attaches to the USB port on the top of your phone. For information about purchasing a VVX Camera, contact your Polycom reseller.



Web Info: Learning More About the VVX Camera

You can find information about the VVX Camera, such as how to attach it to your phone, from the [VVX Camera](#) support page.

The following sections describe how to use your phone both with and without a VVX Camera. You also learn how to place audio-only calls and learn special tips for when you're in a video call. The topics include:

- Handling Video Calls Without a VVX Camera
- Using a VVX Camera
- Placing Audio-Only Calls
- Calling Using the H.323 Protocol

Handling Video Calls Without a VVX Camera

This section describes how video call work when you do not have a VVX Camera attached to your phone. You can receive video, but you cannot send video. When the person you are talking with can send video, and your phone is enabled to receive video, video always displays.

In this section, you'll learn the following:

- About video calls
- How to handle video during calls
- How to handle a mixture of video and audio-only calls
- How to handle conference calls that include video
- How to view all video on the full screen
- How to view video in normal, cropped, and full modes
- How to set the call rate for video calls

**Note: How Can I Stop Video?**

When you are in a call with a person that has a video-enabled phone, you cannot start and stop the video. If your phone is video-enabled, it always displays video from another video-enabled phone.

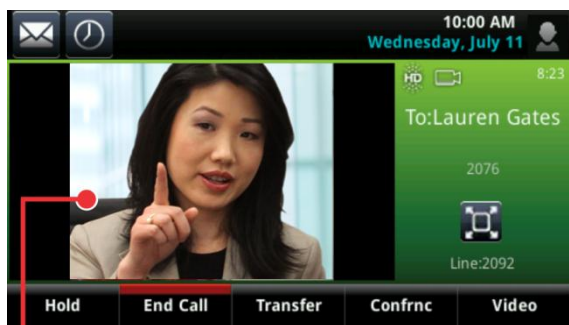
**Note: Video from Different Endpoints Display Differently on Your Phone**

Depending on the phone or system that is sending video, black bars may appear on the top, bottom, or sides of the video image. This occurs because the aspect ratio of the sent video doesn't match the display area on your phone, and the portions of the video that aren't being received display as black bars. If the received video matches your phone's display area, the received video fills the screen. If black bars display, you can remove them by selecting 'cropped' video screen mode (see [Displaying Video in Normal, Full, and Cropped Modes.](#))

About Video Calls

When you are in a call with a person that has a video-enabled phone, the person you are talking with—the 'far side'—displays in the call window, as displayed next.

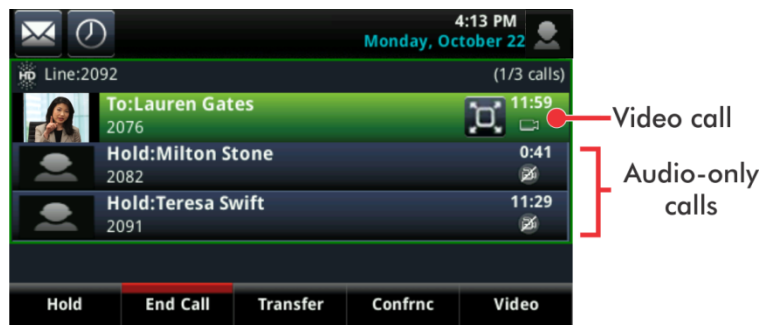
Figure 32: Call Window with Far-Side Video



The person you're talking with (the far side)

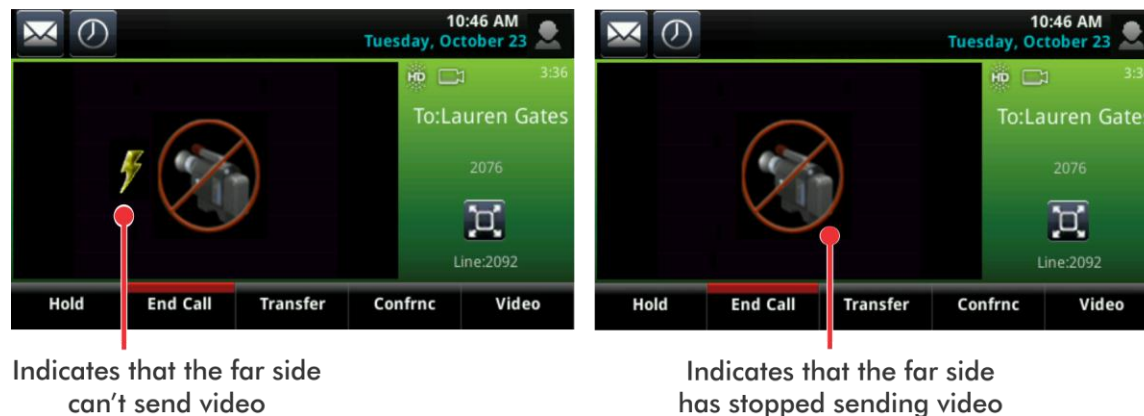
Far-side video also displays in Calls view, as displayed next.

Figure 33 Far-Side Video in Calls View



If the far side stops sending video, a 'no video' icon displays on your phone, as displayed next. If the far side is unable to send video, for example, if the far side is video-enabled, but doesn't have a camera attached to their phone, a thunderbolt icon displays next to the 'no video' icon.

Figure 34: Call Window with No Video

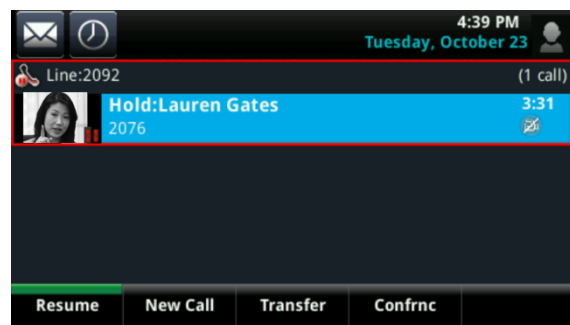


Note: Why Do I See a Different 'No-Video' Icon?

Depending on the phone or system that has stopped sending video, you may see a different icon than the one shown above.

If you place a video call on hold, the person's video stream stops and is replaced by a paused grayscale image taken just before you held the call, as displayed next. The person's video stream returns when you resume the call.

Figure 35: Held Video Call



Handling Video During Calls


During a video call, you have the option of viewing video on the full screen, displayed next, instead of in the smaller call window.

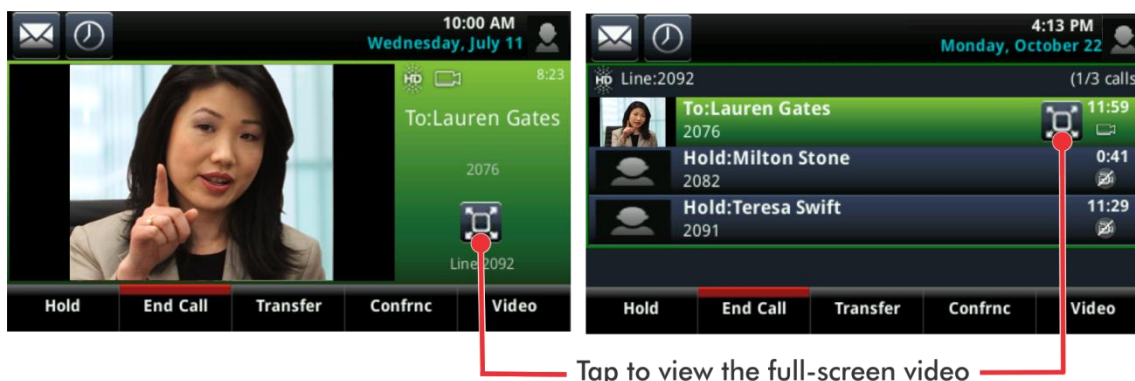
Figure 36: Full Screen Video



To view full-screen video:

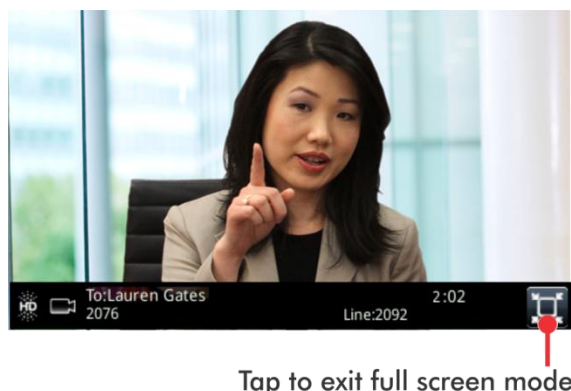
Do one of the following:

- From Active Call or Calls view, tap , as displayed next. You can also tap the video area to view video on the full screen.



- From Active Call or Calls view, tap **Video**, and tap **Full Screen**.

Full-screen video displays. Call details display at the bottom of the screen, along with an icon that you can tap to exit full screen mode, as displayed next. The call details display for five seconds, and then disappear. To see the details again, tap the screen.



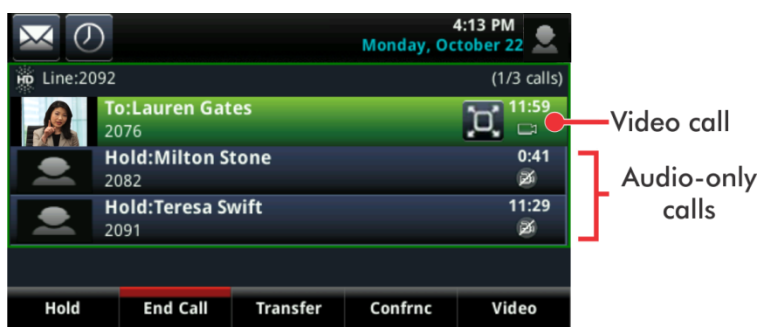
**User Tip: Can I Automatically View All Video Calls in Full-Screen Mode?**

You can set up your phone to automatically display all video calls in full-screen mode. For more information, [see Viewing All Video Calls on the Full Screen](#).

Handling a Mixture of Video and Audio-Only Calls

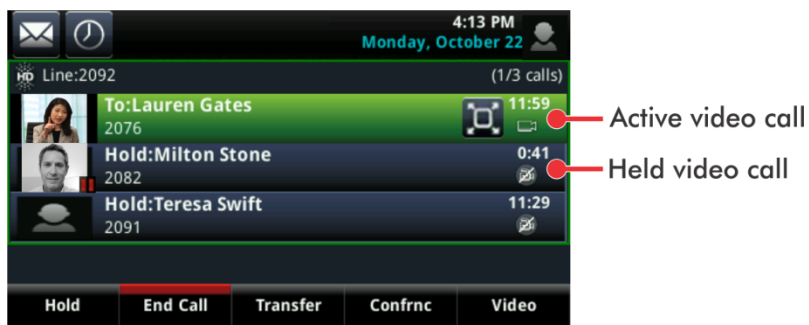
When you have multiple calls, you can easily manage a video call from Calls view. From Calls view, you can quickly identify the video call by the video stream that displays next to the call details, as displayed next.

Figure 37: Video Calls in Calls View



If two or more calls are video calls, only the active call shows a video stream of the far side. All other video calls show a paused grayscale image of the far side, as displayed next. If you resume a held video call, the held call becomes active and displays an active video stream again.

Figure 38: Active and Held Video Calls in Calls View



Handling Conference Calls with Video

When you set up a conference, your phone displays video for only one conference participant, even if more than one participant can send video. The person whose video you see is the last person who joins the conference. If you use the **Join** soft key to set up the conference, you see the video of the person who was held just prior to joining the conference.

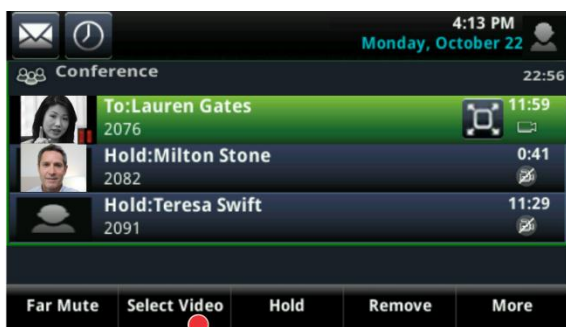
**Note: Is it Possible to View All Video Participants?**

Viewing all video participants requires the use of a Polycom Video Conference Bridge. For more information, contact your Polycom reseller.

When your system administrator enables the conference management feature on your phone, you can manage conference call participants during a conference. You can mute, hold, and remove individual participants, as well as select whose video to see.

To exchange video a conference participant:

- 1 Set up a conference call and tap **Manage**.
- 2 From the Conference window, tap the person whose video you want to see and tap **Select Video**, displayed next. The person who previously displayed video displays a paused grayscale image, and the person you selected, who previously displays a paused grayscale image, displays video.



Tap to display video for the selected conference participant (Lauren Gates)

Viewing All Video Calls on the Full Screen

You can choose to display all video calls on the full screen or in the call window. By default, all video calls display in the smaller call window.

To change where video calls display:

- 1 Tap **Settings** from Home view and tap **Basic > Video > Video Call Settings**.
- 1 From the Video Call Settings screen, enable or disable **Auto Video Full Screen**.
- 2 If enabled, your phone displays all video calls on the full screen. If disabled, all video calls display in the call window. The default setting is *Disabled*.
- 3 Tap **Save**.

**Troubleshooting: I Updated a Video Setting, But I Don't See the Changes**

You can update video settings during a video call. However, the updated setting applies to the next call, not the current call.

Displaying Video in Normal, Full, and Cropped Modes

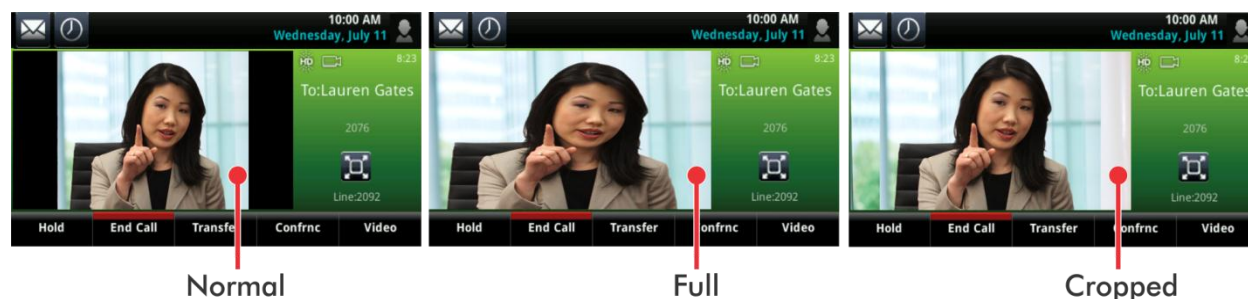
You can choose to display all video calls as either normal, full, or cropped images:

- **Normal** The video image displays with correct proportions. If necessary, black bars appear on the top, bottom, or sides of the area to maintain the correct aspect ratio.
- **Full** If the received video image is not the same aspect ratio as the phone's display area, the video image stretch to fill the area. If the aspect ratios match, no stretching occurs.
- **Crop** Black bars do not appear, and the video image is re-sized to maintain the correct aspect ratio. Any parts of the image that do not fit within the area are cropped.

You can select different settings for video that displays on the full screen and in the call window.

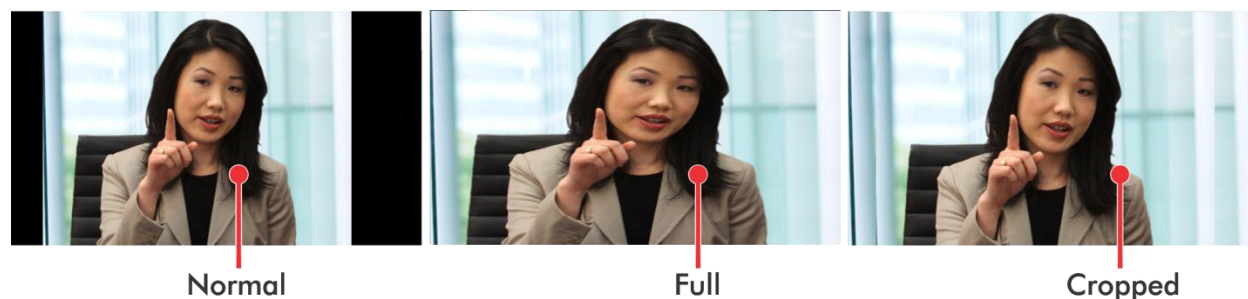
The following graphics show how normal, full, and cropped modes display in the call window.

Figure 39: Call Window with Normal, Full, and Cropped Video



The following graphics show how normal, full, and cropped modes display for full-screen video.

Figure 40: Full Video Screen with Normal, Full, and Cropped Video



To change how video calls display:

- 1 Tap **Settings** from Home view, and tap **Basic > Video > Video Screen Mode**.
- 2 From the Video Screen Mode screen, tap, and then adjust the following settings:
 - **Video Screen Mode (Window)** Adjusts the video image that displays in the call window. Select from *Normal*, *Full*, or *Crop*. The default setting is *Normal*.
 - **Video Screen Mode (Full Screen)** Adjusts the video image that displays on the full screen. Select from *Normal*, *Full*, or *Crop*. The default setting is *Normal*.

3 Tap **Save.**

Setting the Call Rate for Video Calls

You can set the maximum call rate for all video calls. The maximum call rate specifies the maximum bandwidth a video call can use.



Troubleshooting: Why Can't I Select the Call Rate I Want?

Your system administrator can set a maximum call rate for video calls. If your system administrator sets a limit, you won't be able to select a call rate above this limit.

To set the maximum call rate to use for video calls:

1. Tap **Settings** from Home view, and tap **Basic > Call Rate**.
2. From the Call Rate screen, tap the maximum call rate you want to use for video calls. The default setting is 512 kbps.

Using a VVX Camera

If a Polycom VVX Camera is attached to your phone, as displayed next, you can send, as well as receive, video.



This section explains how to use your VVX Camera, including:

- How to get started with your VVX Camera
- About video calls
- Handling video calls
- Handling a mixture of video and non-video calls
- Handling conference calls with video
- Changing video settings

Getting Started

Before you attach your VVX Camera, it is a good idea to perform a couple preliminary of steps to confirm your camera can work with your phone. You can also familiarize yourself with the camera's various LED indicators and messages and learn what they mean.

First Steps

Before you start using your camera, make sure your phone has the correct software version to work with the camera. You can check your phone's software version by tapping **Settings** from Home view, and then tapping **Status > Platform > Application > Main**. Make sure the software version listed next to 'Version' is 4.1.3.xxxx or later. You also need to check with your system administrator that your phone is enabled to handle video calls.

If your phone has the correct software version and is video-enabled, attach the VVX Camera to the USB port on the top of your phone.



Web Info: How to Attach the Camera and Adjust the Camera Lens and Shutter

For information on attaching the VVX Camera, see the *VVX Camera Quick Start Guide*, available from the [VVX Camera](#) Support page. The guide also shows you how to adjust the camera lens and shutter.

After you attach your camera, you might receive a message indicating that your camera firmware is updating and syncing with your phone. During this process, do not remove the camera. After your phone and camera sync, a *camera ready* message displays, and your camera is ready to use.

Understanding the Camera's LEDs and Messages

Your camera has an indicator light on the front right that lets you know when it is ready to use, and when a video call is incoming, outgoing, active, held, or muted. Depending on the camera and call state, the indicator is amber, green, steady, or flashing.

Various messages also display on your phone to indicate the camera state. For example, a message displays to let you know that your camera is ready to use, or that your camera is updating and unavailable to use.

The following tables describe your VVX camera's LEDs and messages.

Table 7: VVX Camera LEDs

LED State	Phone State
No LED	One of the following: <ul style="list-style-type: none">• Phone has no power• Camera shutter is closed
Flashes red and green, and then turns off	Camera is booting up

<i>LED State</i>	<i>Phone State</i>
Flashes amber and green	Camera firmware is updating
Flashes green	Incoming video call
Green	Video call is connected
Amber	One of the following: <ul style="list-style-type: none"> • Incoming call (no video or audio-only) • Outgoing call • Audio call is connected • Video is muted • Held call • Camera shutter is open, but video is not enabled and camera is not selected

Table 8: VVX Camera Messages

<i>Message</i>	<i>What to Do</i>
VVX Camera attached. Firmware sync in progress, do not remove camera.	Your camera is upgrading. Do not remove your camera during this process. The upgrade is complete when you receive either a <i>firmware sync complete</i> or <i>upgrade failed</i> message. For more information on the <i>firmware sync complete</i> or <i>upgrade failed</i> message, locate the message in this table.
VVX Camera firmware sync complete. Camera ready.	Indicates that your camera is ready to use.
VVX Camera firmware sync complete. Contact administrator to enable video.	Indicates that your camera is ready to use. However, your phone is not enabled to send and receive video. See your system administrator.
VVX Camera firmware sync complete. Camera rebooting.	Indicates that the camera firmware sync is finished, and your camera is in the process of rebooting.
VVX Camera firmware sync complete. Video available when next idle.	Indicates that your camera is ready to use for your next video call.
VVX Camera attached, camera ready.	Indicates that your camera is ready to use.
VVX Camera attached. Contact administrator to enable video.	Indicates that your camera is ready to use. However, your phone isn't enabled to send and receive video. See your system administrator.
VVX Camera attached. Video available when next idle.	Indicates that your camera is ready to use for your next video call.

Message	What to Do
VVX Camera removed.	Indicates that you have detached your camera from your phone.
VVX Camera is not connected	Indicates that a VVX Camera is not attached to your phone, but you are accessing a feature or function that requires that the camera be attached.

About Video Calls

When you have a VVX Camera attached to your phone, your video image—the 'near side'—displays at the top-right of the screen. This video is called picture-in-picture (PIP) video, as displayed next.

Figure 41: Home View with Picture-in-Picture Video



When you're in a call with a person that has a video-enabled phone, your video (the near side) displays in the PIP, and the person you're talking with (the far side) displays in the call window, as displayed next.

Figure 42: Call Window with Near and Far Side Video



You can customize how and where you see your video and the far-side video. For example, you can swap the windows video displays in, or even start and stop the transmission of your video, so the person

you are talking with cannot see you. The following sections show you how to customize video, as well as update video settings.

**Note: How Can I Stop Far-Side Video?**

You can't start and stop far-side video. If your phone is set up to receive far-side video, the far-side video always displays.

**Note: The Way Far-Side Video Displays On Your Phone May Vary**

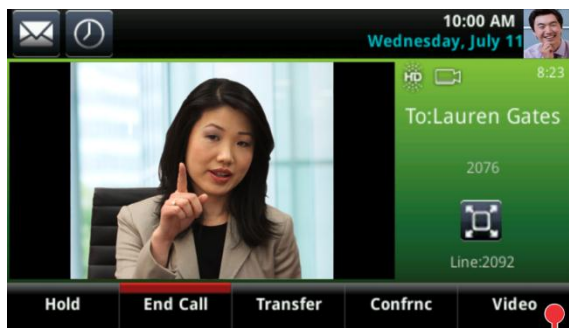
Depending on the phone or system that is sending video, black bars might appear on the top, bottom, or sides of the video image. This occurs because the aspect ratio of the sent video does not match the display area on your phone, and the portions of the video that are not being received display as black bars. If the received video matches your phone's display area, the received video fills the screen. If black bars display, you can remove them by selecting 'cropped' video screen mode (see [Changing How Non-PIP Video Displays](#)).

Handling Video Calls

This section explains how to customize video during a video call. During a video call, you can stop sending your video, swap video, or view full-screen video. All these actions affect only the call you're in and not future video calls. To learn how to customize video so that it affects all video calls and not just the call you're in, see [Changing Video Settings](#).

During a video call, including a conference call, a **Video** soft key displays, as displayed next. You can tap this soft key to access video functions.

Figure 44: Call Window with Video Soft Key



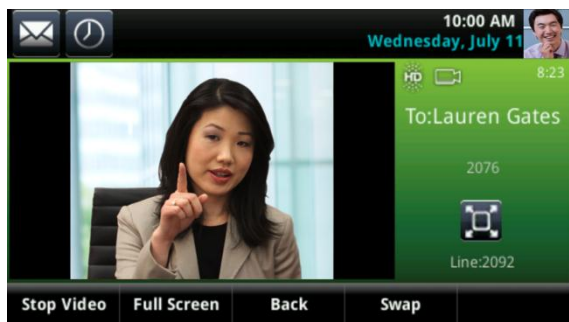
Tap to access Video soft keys

Tapping the **Video** soft key displays other soft keys that allow you to:

- Prevent the far side from seeing you
- View video on the full screen
- Swap the windows video displays in

The following figure shows the Video soft keys. Tap **Back** to see the call soft keys again (Hold, End Call, Transfer, and Confrnc).

Figure 45: Call Window with Video Soft Keys



Stopping the Transmission of Your Video


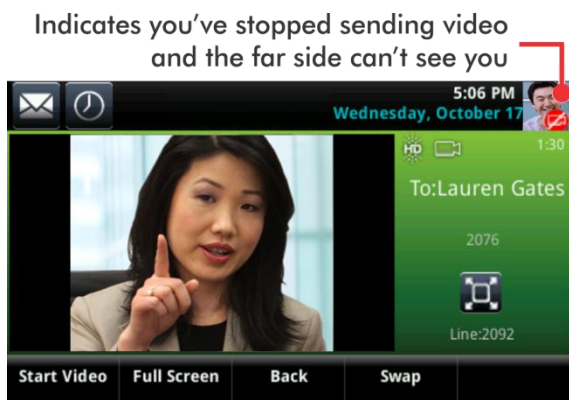
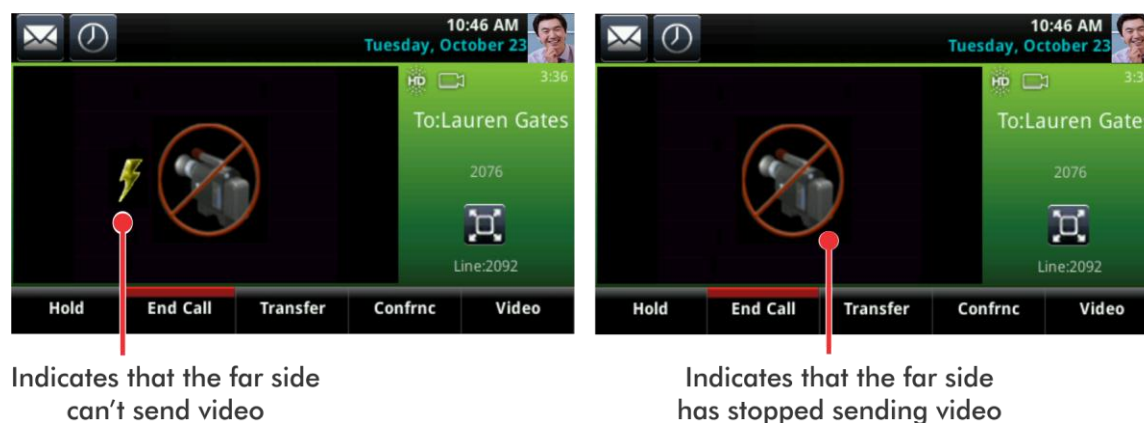
During a video call, you can stop the far side from seeing you by stopping the transmission of your video. If you stop video, the stop video icon, , displays next to your PIP video, as displayed next.

Figure 46: Call Window with No Picture-in-Picture Video



If the far side cannot send video, or stops sending video, a 'no video' icon displays on your phone, as displayed next. If the far side is unable to send video, for example, if the far side is video-enabled but does not have a camera attached to their phone, a thunderbolt icon displays next to the 'no video' icon.

Figure 47: Call Window with No Video**Note: Why Do I See a Different 'No-Video' Icon?**

Depending on the phone or system that has stopped sending video, you may see a different icon than the one shown above.

To start or stop your video during a call:

Do one of the following:

- From Active Call or Calls view, tap **Video**, and then tap **Stop Video** to prevent the far side from seeing you, or tap **Start Video** so the far side can see you.
- Open or close the camera shutter. For information on closing the shutter, see the *VVX Camera Quick Start Guide*, available from the [VVX Camera Support](#) page.

**Note: Other Ways to Stop the Far Side From Seeing You**

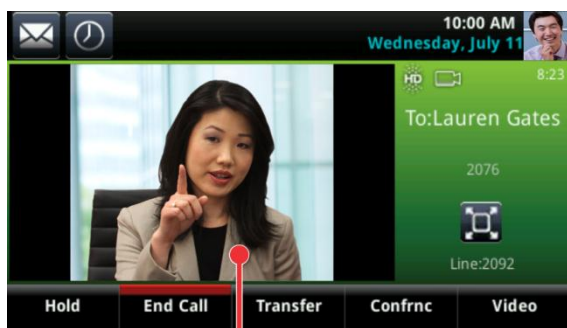
You can stop the transmission of your video for all calls and not just the call you're in. For more information, see [Stopping the Transmission of Your Video for All Calls](#).

**Caution: Does Stopping Video Create an Audio-Only Call?**

Stopping video or closing the camera shutter does not create an audio-only call. Even if you stop video, video information is still transmitted to the far side as a still picture, and the call is still a video call. To dial an audio-only call, see [Placing Audio-Only Calls](#).

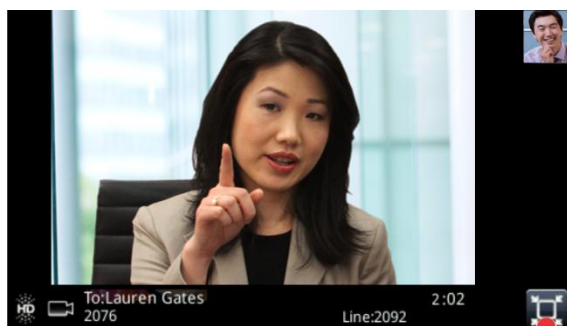
Viewing Full Screen Video

During a video call, the far side displays in the call window, as displayed next. This is the default view for all video calls.

Figure 48:**Far side in the call window**


If you want the video call to display in a larger area, you can display the far side on the full screen, as displayed next. The PIP still displays in the corner, but the soft keys are hidden.

Call details display at the bottom of the screen, displayed next, along with an icon that you can tap to exit full screen mode and display the call window and soft keys again. The call details display for about five seconds, and then disappear. To see the details again, tap the screen.

**Tap to exit full screen mode**



To view video on the full screen:

Do one of the following:

- From Active Call or Calls view, tap **Video**, and tap **Full Screen**.
- From Active Call or Calls view, tap .
- From Active Call view, tap the screen outside of the PIP.

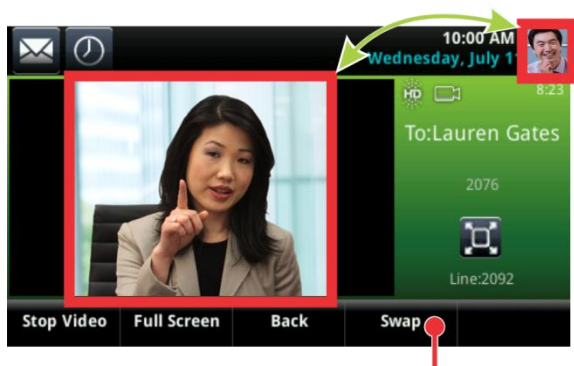
To view video in the call window again:

Do one of the following:

- Tap . (If you don't see , press your finger at the bottom of the screen until it displays.)
- Tap the screen outside of the PIP.

Swapping Video

You can switch the locations of your video and the far-side video, as displayed next. If you do this, your video (the PIP) displays in the call window, and the far-end video, previously displayed in the call window, displays in the PIP location.



Tap to display the PIP video in the call window, and to display the video that's in the call window in the PIP

If you swap video so that your video displays in the call window, rather than in the PIP, 'Local camera' displays next to your video, as displayed next.



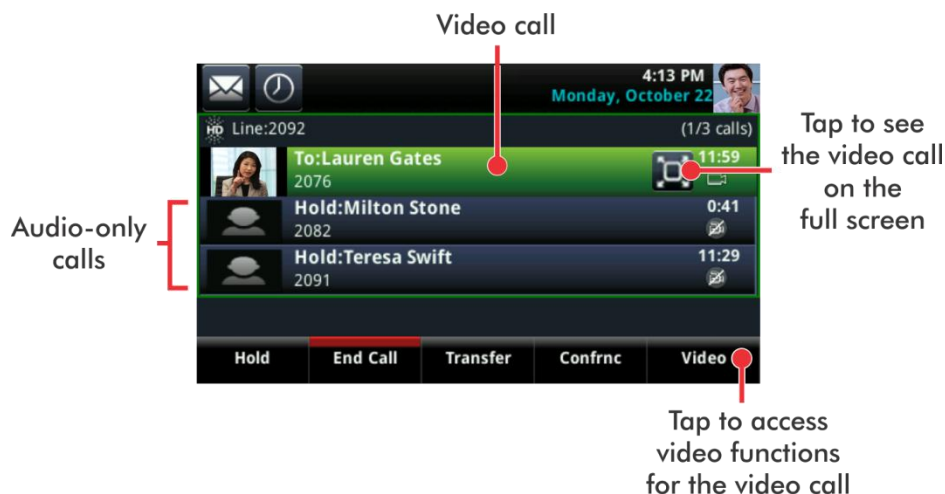
To swap where video displays:

From Active Call or Calls view, do one of the following:

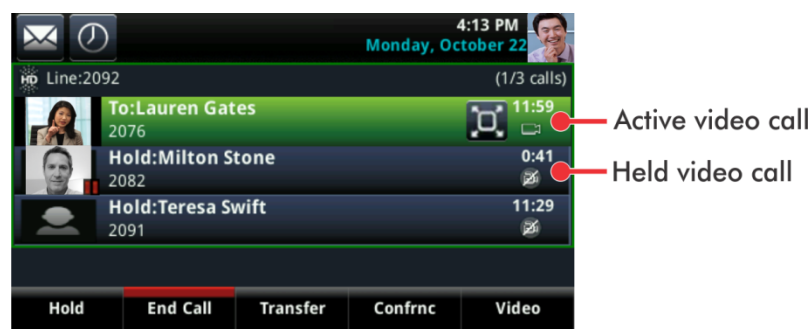
- Tap **Video**, and tap **Swap**.
- Tap the PIP.

Handling a Mixture of Video and Non-Video Calls



When you have multiple calls, you can easily manage a video call from Calls view. From Calls view, you can identify the video call by the video stream that displays next to the call details, as displayed next.



When two or more calls are video calls, only the active call displays video. All other video calls show a paused grayscale image of the far side taken just before the call was held, as displayed next. When you resume a held video call, the held call becomes active and displays video.



If a video call is active, you can:

- Tap  to view the call on the full screen. To return to Calls view again, tap , or tap the touchscreen outside of the PIP.
- Tap **Video** to access additional soft keys that enable you to stop video, view the video call on the full screen, or swap the locations of video images. When your video displays in the Calls view list, 'Local camera' displays next to it.

Handling Conference Calls with Video

When you set up a conference, your phone displays video for only one conference participant, even if more than one participant can send video. The person whose video you see is the last person who joins the conference. If you use the **Join** soft key to set up the conference, you see the video of the person who was held just prior to joining the conference.

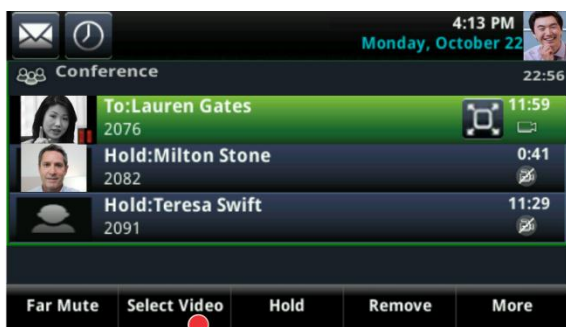
**Note: Is it Possible to View All Video Participants?**

Viewing all video participants requires the use of a Polycom Video Conference Bridge. For more information, contact your Polycom reseller.

When your system administrator enables the conference management feature on your phone, you can manage conference call participants during a conference. You can mute, hold, and remove individual participants, as well as select whose video to see.

To exchange video a conference participant:

- 1 Set up a conference call and tap **Manage**.
- 2 From the Conference window, tap the person whose video you want to see and tap **Select Video**, displayed next. The person who previously displayed video displays a paused grayscale image, and the person you selected, who previously displays a paused grayscale image, now displays video.



Tap to display video for the selected conference participant (Lauren Gates)

Changing Video Settings

When you update video settings, you change the way all video calls display and not just the call you're in. You can update when and how video displays by doing the following:

- Stopping the transmission of your video for all calls
- Changing the clarity of your video
- Changing how you view all video calls
- Setting the call rate for all video calls

**Note: Updated Video Settings Don't Apply to the Current Call**

If you update settings during a call, the new settings apply to the next call, not the current call.

Stopping the Transmission of Your Video for All Calls

You can stop your phone from automatically transmitting your video at the start of all calls.




Caution: Does Stopping Video Create an Audio-Only Call?

Stopping video doesn't create an audio-only call. Even if you stop video, video information is still transmitted to the far side as a still picture, and the call is still a video call. To dial an audio-only call, see [Placing Audio-Only Calls](#).

To enable or disable the transmission of your video for all calls:

1. Tap **Settings** from Home view, and tap **Basic > Video > Video Call Settings**.
2. From the Video Call Settings screen, tap **Auto Start Video Tx**, and either enable or disable the setting.

When enabled, your phone automatically transmits video at the start of all calls. When disabled, your phone does not automatically transmit video at the start of all calls, and  displays next to your video during video calls. The default setting is *Enabled*.

Changing the Clarity of Your Video

You can change the clarity of your video, including the brightness, contrast, and sharpness of your video stream. If your camera faces a bright light source, such as a bright window, you may need to increase the camera's brightness, contrast, and sharpness levels so the far side can see you better. To see how you look to the far side, view the PIP.

To change the clarity of your video:

1. Tap **Settings** from Home view, and tap **Basic > Video > Camera Settings**.
2. From the Camera Settings screen, tap, and then adjust, the following camera settings:
 - **Target Frame Rate** sets how smoothly your video displays. You can set a rate between 5 (least smooth) and 30 (most smooth). The default rate is 25.
 - **Brightness Level** sets how bright your video displays. You can set a level between 0 (dimpest) and 6 (brightest). The default level is 3.
 - **Saturation Level** sets how much color your video displays. You can set a level between 0 (lowest) and 6 (highest). The default level is 3.
 - **Contrast Level** sets the difference in brightness between the light and dark areas of your video. You can set a level between 0 (no contrast increase) and *Auto* (noise reduction contrast). The default level is 0.
 - **Sharpness Level** sets the clarity of detail in your video. You can set a level between 0 (lowest) and 6 (highest). The default level is 3.
 - **Flicker Avoidance** adjusts the flickering of your video captured by the camera sensor. Tap **50** Hz (flicker avoidance for Europe and Asia) or **60** Hz (flicker avoidance for North America). The default is 50 Hz.

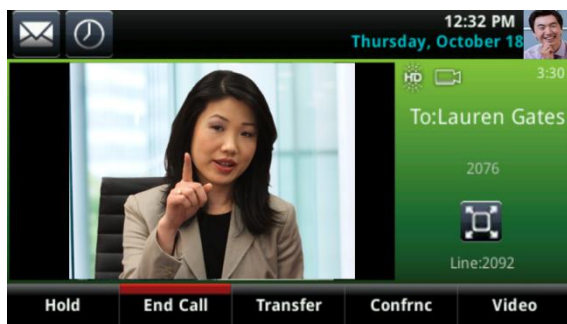
Changing How You View All Video Calls

You can set up your phone so that it handles all video calls in specific ways. You can choose to do the following:

- Display all incoming video calls on the full screen
- Change the way Non-PIP video displays
- View full-screen video with or without the PIP, and display the PIP next to, or over, full-screen video

Displaying All Incoming Video Calls on the Full Screen

By default, far-side video always displays in the call window, as displayed next.



You can enable your phone to display all incoming video on the full screen, as displayed next.



To display all incoming video on the full screen:

- 1 Tap **Settings** from Home view and tap **Basic > Video > Video Call Settings**.
- 1 From the Video Call Settings screen, tap **Auto Video Full Screen**, and enable the setting.
- 2 When enabled, this setting automatically enables your phone to display far-side video on the full screen. When disabled, far-side video displays in the smaller call window. The default setting is *Disabled*.
- 3 Tap **Save**.

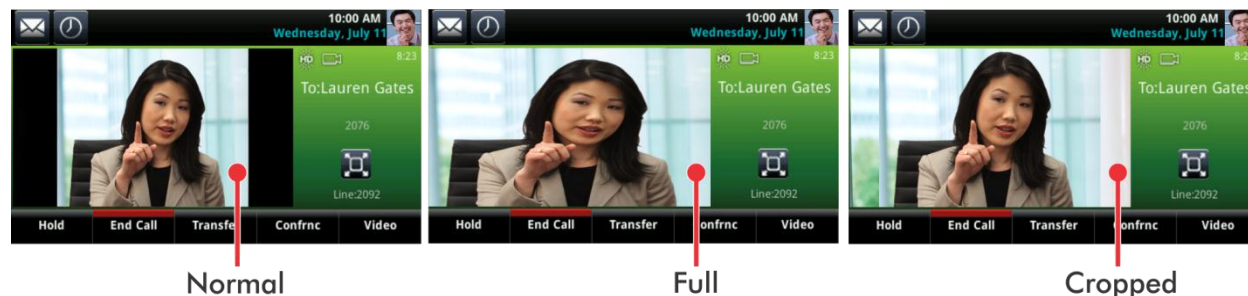
Changing How Non-PIP Video Displays

You can adjust the appearance of non-PIP video so that it displays normal, full, or cropped video:

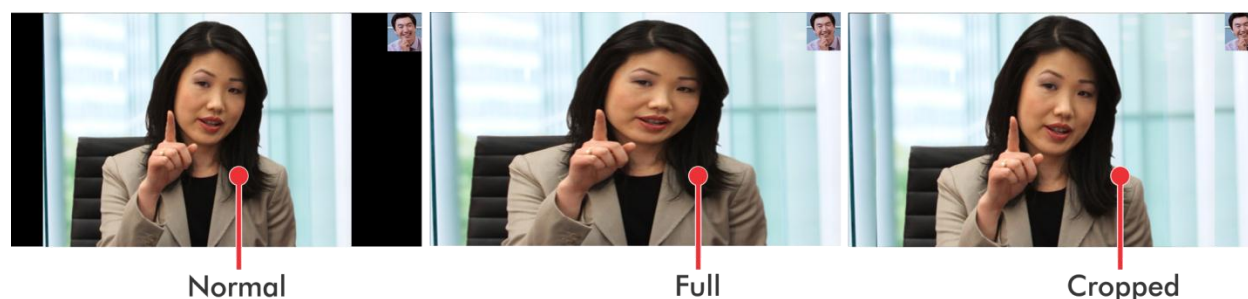
- **Normal** The video image displays with correct proportions. If necessary, black bars appear on the top, bottom, or sides of the area to maintain the correct aspect ratio.
- **Full** If the received video image is not the same aspect ratio as the phone's display area, the video image stretch to fill the area. If the aspect ratios match, no stretching occurs.
- **Crop** Black bars do not appear, and the video image is re-sized to maintain the correct aspect ratio. Any parts of the image that do not fit within the area are cropped.

You can select different settings for video that displays on the full screen and in the call window.

The following pictures show how normal, full, and cropped modes display in the call window.



The following pictures show how normal, full, and cropped modes display in full-screen mode.



To change the way non-PIP video displays:

- 1 Tap **Settings** from Home view, and tap **Basic > Video > Video Screen Mode**.
- 2 From the Video Screen Mode screen, tap, and then adjust the following settings:
 - **Video Screen Mode (Window)** Adjusts the video image that displays in the call window. Select from *Normal*, *Full*, or *Crop*. The default setting is *Normal*.
 - **Video Screen Mode (Full Screen)** Adjusts the video image that displays on the full screen. Select from *Normal*, *Full*, or *Crop*. The default setting is *Normal*.
- 3 Tap **Save**.

Changing How PIP Video Displays

You can update the way the PIP displays. For example, when you're in full screen mode, when you view the far-side or your video on the full screen, you can do the following:

- Disable the PIP so the PIP doesn't display, as displayed next.



- Enable the PIP to display next to full-screen video ('side-by-side mode'), as displayed next.



- Enable the PIP to display over full-screen video ('PIP mode'), as displayed next.



To change the way the PIP displays:

- 1 Tap **Settings** from Home view, and tap **Basic > Video > Local Camera View**.
- 2 From the Local Camera View screen, tap, and then adjust the following settings:
 - **Local Camera View (Full Screen)** Enables or disables the PIP from displaying when you view video on the full screen. The default setting is *Enabled*.
 - **Local Camera View Mode (Full Screen)** Sets whether you want the PIP to display over, or next to, full-screen video. Select one of these settings:
 - ◆ **Side-by-Side** Displays the PIP next to, rather than over, full-screen video.
 - ◆ **PIP** Displays the PIP over full-screen video.

The default setting is *Side-by-Side*.

**Note: How Do I Display Full-Screen Video Without the Black Bars?**

If you select *PIP*, as well as update the way full-screen video displays (by choosing *Full* or *Crop* mode), the full-screen video displays on the entire screen without the black sidebars. To choose Full or Crop mode, see [Changing How Non-PIP Video Displays](#).

- 3 Tap **Save**.

Setting the Call Rate for Video Calls

You can set the maximum bandwidth to use for a video call. The call rate you select applies to your next video call.

**Note: Why Can't I Choose Certain Call Rates?**

Your system administrator can set a maximum call rate for video calls. If your system administrator sets a call rate limit, you won't be able to select a call rate above this limit.

To set the maximum bandwidth to use for video calls:

- 1 Tap **Settings** from Home view, and tap **Basic > Call Rate**.
- 2 From the Call Rate screen, tap the maximum call rate you want to use for video calls. You can choose a call rate between 128 kbps and 768 kbps. The default setting is 512 kbps.

Placing Audio-Only Calls

When your administrator has enabled video on your phone, all calls you place are video calls. This means that:

- The person you call sees you on their phone.
- When the person you call sends video, you see the person on your phone.

Your administrator can enable your phone to send audio calls only. This means that no video information is included in the call at all. Your phone screen does not display any video windows, and you do not have the option to send video. If the person you call sends video, you do not see them.

Your system administrator can also set up your phone so that you can choose the call mode - video or audio-only - for the calls you place. If this option is set up on your phone, you can choose the call mode on a call-by-call basis, as well as choose a mode to apply to all the calls you place.

To choose audio-only or video mode for all your calls:

- 1 From Home view, tap **Settings**, and tap **Basic > Video > Video Call Settings**.
- 2 From the Video Call Settings screen, tap **Default Call Mode**, and tap **Audio only** or **Video**.

The mode you choose applies to your next call and all subsequent calls.

**Note: Audio-Only Calls and H.323**

Placing audio-only calls applies to SIP calls only. This feature is not available for H.323 calls.

Calling Using the H.323 Protocol

Your system administrator can set up your phone so that it can handle calls that use either the SIP or H.323 protocol, or both protocols. When this feature is enabled, your system administrator can set up your phone so that you can select which protocol to use before you tap **Dial** or **Send**, or before a call is automatically placed. Your system administrator can also set up your phone so you can automatically select the protocol to use.

When your phone is set up to handle both protocols and your phone enables you to select a protocol to use before placing a call, select the protocol you want to use by one of the following methods:

- **Soft Key Method** Soft keys display to allow you to choose the protocol. Tap **Use SIP**, to place a SIP call, tap **Use H.323**, to place an H.323 call, or tap **Use Auto**, to allow your phone to automatically select the protocol to use. Tap each soft key one or more times to toggle between them. The protocol you select displays in the title bar. Your phone uses the selected protocol for all subsequent calls, unless you select a different protocol.
- **Dialog Box Method** A dialog box displays to allow you to choose the protocol. Tap **Use SIP**, to place a SIP call, or **Use H.323**, to place an H.323 call. For dual-protocol phones, the protocol displays next to all call IDs, including the call IDs for conference call participants and calls on hold. When you place calls from call lists or directories, your phone automatically chooses the protocol to use based on the information in the call list or directory. When you set up a contact in your local Contact Directory, you can specify the protocol the contact uses to handle calls. This allows your phone to automatically use the correct protocol when you dial the contact.

When your phone supports H.323 protocol the following limitations exist:

- You cannot forward or transfer H.323 calls.
- You cannot set up forwarding for lines that just use the H.323 protocol.
- You cannot set up shared lines for lines that use the H.323 protocol.
- You cannot place a call by just entering an H.323 name. To place a call using an H.323 name, use URL-dialing mode and enter the following format for the URL:

<H.323 name>@<server name>

For example: VVX101@100.100.100.100

Tips for Video Calls

Use these tips when you're in a video call:

- Check your video image to make sure it's clear, bright, and sharp. For information on adjusting camera settings, see [Changing the Clarity of Your Video](#).

- Avoid bright lights or windows behind you. If the camera faces a window or bright lights, you may have to adjust the camera settings. To adjust camera settings, see [Changing the Clarity of Your Video](#).
- Avoid wearing bright colors, all-light or all-dark clothing, or busy patterns, such as small checks or narrow stripes. Pastels and muted colors look the best on the screen.
- Use natural gestures when you speak.

If you are in a conference call, review [The Etiquette of Video Conferencing and Telepresence](#).

4: Using Advanced Features

Now that you have mastered the basic features of your phone, you are ready to learn about all the other interesting and powerful features that your phone has to offer. This chapter describes exciting phone, such as joining Microsoft Outlook meetings with one tap of your finger, using your computer's keyboard and mouse to handle calls, viewing Web content, or monitoring other phone users to see when they're available or away from their desk.

This chapter includes the following:

- Managing Buddies
- Integrating with Microsoft Lync Server
- Recording and playing back recorded calls
- Viewing the Browser
- Broadcasting messages using Push-to-Talk and group paging
- Using the Calendar feature
- Using the Polycom Desktop Connector to link your computer keyboard and mouse to your phone
- Logging into other phones
- Locking your phone
- Accessing features with your login credentials



Note: Feature Availability

Your phone might not support all of the features described in this chapter. Check with your system administrator to find out which features are available on your phone.

Using Buddy Lists

A Buddy list is a list of users/devices whose status—or *presence*—you can monitor. Users update their presence setting, such as *Be right back*, *Out to lunch*, or *Busy*, and you can view their status in real time from your Buddy list. You can also view your buddies' status from Lines view and Home view, if your buddy is a favorite.

In this section, you'll learn how to:

- Update your presence status
- Set up and manage a Buddy list
- Block people from monitoring your status
- Monitor your buddies from your phone

**Note: Buddies and Microsoft Lync Server**

If your phone is configured to work with Microsoft Lync Server, the way you manage buddies is different. For more information, see *Using Polycom Phones with Microsoft Lync Server Quick User Guide*, available by navigating to your phone from the Polycom [Business Media Phones](#) Support page.

Updating Your Status

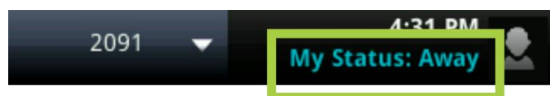
Update your status so that other people can monitor your status from their phones. When you update your status, your status is automatically sent to the people watching you.

You can update your status to one of the following:

- Online
- Busy
- Be right back
- Away
- On the phone
- Out to lunch
- Do not disturb

Your phone also sends certain status information to the people watching you automatically—such as if you are in a call, if you enabled Do Not Disturb on your phone, or if your phone is offline because you restarted it. For example, if you enable the Do Not Disturb feature on your phone, your availability automatically updates to *Do Not Disturb*.

When you select a presence setting other than online, the setting scrolls under the time display on the status bar, as displayed next.

**Note: Your Presence Status When You Enable and Disable the Do Not Disturb Feature on Your Phone**

If you select the status option *Do Not Disturb*, and then enable and disable the Do Not Disturb feature on your phone, your status changes to *Online*.

To update your presence setting:

- 1 From Lines view, tap **My Status**. Or, tap **Settings** from Home view, and tap **Features > Presence > My Status**.
- 2 From the My Status screen, tap the status you want.

Your new status is sent to phones watching you.

**User Tip: How to Automatically Change Your Status When Your Phone is Idle**


You can enable your phone to automatically set your status to *Away* when your phone is idle for a certain length of time. After you touch the screen or press a key on your phone, your status changes to *Available* again. To enable this feature, tap Settings from Home view, and tap **Basic >**

Preferences > Presence > Idle Timeout. From the Idle Timeout screen, enable an office hours and off hours timeout period, and enter the number of minutes your phone should be idle before your status changes to *Away*. For steps on how to set your office hours, see [Changing Your Office Hours](#).

Setting Up and Managing a Buddy List

If you want to monitor other people, you need to make sure they are in your Buddy list. You add people to your Buddy list from your Contact Directory, so in order to add someone to your Buddy list, you must first add them to your Contact Directory. For information on adding a person to your contact directory see [Working with Your Contact Directory](#).

To update your Buddy list:

- 1 From your Contact Directory, tap the contact you want to start or stop monitoring.
- 1 From the contact's information screen, tap .
- 2 From the Edit Contact screen, tap **Watch Buddy**, and enable or disable the field. The default setting is *Disabled*. When enabled, the contact is added to your Buddy list so you can monitor the contact's status. When disabled, the contact is removed from your Buddy list, and you cannot monitor the contact's status.
- 3 Tap **Save**.

When you enabled the *Watch Buddy* setting for a contact, the contact displays in your Buddy list. To view your Buddy list, tap **Buddies** from Lines view.

**User Tip: Dialing Buddies**

You can quickly dial a buddy by accessing your Buddy list. From Lines view, tap **Buddies**, tap the buddy you want to call, and tap **Dial**.

Blocking Contacts from Viewing Your Status

You can prevent someone from monitoring you by blocking the contact in your Contact Directory. If you unblock the contact, the contact can add you to their Buddy list and monitor you.




User Tip: How to Access Your Blocked and Watcher Lists

To view a list of contacts that can and cannot monitor your status, do the following:

- To display contacts that can view your status, tap **Settings** from Home view, and tap **Features > Presence > Watcher List**.
- To display contacts that can't view your status, tap **Settings** from Home view, and tap **Features > Presence > Blocked List**.

To block or unblock a contact from viewing your status:

- 1 From your Contact Directory, tap the contact you want to block or unblock.
- 2 From the contact's information screen, tap .
- 3 From the Edit Contact screen, tap **Block Buddy**, and enable or disable the field. The default setting is *Disabled*. When enabled, the contact cannot watch your status, and the contact displays in your Blocked List. When disabled, the contact can watch your status, and the contact displays in your Watcher List.
- 4 Tap **Save**.



Timesaver: How to Quickly Unblock a Contact







You can use your Blocked List to unblock a contact, rather than updating the Contact Directory: Tap **Settings** from Home view, and tap **Features > Presence > Blocked List**. From the Blocked List, tap the contact you want to unblock, and tap **Unblock**. The contact can now watch your phone, and displays in your Watcher List.

Monitoring Buddies

You can monitor your buddies from your Buddy Status list. If a buddy is a favorite, you can also monitor the buddy from Home and Lines view.

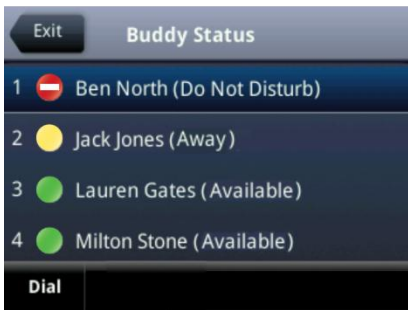


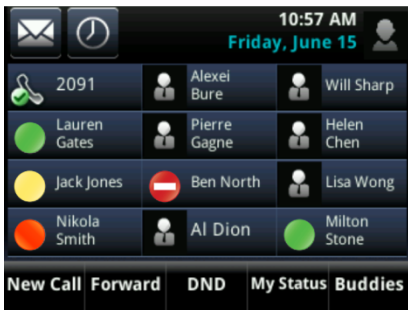
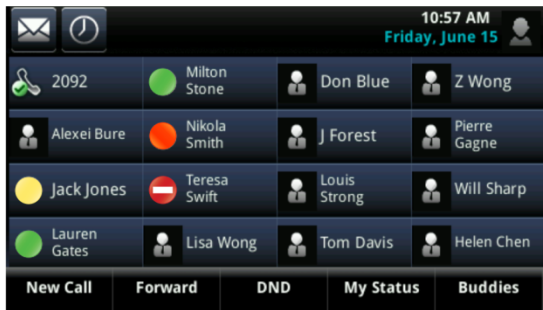
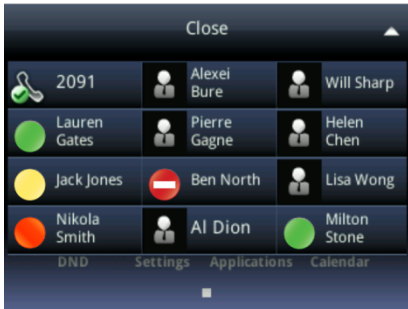
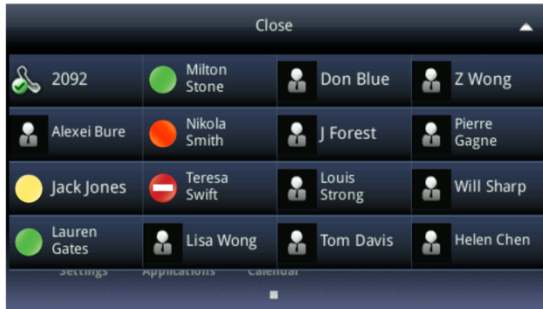
Your buddies display an icon next to their name to indicate their status. The following table shows the icons and the status they represent.

Table 9: Buddy Status and Icons

<i>Buddy Status</i>	<i>Icon</i>	<i>Buddy Status</i>	<i>Icon</i>
Available		Do Not Disturb	
Busy		Offline	
Away		No information	

The following table shows you how to monitor your buddies from your Buddy Status list, Home view, and Lines view.

Table 10: Monitoring Buddies From Your Buddy Status List

Display	Action
Buddy list	<p>From Lines view, tap Buddies. From Home view, tap Settings, and tap Features > Presence > Buddy Status. Your Buddy list displays, as displayed next.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>VVX 500</p>  </div> <div style="text-align: center;"> <p>VVX 600</p>  </div> </div>
Lines view	<p>From Home view, press . If Lines view doesn't display, swipe the screen. The buddies who are favorites display their status, as displayed next.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>VVX 500</p>  </div> <div style="text-align: center;"> <p>VVX 600</p>  </div> </div>
Home view	<p>From Home view, tap the phone line. The buddies who are favorites display their status, as displayed next.</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>VVX 500</p>  </div> <div style="text-align: center;"> <p>VVX 600</p>  </div> </div>

Integrating with Microsoft Lync Server

Your system administrator can configure your phone to work with Microsoft Lync Server and communicate with others using Microsoft Lync. From your phone, you can monitor the status of your Microsoft Lync contacts. For more information on integrating with Microsoft Lync Server, refer to one of the following documents available by navigating to your phone from the Polycom [Business Media Phones](#) Web page:

- For users: [Using Polycom Phones in a Microsoft Lync 2010 Environment](#)
- For administrators: [Deploying Polycom UC Software for Use with Microsoft Lync Server 2010](#)



Recording Calls

When the call recording feature is available, and you connect a USB flash drive to the USB port on your phone, you can record active audio calls on your phone. Recordings are stored as **.wav** files on the USB flash drive. You can record up to four hours in one file.



Web Info: How Do I Attach a USB Flash Drive to My Phone?


To attach a USB flash drive, see the *Quick Start Guide* for your phone, available by navigating to your phone's Support page from the [Business Media Phones](#) Support page.

When you attach a USB flash drive to your phone, a USB icon, , displays in the status bar, together with a message that tells you how much recording time is available on the USB flash drive. If you have a VVX 600, you can tap  to view your recordings and USB properties.

You cannot record when:

- There are no connected calls on your phone.
- You place a new call to transfer a call or set up a conference.
- The phone prompts you to answer an incoming call.

When you place a call on hold, recording pauses. However, when another person places you on hold, recording continues. Recording stops when all active calls end, no matter who ends the calls.

When you press  while recording, only other participants in the call are recorded.

Tones and indications, such as the dialing of digits or ringing from another person's phone, that occur before a call connects are not recorded. Local tones and indications, such as DTMF tones when dialing, are not recorded. However, tones from another person's phone are sometimes recorded.

You control recording by tapping **Start**, **Pause**, **Resume**, and **Stop**. All active calls that occur on your phone between the time you tap **Start** and **Stop** are recorded, alternating in the same **.wav** file.

For example, on June 22, 2012 at 11:22 a.m., you answer a call from person A. During your call with person A, you answer calls from person B and person C. Your conversations with persons A, B, and C are all recorded in the same **.wav** file as follows:

Summary of calls in recording file "22JUN2012_125559.wav"

Talk with A	11:22 a.m. Answer call from A. Start recording call.
Talk with B	11:32 a.m. Answer incoming call from B. Your call with A is held.
Talk with A	11:37 a.m. End call with B and return to call with A.
Talk with C	11:39 a.m. Answer incoming call from C. Your call with A is held.
Talk with A	11:40 a.m. End call with C and return to call with A.
	11:45 a.m. End call with A. Recording automatically stops.



Web Info: Which USB Flash Drives Does My Phone Support?

For a list of supported USB flash drives to record phone audio, see [Supported USB Devices \(Technical Bulletin 38084\)](#).



Caution: Be Aware of Laws Governing Call Recording

You may be required by federal, state, and local laws to notify some or all called participants when you record calls. You can find specific information about US state requirements at <http://www.rcfp.org/taping/>. Telephone call recording regulations in other countries vary widely. Polycom recommends checking with the local government's telecommunications authority and government legal agencies. You can find other information that may be useful at:
<http://www.fcc.gov/cgb/consumerfacts/recordcalls.html>
<http://www.privacyrights.org/fs/fs9-wrtp.htm>



Caution: Removing a USB Flash Drive During a Recording

Polycom recommends that you do not remove the USB flash drive while recording. The file being recorded will be incomplete and cannot be played back later. When you remove the USB flash drive while recording, you may also damage the flash drive itself.



To record a call:

- 1 From Lines, Calls, or Active Call view, tap **Record**.
- 2 To start recording, tap **Start**.

The message *Recording in progress* scrolls in the status bar. The Recording icon also displays in the status bar, as displayed next.



3 To stop recording, do one of the following:

- Tap **Stop**.
- Tap **Back**, and tap **End Call**. Depending what mode you are using, press  or , or replace the handset.

When you stop recording, the USB icon, , displays in the status bar, as displayed next.




Note: Managing a Call While You're Recording

You can hold, end, transfer, or set up a conference call while you record, or while a recording is paused. To manage a call during a recording, tap **Back** and choose the task you want to perform. To see the Recording soft keys again, tap **Record**.


To record a conference:

You can record a conference call in the same way as other calls with the following exceptions:

- All conference call participants are recorded. When one of the conference participants presses , that participant is not recorded.
- When you hold a conference call, recording pauses. You can place or answer other calls, which are recorded in the same file. When you resume the conference call, recording resumes.

To pause and resume a recording:

- Tap **Pause**. To resume the recording, tap **Resume**. Recording continues within the same **.wav** file.

When you pause a recording, *Recording Paused* scrolls in the status bar. If you have a VVX 600, the Recording Paused icon, , also displays in the status bar.



Troubleshooting: Why Can't I Record a Call?

When you record, or attempt to record, a call, the following messages might appear on your screen:

- If there is insufficient free space on the USB flash drive when you tap **Start**, recording does not start and the message *USB device is full/Recording cancelled* displays.
- If the USB flash drive becomes full during recording, recording stops and the message *USB device is full/Recording stopped* displays.
- If you remove the USB flash drive during recording, recording stops and the message *USB device removed unsafely/Recording cancelled* displays.
- If you attach an unsupported USB flash drive, the message *Unsupported USB device attached* displays, along with information about the unsupported product.

Playing Back Recorded Calls

When you connect a USB flash drive to your phone, you can play back calls that you recorded on your phone. You can browse the recorded files, stored as **.wav** files, on the USB flash drive. You can also open, rename, and delete the recorded files.

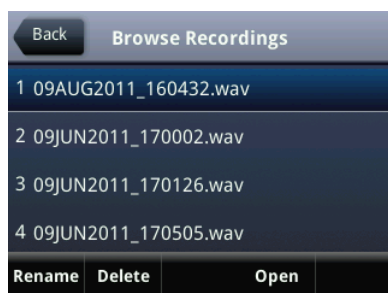


User Tip: Other Ways to Listen to Recorded Calls


You can play back recorded files on other devices, such as a Windows or Apple based computer using an application capable of playing **.wav** files. If an error occurs while a recording plays, playing stops.

To browse recorded files:

- Tap **Settings** from Home view, and tap **Features > Removable Storage Media > Browse Recordings**. A list of recordings displays, as displayed next. If there are no supported **.wav** files on the USB flash drive, the message *Unsupported .wav file format* appears on the screen.




To rename or delete a recording:

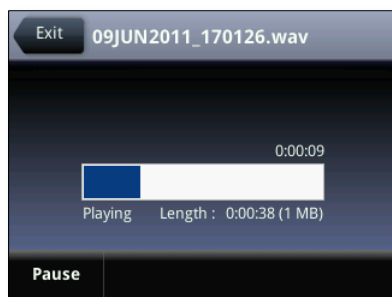
- 1 Tap **Settings** from Home view, and tap **Features > Removable Storage Media > Browse Recordings**. If you have a VVX 600, tap  from Lines or Calls view, and tap **Browse Recordings**.
- 2 From the Browse Recordings screen, tap the recording you want to rename or delete.

- 3 To rename the file, tap **Rename**, update the filename, and tap **OK**. Or, to delete the file, tap **Delete**.

To play a recorded call:

- 1 Tap **Settings** from Home view, and tap **Features > Removable Storage Media > Browse Recordings**. Or, if you have a VVX 600, tap  from Lines or Calls view, and tap **Browse Recordings**.
- 2 From the Browse Recordings screen, tap the file you want to play, and tap **Open**.
- 3 Tap **Play**.

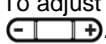



Playing displays on the screen. The position indicator displays in hours, minutes, and seconds above the progress bar and changes as the file plays in real time, as displayed next.




While the recording plays, you can pause by tapping **Pause**. To resume playing, tap **Resume**. To stop playing and return to the Browse Recordings screen, tap **Exit**.



User Tip: How to Listen to Recorded Calls

- Use these tips when you listen to recorded calls:
- To adjust the volume of a recording while you play it, press one of the Volume keys, .
- Playback stops if you tap **Exit**, or press , , or .
- If the handset is off-hook when you tap **Play**, you hear audio through the handset. If the handset is on-hook when you tap **Play**, you hear audio through the speaker. If you lift the handset while you listen through the speaker, you hear the audio through the handset.
- When you are playing a file and an incoming call arrives, playing pauses and the phone rings. If you do not answer your phone, playback remains paused, and you have to tap **Resume** to continue playing back the recording. If you decide to reject the incoming call, tap **Resume**, and playback resumes.
- You cannot open a **.wav** file if you have an active call or if you're recording. If you try to, the message *Action aborted* displays. If all calls are held, you can start playing a recording. However, if you resume a call, playback stops.

Using the Browser

Certain Polycom phone models have an idle browser that displays non-interactive web content. You can configure the content you want the Idle Browser to display. To see the Idle Browser, press  from

Home view. Swipe the screen to switch between the Idle Browser and Lines view. When your phone has calls, the Idle Browser does not display.

To view an interactive Main Browser, tap **Applications** from Home view. From the Main Browser, you can:

- Tap hyperlinks to view more Web pages.
- Tap a text box and enter information by using the dialpad keys on the phone console or the editing icons.
- Move around by swiping your finger up, down, right, or left. Scrolling indicators on the screen indicate your position on the Web page. To stop a scrolling page, touch the screen.

Navigation and editing icons displayed next, display in a toolbar along the bottom of the Main Browser.



The toolbar hides, after it displays for three seconds, unless you've touched a text box that requires input. You can also display or hide the toolbar by pressing the touchscreen until the toolbar displays or hides.

The following sections describe how to navigate and enter information in the Main Browser.

Navigating the Main Browser

Navigation icons enable you to view previous web pages, refresh the current page, return to the Main Browser's Home page, or go back to your phone's Home screen.




Table 11: Navigating the Main Browser

<i>Icon</i>	<i>Action</i>
	Go back to the previous web page.
	Refresh the current web page.
	Stop refreshing.
	Return to the Main Browser's home page.
	Display the toolbar permanently so it does not hide every three seconds. When the toolbar is permanently enabled, the icon changes to
	Enable the toolbar to hide every three seconds. To display a hidden toolbar, you have to press the touchscreen until the toolbar displays.
	Return to the phone's Home screen.

Entering Information in the Main Browser

Editing icons enable you to enter information in text boxes. To display the editing icons, tap a text box in the Main Browser.

Table 12: Editing Icons in the Main Browser

<i>Icon</i>	<i>Action</i>
	Select lower case, upper case, or numerical mode, or a special character encoding.
	Display an onscreen keyboard so you can enter numbers, letters, and characters in a text box.
	Hide the editing icons and display the navigation icons.

Broadcasting Messages Using Push-to-Talk and Group Paging

The Group Paging feature enables you to make pages—one-way audio announcements—to users subscribed to a page group. The Push-to-Talk (PTT) feature is a collaborative tool that enables you to exchange broadcasts to users subscribed to a PTT channel, much like a walkie-talkie. Your system administrator can set up both features on your phone.

Your system administrator can define up to 25 paging groups for Group Paging mode or Channels for PTT mode. Your system administrator can assign a label to each group or channel that easily identifies the phones in the group or channel, such as All, HR Dept, Shipping Staff, or Executives. Each group or channel has one of the following priorities:

- **Normal** By default, broadcasts sent to Groups/Channels 1 to 23 are considered Normal broadcasts. If two users begin a broadcast on the same group/channel at the same time, the phone with the lower serial number continues to transmit while the other phone enters the receiving state. By default, all phones are configured to receive broadcasts sent to Group/Channel 1.
- **Priority** By default, broadcasts sent to Group/Channel 24 are considered Priority broadcasts. A Priority broadcast interrupts Normal broadcasts or active calls. All phones receive Priority broadcasts unless Do Not Disturb is enabled. Phones play Priority broadcasts at the phone's current audio level.
- **Emergency** By default, broadcasts sent to Group/Channel 25 are considered Emergency broadcasts. An Emergency broadcast interrupts Normal broadcasts, Priority broadcasts, and active calls and plays out at near maximum volume even if Do Not Disturb is turned on.

Push-to-Talk Mode

Your system administrator can enable your phone to operate in a broadcast mode called Push-to-Talk (PTT). In order to send and receive PTT broadcasts, you have to subscribe to PTT channels.

PTT broadcasts are collaborative: you can transmit messages and listen to replies.

Sending and Receiving PTT Broadcasts

By default, you are subscribed to Channels 1, 24, and 25. This means that you can send and receive PTT broadcasts on Channels 1, 24, and 25.

When you end a PTT broadcast, the channel remains open and enters a 10 second waiting period. This waiting period gives people who received the broadcast a chance to respond. If no one responds within the waiting period, the channel closes.

Sending PTT Broadcasts

Before you can send a PTT broadcast, you need to choose a channel to broadcast on. Or, you can hold the **Talk** soft key to immediately begin broadcasting on Channel 1, the default channel.

You can change your default channel to any channel you want. To change the default channel see [Changing the Default Channel](#). When you change the default channel, you are automatically subscribed to the channel you selected.

To send a PTT broadcast:

- 1 From Lines view, tap **Talk**.



Timesaver: Automatically Sending a PTT Broadcast

To automatically send a PTT broadcast on the default channel, press and hold **Talk**. After the 'transmitting' beep, begin speaking.

- 2 From the PTT Channels List screen, tap the channel to send the broadcast on.
The list displays the default channel, the most recent channel you sent a broadcast on, and other channels you can broadcast on.
- 3 To start the broadcast, press **Talk**. Be sure to press **Talk** throughout the entire broadcast.
You hear a 'transmitting' beep, and then the phone displays the channel information such as the channel label.
- 4 Begin speaking.



Note: What Happens When I Release Talk During A Broadcast?

When you release **Talk** while you are sending the broadcast, the broadcast temporarily stops and enters a 10 second waiting period. During this period, the channel remains open to give people a chance to reply. At any time during the waiting period, you can resume your broadcast by pressing and holding **Talk**. If no one broadcasts during the waiting period, the channel closes and the broadcast ends.

- 5 When you finish your broadcast, do one of the following:
 - Release **Talk**.
 - Tap **End PTT**.

After you tap **End PTT**, you can immediately initiate another broadcast on another channel, even if the previous broadcast is still in its waiting period.

Receiving PTT Broadcasts

To receive a broadcast sent on a particular channel, you need to be subscribed to that channel. To subscribe to a channel, see [Updating Channel Subscriptions](#).

How you receive a PTT broadcast depends on the broadcast priority, whether you are in an active call, and whether your phone is set up to receive broadcasts during active calls.

You receive broadcasts on the channels you are subscribed to as well as Channel 24, the Priority channel, and Channel 25, the Emergency channel. When you enable *Do Not Disturb* on your phone, you only receive Emergency broadcasts. Non-emergency broadcasts do not display or play on your phone.

When a broadcast ends, your phone emits an *end of transmission* beep and enters a 10 second waiting period. During this period, you can respond to the broadcast. For more information, see [Replying to PTT Broadcasts](#).

Receiving PTT Broadcasts When You are Not in an Active Call

When you receive a broadcast and you are not in an active call, the broadcast immediately plays, regardless of the broadcast priority.

Receiving PTT Broadcasts During Active Calls

How you handle a broadcast when you are in an active call depends on the broadcast priority and if your phone is set up to receive a broadcast when you are in an active call.

When the broadcast is a Normal broadcast:

- When your phone is set to receive broadcasts during active calls, the broadcast immediately plays. You hear both the original call and the broadcast. To listen to only the broadcast, hold or end the call.
- When your phone is not set up to receive broadcasts during active calls, the broadcast displays as a *Pending* broadcast. To listen to the broadcast, hold or end the call, or tap the broadcast, and tap **Accept**.

When the broadcast is a Priority or Emergency broadcast, the broadcast immediately plays. You hear the original call and the broadcast. To listen to only the broadcast, hold or end the call.

Replying to PTT Broadcasts

When a broadcast ends, the broadcast enters a 10 second waiting period. During this period, the channel remains open to receive or send additional broadcasts.

During a waiting period, you can press and hold **Talk** and talk to all the people listening on the channel. When you finish talking, release **Talk**. The broadcast enters another waiting period until someone broadcasts again. If no activity occurs within the waiting period, the channel closes and no more broadcasts can take place.

Ending PTT Broadcasts

You can end a PTT broadcast by releasing **Talk**, or by tapping **End PTT**. After you end a broadcast, the channel remains open so others can respond.



When you release **Talk** without tapping **End PTT**:

- You can resume the broadcast by pressing and holding **Talk**, when the broadcast is in a waiting period.
- You cannot initiate another broadcast on another channel until the waiting period ends.

When you tap **End PTT**:




- You cannot resume the broadcast by pressing and holding **Talk**.
- You can immediately initiate another broadcast on another channel.



Adjusting the Volume of PTT Broadcasts

You can adjust the volume of PTT broadcasts while they play. During a broadcast, press one of the Volume keys,  , to raise or lower the volume of the broadcast.

When you adjust the volume of a non-emergency broadcast, your phone retains the adjusted volume for all subsequent non-emergency broadcasts. However, only system administrators can adjust the volume level of an Emergency broadcast.

Changing Where Broadcasts are Played

While you send a broadcast, you can pick up the handset, or press  or , and continue speaking. You can also press  to mute your audio so that the people receiving your broadcast do not hear anything. This behavior is similar to a phone call.

When you listen to a broadcast, you can pick up the handset, or press  or , and continue listening to the broadcast.

Changing the Default Channel

When you press and hold **Talk**, your broadcast automatically transmits on the default channel, Channel 1. You can change the default channel to a different channel.

To change the default channel:

- 1 Tap Settings from Home view, and tap **Basic > Preferences > Paging/PTT Configuration > PTT Push to Talk**.
- 2 From the PTT Channel Configuration screen, tap **Default Channel**, and tap the number of the channel you want to use.

Updating Channel Subscriptions

You can subscribe to any channel that has been enabled by your administrator and appears in your channels list. When you subscribe to a channel, you can send and receive PTT broadcasts on that channel.

To subscribe to additional PTT channels:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Paging/PTT Configuration > PTT Push to Talk**.
- 2 From the PTT Channel Configuration screen, tap **Channel Subscriptions**.
From the Channel Subscriptions screen, tap the channel you want to subscribe to, and tap **Yes**. By default, you're subscribed to Channels 1, 24, and 25.

Enabling PTT Broadcasts to Play During Active Calls

The *Accept While Busy* setting determines what happens when you are in a call and receive a PTT broadcast. When you enable the *Accept While Busy* setting, a PTT broadcast interrupts telephone calls and you hear the audio of the telephone call and the broadcast. When you disable the *Accept While Busy* setting, the incoming broadcast is held in a *Pending* state; it does not disrupt the telephone call and you cannot hear the broadcast. To hear the PTT broadcast, tap the PTT broadcast and tap **Accept**. The active telephone call is automatically held. Or, hold or end the telephone call.

To enable or disable PTT broadcasts during an active call:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Paging/PTT Configuration > PTT Push to Talk**.
- 2 From the PTT Channel Configuration screen, tap **Accept While Busy**, and enable or disable the setting. The default setting is Disabled. When enabled, your phone accepts and play broadcasts while you are in an active call. When disabled, your phone does not play broadcasts while you are in a call, but holds them in a Pending state instead.

Group Paging Mode

Your administrator can enable your phone to operate in a broadcast mode called Group Paging mode. In this mode, you can broadcast one-way announcements to a specified group of phones, called a Paging Group. In Group Paging mode, users must subscribe to Paging Groups to send and receive pages.

Sending and Receiving Pages

To send and receive pages, you need to subscribe to certain paging groups. By default, you are subscribed to Paging Groups 1, 24, and 25. This means that you can send and receive pages to Paging Groups 1, 24, and 25.

Sending Pages

When you send a group page, it is automatically sent to Paging Group 1. This is your default paging group.

You can change the default paging group to any group you want. To change the default paging group, see [Changing the Default Paging Group](#). If you change your default paging group, you are automatically subscribed to the group you selected.

You cannot send a Page-mode page while you are in an active call.

To send a page:

- 1 From Lines view, tap **Paging**.
- 2 From the Paging Groups List screen, tap the paging group to send the page to.
- 3 To begin a page, tap **Page**.
Just before the page starts, you'll hear an alert tone, and then the page begins.
- 4 Begin speaking.
- 5 To end the page, tap **End Page**.

Receiving Pages

To receive a page sent to a particular paging group, you need to be subscribed to that group. To subscribe to a paging group, see [Updating Paging Group Subscriptions](#).

How you receive a page depends on the priority of the page, whether you are in an active call, and whether your phone is set to receive a page during an active call.

You receive pages on the paging groups you are subscribed to as well as Group 24, Priority pages, and Group 25, Emergency pages. When you enabled *Do Not Disturb*, you only receive Emergency pages. Non-emergency pages do not display or play on your phone.

Receiving Pages When You are Not in an Active Call

When you receive a page and you are not in an active call, the page immediately plays, regardless of the paging priority.

While a page plays, you can:

- Hold the page.
- End the page. This ends the page at your phone only.
- Place a new call.

Receiving Pages During Active Calls


How you handle a page when you are in an active call depends on the page priority and if your phone is set up to receive a page when you are in an active call.

When the page is a Normal page:

- When your phone is set up to receive pages during active calls, the page immediately plays. You hear both the original call and the page. To hear only the page, hold or end the call.
- When your phone is not set up to receive pages during active calls, the page displays as a *Pending* page. To listen to the page, tap the page, and tap **Accept**. Or, hold or end the call.




When the page is a Priority or Emergency page, the page immediately plays. You hear the original call and the page. To hear just the page, hold or end the call.

Adjusting the Volume of Pages

You can adjust the volume of pages while they play. During a page, press one of the Volume keys, , to raise or lower the page volume.

When you adjust the volume of a non-emergency page, your phone uses the adjusted volume for subsequent non-emergency pages. However, only your system administrator can change the volume of an Emergency page.

Changing Where Pages are Played

While you send a page, you can pick up the handset, or press  or  and continue speaking. You can also press  to mute your audio so that the people receiving your page do not hear anything. This behavior is similar to a phone call.

When you receive a page, the page is always played through the phone's speakerphone. You cannot play a page through your handset or headset.

Changing the Default Paging Group

When you press and hold **Paging**, your page is automatically sent to the default paging group, Paging Group 1. You can change the default paging group.

To change the default Paging Group:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Paging/PTT Configuration > Group Paging**.
- 2 From the **Group Paging Configuration** screen, tap **Default Group**, and tap a new paging group number. The default paging group is 1.

Updating Paging Group Subscriptions

By default you are subscribed to Paging Groups 1, 24, and 25. This means that you can send pages to and receive pages sent from these groups. You can change which groups you are subscribed to. However, you cannot disable your subscriptions to Paging Groups 24 and 25.

To update your Paging Group subscriptions:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Paging/PTT Configuration > Group Paging**.
- 2 From the **Group Paging Configuration** screen, tap **Group Subscriptions**.
- 3 From the **Group Subscriptions** screen, tap the group you want to subscribe to, and tap **Yes**.

Enabling Pages to Play During Active Calls

The *Accept While Busy* setting determines what happens when you are in a call and receive a page. When you enable the *Accept While Busy* setting, a page interrupts telephone calls and you hear the audio of the telephone call and the page. When you disable the *Accept While Busy* setting, the incoming page is held in a *Pending* state; it does not disrupt the telephone call, and you cannot hear the page. To

hear the page, tap the page and tap **Accept**. The active telephone call is automatically held. Or, hold or end the telephone call.

To allow or disallow pages to play during an active call:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Paging/PTT Configuration > Group Paging**.
- 2 From the **Group Paging Configuration** screen, scroll to **Accept While Busy**, and enable or disable the setting.

The default setting is *Disabled*. When enabled, your phone accepts and plays pages while you are in an active call. When disabled, your phone does not play pages while you are in a call, but holds them in a *Pending* instead.

Using the Calendar

When your phone is configured to connect to the Microsoft Exchange Server, you can view and join meetings scheduled in your Microsoft® Outlook® application from your phone.


When your phone is configured to connect to the Microsoft Exchange Server, and the Polycom® Conferencing for Microsoft® Outlook® software feature is installed at your site, you can schedule meetings using Polycom Conferencing for Outlook.

Your system administrator assigns you login credentials, a domain, user name, and password, so you can access the Calendar from your phone. To use the Calendar feature, the phone must have your correct Login Credentials.



Troubleshooting: What Happens if My Phone Has the Wrong Login Credentials?

If your phone has incorrect Login Credentials, or you need to re-submit Login Credentials, the following happens:

- The message *Login Credentials have failed/Please update them if information is correct* displays on the screen.
- An icon, , displays under the time in the status bar to warn you that your credentials have failed.
- The message *Invalid login credentials* scrolls under the time in the status bar.
- The Calendar icon that displays on the Home screen is not available.

To learn more about your Login Credentials and how to re-submit or update them, see [Accessing Features with Your Login Credentials](#).



Troubleshooting: Why Doesn't the Calendar Display Anymore?


When you do not see the Calendar icon in Home view, or you are not receiving meeting reminders, it is possible that your phone is not connected to the Microsoft Exchange Server. To re-connect to the server and use the Calendar feature again, tap **Settings** from Home view, and tap **Features > Calendar**. From the Calendar screen, tap **Connect to the server**.



Note: Accessing the Calendar When the User Login Feature is Enabled

When you log in to a phone that has the User Login feature enabled to access the Calendar, re-enter your login credentials so that the Calendar works. For information about entering your login credentials, see [Accessing Features with Your Login Credentials](#).

Opening and Closing the Calendar

To open the calendar, tap **Calendar** from Home view. The Calendar's Day view displays showing your meetings for the day, as displayed next. From Day view, you can access additional Calendar views: Month View and Meeting view. To see Month view, tap . To see Meeting view, tap a meeting.




To close the Calendar, press . Or, navigate to Month view by tapping , and tap .







Troubleshooting: Why Doesn't the Calendar Display?

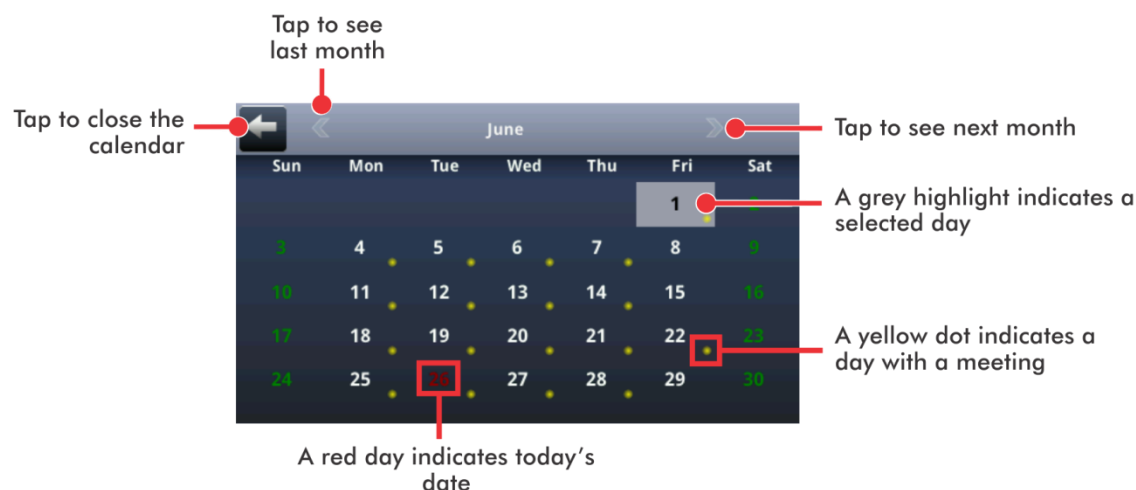
If you tap **Calendar** from Home view, but the Calendar does not display, it is possible your Login Credentials are incorrect. To re-submit or update your Login Credentials, see [Accessing Features with Your Login Credentials](#).

Navigating Month View

To see Month view, tap . Month view displays all the days in the month, with a yellow dot next to the days that have meetings, as displayed next. The current day displays in red, unless you select it. Then it displays in grey.

To navigate in Month view:




- To view the previous month, tap .
- To view the next month, tap .
- To select another day, tap the day.
- To close the Calendar and display the Home screen, tap  or press .

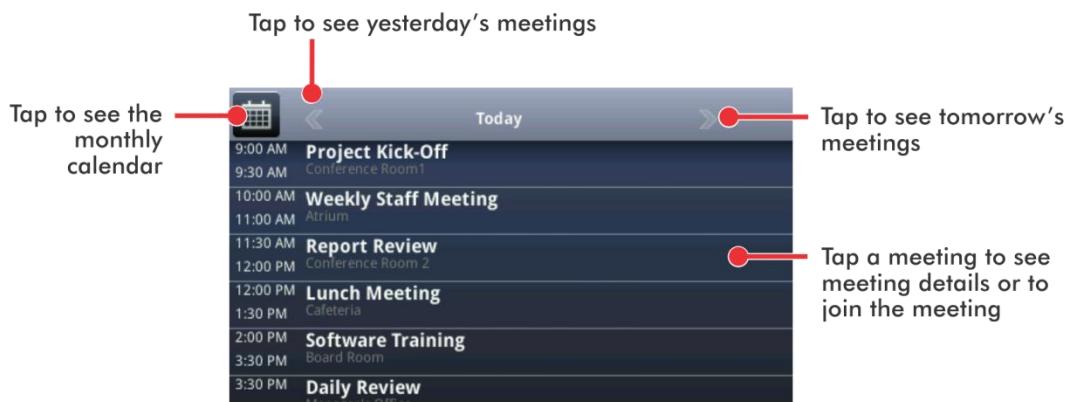


Navigating Day View

When you tap a day in Month view, Day view displays. Day view displays all the meetings scheduled for the selected day, including the time, subject, and location of each meeting, as displayed next.

To navigate in Day view:

- To view the meetings for the previous day, tap .
- To view the meetings for the next day, tap .
- To view details for a specific meeting, tap the meeting.
- To see the day's meetings, scroll up and down.
- To return to Month view, tap .




Navigating Meeting View

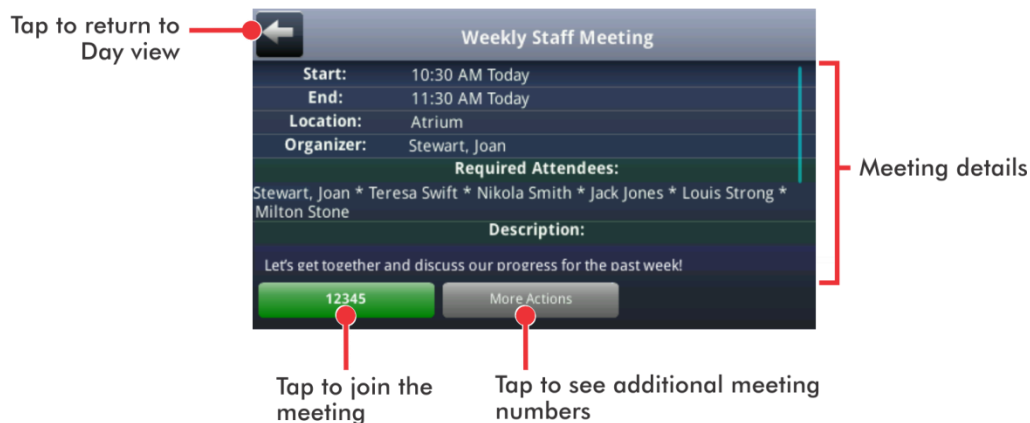
You can view meeting details from Meeting view, as displayed next. To see Meeting view, tap a meeting in Day view.

From Meeting view, you can:

- View the meeting's start and end time, location and organizer, required attendees, and meeting description.
- View the numbers that you can call to join the meeting.
- Tap a meeting number to join the meeting.

To navigate in Meeting view:

- To see the meeting details, scroll up or down.
- To return to Day view, tap .

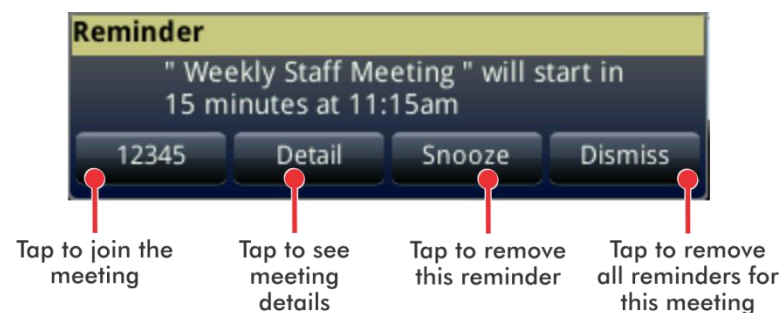


Working with Meeting Reminders

By default, your phone displays a meeting reminder 15 minutes before a meeting starts, as displayed next. Every minute before the meeting starts, the phone emits an alert tone and updates the meeting timer. If a meeting starts and you have not joined the meeting, the reminder indicates that the meeting is overdue.

From the reminder, you can:

- Tap the meeting number, on the far-left of the reminder, to join the meeting.
- Tap **Detail** to view specific information about the meeting.
- Tap **Snooze** to temporarily remove the reminder from the screen, until the next scheduled reminder.
- Tap **Dismiss** to permanently remove the reminder from the screen and stop all future reminders for the meeting.



To enable or disable meeting reminders:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Calendar Settings**.
 - 2 From the Calendar Settings screen, tap **Reminder**, and enable or disable the setting.
- The default setting is *Enabled*. When enabled, your phone displays reminders for all meetings. When disabled, the phone does not display reminders for any meeting.



Troubleshooting: Why Don't My Meeting Reminders Display?

If you have enabled meeting reminders, but your phone is not displaying them, make sure that your Login Credentials are correct. For more information, see [Accessing Features with Your Login Credentials](#).

Joining Meetings from the Calendar

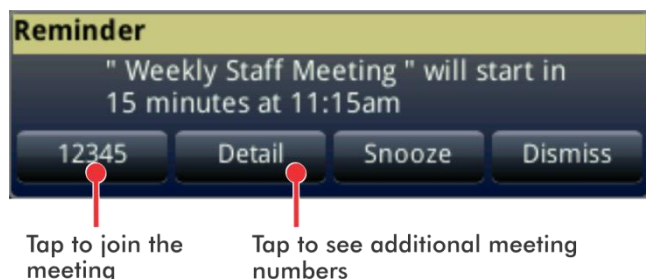
You can join meetings from the Calendar in two ways:

- From a meeting reminder.
- From Meeting view.

To join a meeting from a meeting reminder:

- From the reminder, tap the meeting number that displays at the far-left of the reminder, as displayed next.

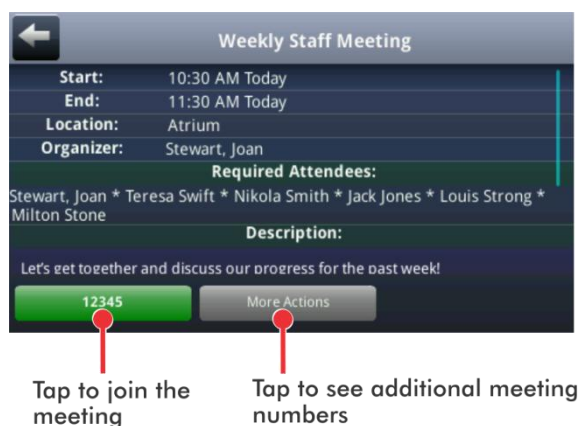
When you want to use another number to join the meeting, and the meeting organizer has specified alternate meeting numbers you can call, tap **Detail** from the reminder, as displayed next. The Calendar displays Meeting view, which lists alternate numbers you can call. To dial these numbers, tap **More Actions**, and tap one of the numbers.



To join a meeting from Meeting view:

- 1 From Day view, tap the meeting you want to join.
- 2 From Meeting view, tap the meeting number, as displayed next.

When you want to use another number to join the meeting, and the meeting organizer has specified alternate numbers you can call, tap **More Actions**, as displayed next. A list of numbers that you can dial is displayed. To join the meeting, tap one of the numbers.



Using a Mouse and Keyboard with Your Phone

You can use your computer's mouse and keyboard to enter information and navigate screens on your phone. For example, you can enter phone numbers, contact directory information, and select touchscreen objects without using the phone's keypad or tapping the touchscreen. You can move the mouse pointer back and forth between your computer and your phone depending on your task.

Before you can use your mouse and keyboard with your phone, you need to make sure the Polycom Desktop Connector (PDC) application is installed and running on your computer. While the PDC application is running, you can move your mouse pointer back and forth between your computer and phone.

**Web Info: Detailed Information About Setting Up, Enabling, and Using PDC**

For more information about setting up and enabling the Polycom Desktop Connector, including how to use it to navigate and enter information on your phone, see [Extend Your PC to Your Phone with the Polycom Desktop Connector \(Feature Profile 52855\)](#).

Starting and Stopping Polycom Desktop Connector

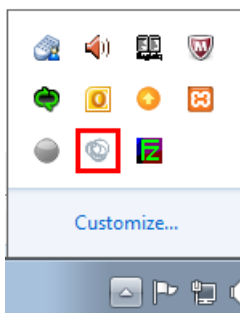
Before you can start using your mouse and keyboard with your phone, you need to start the PDC application from your computer.

You can close the application at any time to prevent your mouse pointer from moving to the phone. If you stop the application, you can restart it again at any time.

To start Polycom Desktop Connector:

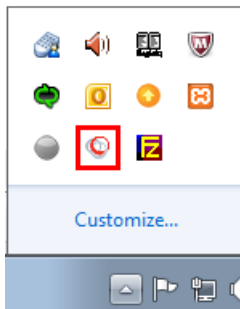
- 1 From the Start Menu, select **Programs > Polycom > Polycom Desktop Connector**.

After a few seconds, the Polycom Desktop Connector icon, displayed next, displays in the Windows system tray, and the message *Allow remote control of device <MAC address of phone>* displays on the computer. This message only displays the first time the application is started.



- 1 Click **OK**.

When your phone is configured correctly, the Polycom Desktop Connector turns red, as displayed next. When the red icon displays, the application is enabled and connected to your phone, and you can use your mouse and keyboard with your phone. If the icon does not change, contact your system administrator.



To quit Polycom Desktop Connector:

- 1 Right-click the red Polycom Desktop Connector icon in the Windows system tray, and select **Exit**.
- 2 The message *Are you sure you want to stop Polycom Desktop Connector Server* displays. Click **Ok**.

The icon is removed from the system tray and the application is terminated. You can no longer use your mouse and keyboard with your phone.



Note: Do I Have to Start PDC Each Time I Restart My Computer?

Once you set up and start PDC on your computer, it automatically starts each time you restart your computer.

How to Use Your Computer's Mouse and Keyboard with Your Phone

When Polycom Desktop Connector is enabled, you can use your mouse and keyboard to navigate menus, make option selections, and enter text and numeric values as an alternative to using your phone's keypad interface. For example, you can use your mouse and keyboard to select and copy text from your computer and paste it into the editable fields on your phone's screen.

To display the mouse pointer on your phone's screen, drag the mouse pointer beyond the edge of your computer screen in the direction of your phone screen. When you see the mouse pointer on your phone screen, you can start selecting items, and entering data in fields that have a flashing cursor. To enter information on your computer again, drag the mouse pointer back to your computer screen.



Troubleshooting: Why Can't I Use My Computer Keyboard to Enter Information in Certain Fields?

If you cannot use your computer keyboard to enter information in a field on your phone, check to see if the field has a flashing cursor. Entering information using your computer keyboard only works when the field has a flashing cursor.



When you use your mouse and keyboard with your phone, you can do the following:

- Use your keyboard to enter information on your phone screen.
- Use the number keys above the alphabetic characters to enter numeric information such as phone numbers. If you enable the **Num Lock** function on your keyboard, you can also use the numeric keypad on your keyboard.
- Copy information from your computer screen and paste it onto your phone screen, using your keyboard's shortcuts to cut, copy, and paste. You cannot copy information from your phone screen and paste it onto your computer screen.
- Copy and paste information between fields on your phone screen by right-clicking the field, and choosing a clipboard command such as **Cut (Ctrl+X)**, **Copy (Ctrl+C)**, and **Paste (Ctrl+V)**.

- Use your mouse pointer to highlight information on the phone.
- Delete information on your phone by highlighting the information using your cursor and pressing the **Delete** or **Backspace** keys on your keyboard.
- Use the **Home** and **End** keys on your keyboard to position your cursor at the beginning or the end of fields on your phone.
- Use the **Arrow** keys to move within text fields.
- Hold the **Alt + Up Arrow** key to increase the volume, and the **Alt + Down Arrow** key to decrease the volume.
- Use the mouse scroll wheel to navigate through lists and menus.







Note: Placing Calls from Your Computer Keyboard

If you're using PDC, you can place a call using the **New Call** soft key. To place a call, select **New Call** from Home view, enter the phone number, and select . Or, just enter the phone number and select .

You can also use the function keys on your keyboard to save time and be more productive. The function keys are mapped to features on your phone, as displayed in the following table.

Table 13: Mapping Function Keys to Your Phone Features

<i>Function Keys</i>	<i>Keyboard Action</i>
F1	Tap the left-most soft key
F2	Tap the second soft key from the left
F3	Tap the third soft key from the left
F4	Tap the fourth soft key from the left
F5	Tap the right-most soft key
F6	Press 
F7	Open the Directories menu
F8	Open the Messages menu
F11	Open Applications
F12	Press 
Alt+F2	Redial
Alt+F3	Transfer
Alt+F3	Conference

<i>Function Keys</i>	<i>Keyboard Action</i>
Alt+F6	Enable or disable Do Not Disturb
Alt+ F7	Enable or disable Microphone Mute ()
Alt+F11	Press 



Troubleshooting: Why Aren't My Mouse Pointer and Cursor Responding?

If your computer has multiple programs open or is in any way unresponsive, the mouse pointer or cursor may not respond as quickly on your phone. Try closing any unnecessary programs.

Logging into Phones

When your system administrator enables the User Login feature, you can view your personal phone settings from any phone that is part of your organization. You can access your contact directory and speed dials, as well as other phone settings, when you change locations.

When the User Login feature is enabled and you change settings while you are logged in to a phone, the settings are saved and displayed the next time you log in to a phone. When you log out, your personal phone settings no longer display.

You can log in to a phone by entering your user ID and password. Default passwords are preset at the factory to the numerals 123.



Note: Placing a Call from a Phone in the Logged-Out State

When a phone is in the logged-out state and requires a user login, it is possible that you can use the phone to place emergency calls to standard emergency numbers, such as 911, and other pre-configured phone numbers. These numbers are configured by your administrator. For information on how to place authorized calls, see [Placing Calls from Phones that are in the Logged-Out State](#).

When the User Login feature is set up on your company's phones, to use this feature you need to know how to:

- Log in to a phone to access your personal phone settings.
- Log out of a phone after you finish using it.
- Place a call to an authorized number from a phone that is in the logged-out state and requires a user login.
- Change your user password.

Logging In and Out of a Phone

Depending on how your system administrator enables the User Login feature, certain phones require you to log in before you can use them. Other phones do not require you to log in before you to use them, however, if you do not log in, you see the phone's default profile. When you want to see your personal phone settings from the phone, you must to log in.

When you log in, you have full access to your personal phone settings and your directory. After you log out of the phone, you can no longer view this information on the phone.

After you use a phone, log out of the phone to prevent access to your personal settings.



Note: Accessing the Calendar When the User Login Feature is Enabled

When you log in to a phone that has the User Login feature enabled and when you want to access features that require your login credentials, you need to re-enter your login credentials. For more information, see [Accessing Features with Your Login Credentials](#).

To log in to a phone:

- 1 When you see the User Login screen proceed to step 2. If you do not see the User Login screen, do one of the following:
 - From Lines view, tap **Log in**.
 - Tap **Settings** from Home view, and tap **Features > User Login > Log in**.
- 2 From the User Login screen, enter your user ID and password, and tap **Log in**.

Default passwords are preset at the factory to the numerals 123. However, your system administrator may have changed this for security reasons.

When your login credentials are accepted, the phone updates to display your personal phone profile. When your credentials are not accepted, the message *User login failed* displays, and the User Login screen displays again. If you need to confirm your log in credentials, check with your system administrator.

To log out of a phone:

- 1 From Lines view, tap **Log out**. Or, tap **Settings** from Home view, and tap **Features > User Login > Log out**.

The Logout screen displays with a confirmation message.
- 2 Tap **Yes**.

Your personal profile is no longer accessible, and the phone displays either the User Login screen for the next user login, or the default phone profile for anonymous users.

Placing Calls from Phones that are in the Logged-Out State

When a phone does not require a user login, you can use the phone to place calls to any number, even when the phone is in a logged-out state.

When a phone does require a user login, depending your phone you can place calls to authorized numbers when the phone is in the logged-out state. When your system administrator sets up emergency numbers on the phone, you can place calls to the standard emergency numbers, such as 911, and up to five other authorized numbers. You cannot call any other numbers until you log in to the phone.

To place a call to an authorized number from a phone in the logged-out state:

- 1 Tap **New Call**.
- 2 From the Place an Authorized Call screen, tap the number you want to call, and tap **Dial**.

Changing Your Password

You can change your password from any phone that you are currently logged in to.

To change your user password:

- 1 Log in to any phone on your network.
- 2 Tap **Settings** from Home view, and tap **Features > User Login > Change User Login Password**.
- 3 From the Change User Login Password screen, enter your old password, enter a new password and confirm it, and then tap **Enter**.

Your password is changed. The next time you log in to a phone, you need to enter your new password.

Locking the Phone

Lock your phone to do the following:

- Prevent unauthorized outgoing calls.
- Allow only authorized people to answer calls.
- Prevent people from viewing or modifying phone information, such as your directory, call lists, or favorites.

When your phone is locked:

- You can only make an outgoing call to a number from a list of authorized numbers.
- You must enter a password to answer incoming calls.
- All keys and screen items are disabled, except those that allow you to unlock the phone, make an authorized call, or view the browser if enabled.
- The messages *The phone is locked* and *Authorized calls only* scroll on the status bar in Lines view. Messages that displayed before the phone was locked do not display.

You can unlock the phone by entering your user password. If your phone restarts for any reason while it is locked, your phone remains locked when it restarts, unless your phone is configured to start up unlocked.

About Your User Password

You are a user password so you can answer calls from your locked phone and unlock the phone. By default, your user password is 123. You can change your user password at any time.

To change your user password:

- 1 Tap **Settings** from Home view, and tap **Advanced**.
- 2 From the Password screen, enter your user password, and tap **Enter**.
- 3 From the Advanced screen, tap **Change User Password**.
- 4 From the Change User Password screen, enter your password information, and tap **Enter**.

Locking and Unlocking Your Phone

You can choose how you want your phone to handle incoming calls when it is locked. When you set up your phone to receive incoming calls when it is locked (the default setting), incoming calls ring on your phone, and you can answer calls by entering your user password. When you set up your phone to ignore incoming calls, Do Not Disturb applies to all lines on your phone, and your phone does not ring.

To lock your phone:

- 1 Tap **Settings** from Home view, and tap **Basic > Lock Phone**.
- 2 From the Lock Phone screen, select how you want incoming calls handled when your phone is locked. The default setting is *Allow ringing when locked*.
 - **Allow ringing when locked** Select this option if you want your phone to ring when you have an incoming call. When you choose this option, you can answer a call by entering your password.
- 3 Tap **Lock**.

Your phone is locked.

**Timesaver: A Quick Way to Lock Your Phone**

Your phone is set up so that you can quickly lock it by tapping **Lock** from Lines view. When you do this, you cannot choose how to handle incoming calls. Your phone uses the default setting, *Allow ringing when locked*, or the last setting you selected.

To unlock your phone:

- 1 Tap **Unlock**.
- 2 Enter your user password, and tap **Enter**.

The phone unlocks.

Calling and Answering from a Locked Phone

From a locked phone, anyone can dial the standard emergency number, such as 911, and up to five other authorized numbers that your administrator can set up. You cannot call any other numbers from a locked phone. When you set up your phone so you can answer incoming calls when your phone is locked, you can answer calls by entering your user password.

To call an authorized number from a locked phone:


- Do one of the following:
 - Tap **New Call**. From the **Place an Authorized Call** screen, tap the number you want to call, and tap **Dial**.
 - Place a call to an authorized number by using the handset, headset, or speakerphone.
- The call is placed.

To answer a call on a locked phone:

- 1 From the **Incoming Call** window, tap **Answer**.
 - 2 Enter your user password and tap **Enter**.
- The call connects.

Accessing Features with Your Login Credentials

Your system administrator assigns you login credentials, a domain, user name, and password, so your phone can access the **Calendar** feature or work with Microsoft Lync Server. If there is a problem with your login credentials, you cannot access your phone's **Calendar** or use features associated with Microsoft Lync Server. When your phone has incorrect login credentials, the following happens:

- An icon, , displays on the status bar. When you have a VVX 600, you can tap the icon to access the **Login Credentials** screen.
- The message *Login Credentials have failed/Please update them if information is incorrect* displays for 10 seconds.
- Your phone displays a **Warning** message. For information about phone **Warnings**, see [Investigating Phone Warnings](#).

To access the features again, re-submit or enter your login credentials.

**Note: Accessing the Calendar when the User Login Feature is Enabled**

When you log in to a phone that has the **User Login** feature enabled, and when you want to access features that require your login credentials, you need to re-enter your login credentials.

To re-submit or enter your login credentials:

- 1 Tap **Settings** from **Home** view, and tap **Basic > Login Credentials**.
 - 2 From the **Login Credentials** screen, tap **Submit**.
- Your credentials are re-submitted and you have access to the features again.

**Troubleshooting: What Happens if I Can't Access Features?**

When you still do not have access to the features, try entering your credentials and tapping **Submit**. When you still do not have access, or if you lock your account, see your system administrator.

5: Customizing the Phone's Display

This chapter explains how to customize your phone's touchscreen display so that it is unique to you. Basic customizations include changing the time and date format and updating the screen brightness. You can also set up a screen saver or use your phone as a digital picture frame.

In this chapter includes the following information:

- Changing the language on your phone
- Changing the time and date display
- Changing the backlight settings
- Changing the background picture
- Displaying a screen saver
- Using the phone as a digital picture frame
- Setting up power saving mode

Changing the Language on Your Phone

Your phone supports several languages.

To change the language:

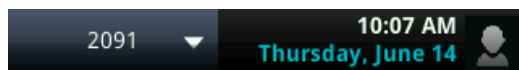
- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Language**.
- 2 From the Language screen, tap the language you want. The language on your phone updates automatically.

Changing the Time and Date Display

The time and date display in the status bar. When your phone cannot obtain a time and date, the time and date display flashes. Contact your system administrator when the display flashes, or when the time or date is incorrect.

You can choose from a variety of time and date formats, including options to display the day, month, or year. You can also turn the time and date display off, so that the time and date do not display at all. You can select and set options that are right for you.

The following figure displays the default display for the time and date.



To update the time and date display:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Time & Date**.
- 2 From the Time & Date screen, do one of the following:
 - To change the date format, tap **Clock Date**.

- To change the time format, tap **Clock Time**.
 - To change the order of the time and date display, tap **Clock Order**.
- 3 From the Clock Date, Clock Time, or Clock Order screen, tap the format you want.

To enable or disable the time and date display:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Time & Date**.
- 2 From the Time & Date screen, tap **Enable** or **Disable** to turn on or off the time and date display.

Changing the Backlight

Your phone's backlight has two components:

- **Backlight Intensity** The brightness of the screen during phone activity and inactivity. Backlight intensity has three settings:
 - **Backlight On** The brightness of the screen when there is phone activity.
 - **Backlight Idle** The brightness of the screen when there is no phone activity.
 - **Maximum Intensity** The brightness scale that applies to both Backlight On and Backlight Idle intensities.
- **Backlight Timeout** The number of seconds the phone is inactive before the backlight dims to its Backlight Idle intensity. The backlight timeout period begins after your last key press or the last phone event, such as an incoming call.

You can change the Backlight On intensity and the Backlight Idle intensity separately. You can choose a high, medium, or low intensity, or turn off the backlight entirely.

When you change the Maximum Intensity, you modify the entire backlight intensity scale. For example, if you decrease the Maximum Intensity, the low, medium, and high levels for both Backlight On and Backlight Idle intensities decrease.

The backlight automatically turns on with any phone activity. By setting the Backlight Timeout, you can determine how long the phone should be idle before the backlight dims to its Backlight Idle intensity. By default, after the phone is idle for 40 seconds, the backlight dims.

To change the backlight intensity:

- 1 Tap **Settings** from Home view, and tap **Basic > Backlight Intensity**.
- 2 From the Backlight Intensity screen, tap **Backlight On Intensity**.
- 3 From the Backlight On Intensity screen, tap the intensity you want, and tap **Back**. The default is High.
- 4 From the Backlight Intensity screen, tap **Backlight Idle Intensity**.
- 5 From the Backlight Idle Intensity screen, tap the intensity you want, and tap **Back**. The default is Low.
- 6 From the Backlight Intensity screen, tap **Maximum Intensity**.
- 7 From the Maximum Intensity screen, tap **Up** or **Down**, or drag your finger along the slider, to increase or decrease the maximum intensity the screen displays.

To change the Backlight Timeout:

- 1 Tap **Settings** from Home view, and tap **Basic > Backlight Timeout**.
- 2 From the Backlight Timeout screen, tap the number of seconds the phone is idle before the backlight dims. The default is 40 seconds.

Changing the Background Picture

You can change the background picture that displays on your phone. By default, your screen displays a blue background that is named *Default*.

Your system administrator sets up the background images for your phone. If no background images are set up, only the blue background, named *Default*, is available. You can use a picture of your own as the background image for your phone. For more information, see [Using One of Your Own Pictures as the Background Picture](#).

**Web Info: Adding a Web Page as the Background on Your Phone**

You may be able to add a Web page as the background on your phone. For more information, see [Branding Your Polycom Phone \(Best Practices 75556\)](#).

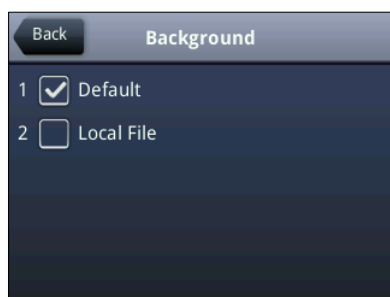
To change the background picture:

- 1 Tap **Settings** from Home view, and tap **Basic > Preferences > Background**.

The Background screen displays.

Depending how your system is set up, you might have to tap **Settings** from Home view, and tap **Basic > Preferences > Background > Select Background**. The Select Background screen displays instead.

The following figure displays a sample background screen. Your screen has the default option, as well as other options that your administrator adds to your phone. When you set an image on your USB flash drive as your background image, the image displays in the list as *Local File*.



- 2 Tap the background image you want.

Using One of Your Own Pictures as the Background Picture

You can use a picture that is stored on your USB flash drive as the background picture on your phone. When you set one of your pictures as the background picture, the picture displays as *Local File* in the Backgrounds list.

Before you can set a picture on your USB flash drive as the background picture, confirm the following:

- The picture is on a USB flash drive, and the USB flash drive is attached to your phone.
- You have specified the folder the picture is in on your USB flash drive.

For more information on placing a picture on your USB flash drive, connecting the USB flash drive to your phone, and specifying a folder, see [Displaying Screen Savers](#).







Note: Restrictions for Background Images

When you use one of your own pictures as the background image, keep in mind the following:

- Progressive or multiscan JPEG images are not supported.
- The phone screen size is 320 x 240 pixels (for the VVX 500) and 480 x 272 (for the VVX 600). Smaller images are centered and surrounded with black space. Larger images are scaled proportionally to fit the screen. Horizontal or vertical black bars are added to preserve the original aspect ratio.

To use a picture on your USB flash drive as the background picture on your phone:

- 1 Tap **Settings** from Home view, and tap **Features > Removable Storage Media > Picture Frame**.
Your pictures display, one-by-one.
- 2 To set a picture as the background picture for your phone, wait for the picture to display, and tap . Or, tap one of the arrow icons,  , to display the picture, and tap .

Home view updates to display the background picture you selected. To reset your background image to the default, select *Default* from the Background screen.

Displaying Screen Savers

Another way to personalize your phone is to use the pictures stored on a USB flash drive as a screen saver. The screen saver automatically starts each time your phone is idle a certain amount of time. You can stop the screen saver at any time by tapping the touchscreen. When your phone is idle again for a specified period of time, the screen saver starts again.



User Tip: Using Your Phone as a Digital Picture Frame

You can use the Picture Frame feature to set a single picture to display, or have all pictures display in slide-show style. This avoids the need for you to set up a screen saver that automatically starts each time your phone is idle a certain amount of time. For more information, see [Using the Phone as a Digital Picture Frame](#).

Setting Up Screen Savers

To set up a screen saver of your pictures, you need to set up certain screen saver settings, place your pictures on a USB flash drive, and attach the USB flash drive to the phone. The phone can only display the screen saver when the USB flash drive is attached to the phone.



Web Info: Supported USB Flash Drives

For a list of supported USB flash drives, see [Supported USB Devices for Polycom Phones \(Technical Bulletin 38084\)](#).

To set up a screen saver of your pictures:

- 1 Place one or more pictures on a USB flash drive, either in the root directory or in a folder.

The pictures must have the following file type and size:

- File type: BMP, JPEG, or PNG
- Maximum size: 9999 x 9999 pixels

- 2 Attach the USB flash drive to your phone.

The USB icon, , displays on the status bar.



Web Info: How Do I Attach a USB Flash Drive?

For information on how to attach a USB flash drive, see the *Quick Start Guide* for your phone, available by navigating to your phone from the [Business Media Phones](#) Web page.

- 3 Tap **Settings** from Home view, and tap **Basic > Preferences > Picture Frame**.
- 4 From the Picture Frame screen, specify the folder you stored your images in on the USB flash drive, and the length of time you want each image to display:
 - Tap **Folder**, and enter the name of the folder you placed your images in on the USB flash drive.
When you did not place the pictures in a folder, but placed them in the root directory instead, do not enter a folder name.
 - Tap **Time Per Image**, and enter the number of seconds you want each picture to display.
You can enter a minimum of 3 seconds and a maximum of 300 seconds. The default is 5 seconds.
 - Tap **Save**.
When the message *No pictures found* displays after you tap **Save**, there are no pictures in the folder you specified, or in the root directory. Go back and make sure the information you entered is correct.
- 5 Tap **Settings** from Home view, and tap **Basic > Preferences > Screen Saver**.

6 From the Screen Saver screen, do the following:

- Tap **Screen Saver**, and tap **Enabled**.
- Tap **Wait Time**, and enter the number of minutes the phone should wait, after no activity, before displaying the screen saver.
- You can enter a minimum of 1 minute and a maximum of 9999 minutes. The default is 15 minutes.

7 Tap **Save**.

After the number of minutes you specified in the *Wait Time* field, your phone displays the screen saver. You can stop the screen saver at any time by touching the screen, but the screen saver re-starts when your phone is idle again.

Interrupting and Disabling Screen Savers

You can stop a screen saver at any time by touching the screen. After your phone is idle for the specified period of time, the screen saver starts again.

You can disable a screen saver—prevent it from starting, even if your phone has been idle for the specified period of time—by doing the following:

- Removing the USB flash drive. The screen saver does not display until you attach the USB flash drive again, and your phone is idle for the period of time you specified.
- Disabling the *Screen Saver* setting. When you disable the setting, the screen saver does not display, even though the USB flash drive is still attached.

To disable the Screen Saver setting:

- 1** Tap **Settings** from Home view, and tap **Basic > Preferences > Screen Saver**.
- 2** From the Screen Saver screen, tap **Screen Saver**, and tap **Disabled**.
- 3** Tap **Save**.

Using the Phone as a Digital Picture Frame

You can view the pictures that are stored on your USB flash drive at any time, without setting up a screen saver that automatically starts each time your phone is idle. This is called the Picture Frame feature. You can display your pictures as thumbnails, one-by-one like a slide show, or display just one picture.

Before you can display your pictures, confirm the following:

- Your pictures are on the USB flash drive, and the USB flash drive is attached to your phone.
- You have specified the folder the pictures are in on your USB flash drive.

For information on how to place pictures on a USB flash drive, connect the USB flash drive to your phone, and specify a folder, see [Displaying Screen Savers](#).

To display the pictures on your USB flash drive:

- Tap Settings from Home view, and tap **Features > Removable Storage Media > Picture Frame**.

Your pictures display one-by-one, like a slide show. Six icons display beneath your pictures.

The following figure displays picture that is stored on a USB flash drive, and the six icons that display so you can set a picture as the background image on your phone, or display the pictures as thumbnails, one-by-one, or as one picture only.

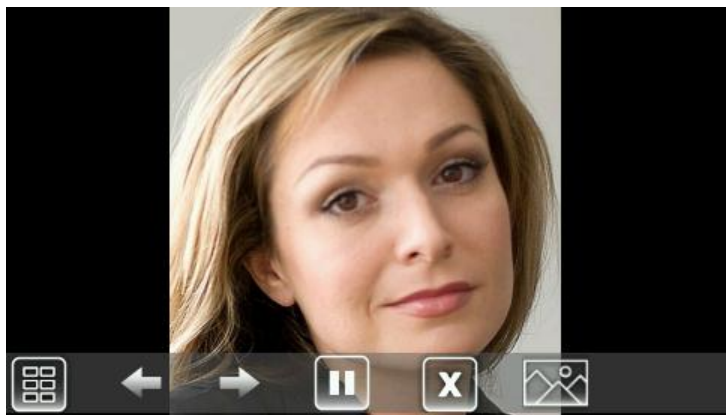









Table 14: Tapping Icons to Display Your Pictures

<i>Icons</i>	<i>Display</i>
	View thumbnails of your pictures.
	View the previous picture.
	View the next picture.
	Pause and display the current picture only.
	After you've paused, display the pictures one-by-one again.
	Stop displaying the pictures. The pictures do not display again until you access the Picture Frame feature (unless you have a screen saver set up, or you enable one).
	Set the picture that currently displays as the background picture for your phone.

Using Power-Saving Mode

By default, your phone is set up with a power-saving mode that turns off the touchscreen to conserve energy. Your phone enters power-saving mode after it has been idle for a certain period of time.

You can configure the period of time that the phone is idle before the touchscreen turns off. You can configure different idle timeouts for office hours and off hours, such as evenings and weekends.

During off hours, the message *Off Hours Mode* scrolls on the status bar. Your phone exits power-saving mode if a phone event occurs—for example, if the phone has an incoming call or message, or you press a key or tap the screen. If a screen saver is enabled on your phone, power-saving mode still occurs.

The power-saving settings you can update are:

- **Office Hours** When you start work and how long you're in the office each day. For more information, see [Changing Your Office Hours](#).
- **Timeouts** The period of time the phone should be idle before the touchscreen turns off. For more information, see [Changing Timeouts](#).

Changing Your Office Hours

Update your office hours so the phone knows when you are in the office. When you update your office hours, you specify when you start, and how long you work each day.

To change your office hours:

- 1 Tap **Settings** from Home view, and tap **Basic > Power Saving > Office Hours > Start Hour**.
- 2 From the Start Hour screen, tap the day of the week you want to update, enter your start time, and tap **Save**.
Enter a start time using the 24-hour clock. You can enter a start time from 0 to 23.
- 3 From the Office Hours screen, tap **Duration**.
- 4 From the Duration screen, tap the day of the week you want to update, enter the number of hours you work, and tap **Save**.
Enter a duration of 0 to 12 hours per day.

Changing Timeouts

You can update the period of time the phone is idle before the touchscreen turns off. You can specify different timeouts for office hours (Office Hours Idle Timeout) and non-office hours (Off Hours Idle Timeout). By default, the Office Hours Idle Timeout is much longer than the Off Hours Idle Timeout.

You can also specify a separate timeout period that applies after you press a key or tap the screen. This is called the User Input Idle Timeout. You can choose to set a higher User Input Idle Timeout than the Office Hours and Off Hours Idle Timeouts so that when you're actively using the phone, power-saving mode won't initiate as often.



User Tip: Determining Which Idle Timeout Applies

If you press a key or tap the screen, the idle timeout period that applies (User Input Idle Timeout or Office Hours/Off Hours Idle Timeout) is the timeout with the highest value.

To change timeouts:


- 1 Tap **Settings** from Home view, and tap **Basic > Power Saving > Timeouts**.
- 2 Tap **Office Hours Idle Timeout**, and enter the number of minutes the phone should wait, during office hours, before starting power-saving mode. Enter a number between 1 minute and 600 minutes. The default is 10 minutes.

- 3 Tap **Off Hours Idle Timeout**, and enter the number of minutes the phone should wait, during off-hours, before starting power-saving mode. Enter a number between 1 minute and 10 minutes. The default is 1 minute.
- 4 Tap **User Input Idle Timeout**, and enter the number of minutes the phone should wait after a key press or screen tap before starting power-saving mode. Enter a number between 1 minute and 10 minutes. The default is 10 minutes.
- 5 Tap **Save**.

6: Administrative Tasks

When your phone is unable to operate properly, you may have to investigate or troubleshoot issues. To solve issues, your administrator may ask you to restart your phone, update the phone's configuration, or test phone hardware. This chapter shows you how to perform these tasks.

Investigating Phone Warnings

When your phone is unable to perform certain tasks, a warning icon, , displays in the status bar, as displayed next. The warning icon lets you know that your phone has one or more important issues. You can view details about the issues from the Warnings screen. If you have a VVX 600, the icon has a counter indicating the number of warning messages you have, and you can tap the icon to automatically view the messages.



To view a detailed list of phone issues:

- Tap **Settings** from Home view, and tap **Status > Diagnostics > Warnings**.

The Warnings screen displays, as displayed next, listing any phone issues.



After you view the phone warnings, you can tap **Clear Icon** to remove the warning icon from the status bar. However, the warning still displays in the Warnings list until the phone issue is fixed.

Each time your phone has a warning that you haven't viewed, the Warning icon displays.

Restarting the Phone

Your system administrator may ask you to restart your phone if your phone malfunctions or to assist in troubleshooting.



Caution: Restarting Your Phone

Before you restart your phone, contact your system administrator. If your phone is malfunctioning, you may be able to restore normal operation without restarting the phone. In addition, your administrator may want to troubleshoot your phone before you restart it.

If you need to update your phone's configuration, don't restart your phone. To update the phone's configuration, see [Updating Phone Configuration](#).

To restart the phone:

- 1 Tap **Settings** from Home view, and tap **Basic > Restart Phone**.

The message *Are you sure?* displays.

- 2 If you still want to restart the phone, tap **Yes**.

The restart process begins. The process ends when the default Home screen displays.

Updating Phone Configuration

Your system administrator may ask you to update your phone configuration. You may be able to do this without restarting your phone.

To update your phone's configuration:

- 1 Tap **Settings** from Home view, and tap **Basic > Update Configuration**.

The message *Are you sure?* displays.

- 2 To update the configuration, tap **Yes**.

The configuration is updated. Your phone may restart, depending on the phone settings that have changed.

Testing Phone Hardware

Your system administrator might ask you to access a diagnostics menu on your phone to test your phone hardware. You can test your phone's microphones, speaker, handset, third-party headset (if present), keypad mappings, touchscreen, and LEDs. See your system administrator for instructions on how to perform these tests.

To test your phone hardware:

- 1 Tap **Settings** from Home view, and tap **Status > Diagnostics > Test Hardware**.

- 2 From the Test Hardware screen, tap one of the following:

- **Audio Diagnostics**
- **Keypad Diagnostics**
- **Display Diagnostics**
- **Touch Screen Diagnostics**
- **Brightness Diagnostics**

➤ **LED Diagnostics**

7: Copyright, Safety, and Regulatory Notices

Service Agreements

Please contact your Polycom Authorized Reseller for information about service agreements applicable to your product.

Governing Law

This Limited Warranty and Limitation of Liability shall be governed by the laws of the State of California, U.S.A., and by the laws of the United States, excluding their conflicts of laws principles. The United Nations Convention on Contracts for the International Sale of Goods is hereby excluded in its entirety from application to this Limited Warranty and Limitation of Liability.

All rights reserved under International and Pan-American Copyright Conventions. No part of the contents of this manual may be copied, reproduced, or transmitted in any form or by any means, or translated into another language or format, in whole or part, without written consent from Polycom, Inc. Do not remove (or allow anybody else to remove) any product identification, copyright or other notices.

Limitations of Liability

LIMITATION OF LIABILITY. TO THE FULL EXTENT ALLOWED BY LAW, POLYCOM EXCLUDES FOR ITSELF AND ITS SUPPLIERS ANY LIABILITY, WHETHER BASED IN CONTRACT OR TORT (INCLUDING NEGLIGENCE), FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, OR PUNITIVE DAMAGES OF ANY KIND, OR FOR LOSS OF REVENUE OR PROFITS, LOSS OF BUSINESS, LOSS OF INFORMATION OR DATA, OR OTHER FINANCIAL LOSS ARISING OUT OF OR IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, PERFORMANCE, FAILURE, OR INTERRUPTION OF ITS PRODUCTS, EVEN IF POLYCOM OR ITS AUTHORIZED RESELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND LIMITS ITS LIABILITY TO REPAIR, REPLACEMENT, OR REFUND OF THE PURCHASE PRICE PAID, AT POLYCOM'S OPTION. THIS DISCLAIMER OF LIABILITY FOR DAMAGES WILL NOT BE AFFECTED IF ANY REMEDY PROVIDED HEREIN SHALL FAIL OF ITS ESSENTIAL PURPOSE.

Polycom Limited Warranty and Limitation Liability

LIMITED WARRANTY. Polycom warrants to the end user ("Customer") that this product is expected to be free from defects in workmanship and materials, under normal use and service, for one year from the date of purchase from Polycom or its authorized reseller.

Polycom's sole obligation under this express warranty is at Polycom's option and expense, to repair the defective product or part, deliver to Customer an equivalent product or part to replace the defective item, or if neither of the two foregoing options are reasonably available, Polycom may, on its sole discretion, refund to Customer the purchase price paid for the defective product. All products that are replaced will become the property of Polycom. Replacement products or parts may be new or reconditioned.

Polycom is expected to warrant any replaced or repaired product or part for ninety (90) days from shipment, or the remainder of the initial warranty period, whichever is longer. Products returned to Polycom must be sent prepaid and packaged appropriately for safe shipment, and it is recommended that they be insured or sent by a method that provides for tracking of the package. Responsibility for loss or damage does not transfer to Polycom until the returned item is received by Polycom. The repaired or replaced item will be shipped to Customer, at Polycom's expense, not later than thirty (30) days after Polycom receives the defective product, and Polycom will retain risk of loss or damage until the item is delivered to Customer.

The product software comes with 90-day software warranty, providing for software updates (minor releases/bug fixes). To continue to receive support, purchasing a maintenance contract is the most economical solution.

Exclusions

Polycom will not be liable under this limited warranty if its testing and examination disclose that the alleged defect or malfunction in the product does not exist or results from:

- Failure to follow Polycom's installation, operation, or maintenance instructions.
- Unauthorized product modification or alteration.
- Unauthorized use of common carrier communication services accessed through the product.
- Abuse, misuse, negligent acts or omissions of Customer and persons under Customer's control; or
- Acts of third parties, acts of God, accident, fire, lightening, power surges or outages, or other hazards.

Warranty Exclusive

IF A POLYCOM PRODUCT DOES NOT OPERATE AS WARRANTED ABOVE, CUSTOMER'S SOLE REMEDY FOR BREACH OF THAT WARRANTY SHALL BE REPAIR, REPLACEMENT, OR REFUND OF THE PURCHASE PRICE PAID, AT POLYCOM'S OPTION. TO THE FULL EXTENT ALLOWED BY LAW, THE FOREGOING WARRANTIES AND REMEDIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, TERMS, OR CONDITIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES, TERMS, OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, CORRESPONDENCE WITH DESCRIPTION, AND NON-INFRINGEMENT, ALL OF WHICH ARE EXPRESSLY DISCLAIMED. POLYCOM NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY OTHER LIABILITY IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE OR USE OF ITS PRODUCTS.

Safety, Compliance, and Disposal Information

Part 15 FCC Rules

This device is compliant with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and

- This device must accept any interferences received, including interference that may cause undesired operation.

Class B Digital Device or Peripheral

Note: This equipment is tested and complies with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Modifications

In accordance with Part 15 of the FCC Rules, the user is cautioned that any changes or modifications not expressly approved by Polycom, Inc. could void the user's authority to operate the equipment. This equipment may not be used on a coin service or party line.

Installation Instructions

Installation must be performed in accordance with all relevant national wiring rules.

L'Installation doit être exécutée conformément à tous les règlements nationaux applicable au filage électrique.

When using Power over Ethernet (PoE), the equipment is to be connected only to PoE networks without connections to the outside plant.

Plug Acts as Disconnect Device

The socket outlet to which this apparatus is connected must be installed near the equipment and must always be readily accessible.

La prise électrique à laquelle l'appareil est branché doit être installée près de l'équipement et doit toujours être facilement accessible.

Industry Canada (IC)

This Class [B] digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe [B] est conforme à la norme NMB-003 du Canada.

CE and VCCI Mark

The VVX 500 and VVX 600 are marked with the CE mark. This mark indicates compliance with EC Directive 1999/5/EC.

The VVX Camera is marked with the CE mark. This mark indicates compliance with LVD & EMC Directives 2006/95/EC & 2004/108/EC.

A full copy of the Declaration of Conformity can be obtained from Polycom Ltd., 270 Bath Road, Slough, Berkshire, SL1 4DX, UK.

CE Mark R & TTE Directive (EU only)

Česky [Czech]: Polycom (UK) Ltd tímto prohlašuje, že tento VVX 500/VVX 600 je ve shodě se základními požadavky a dalšími příslušnými ustanoveními směrnice 1999/5/ES.

Dansk [Danish]: Undertegnede Polycom (UK) Ltd erklærer herved, at følgende udstyr VVX 500/VVX 600 overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF.

Deutsch [German]: Hiermit erklärt Polycom (UK) Ltd, dass sich das Gerät VVX 500/VVX 600 in Übereinstimmung mit den grundlegenden Anforderungen und den übrigen einschlägigen Bestimmungen der Richtlinie 1999/5/EG befindet.

Eesti [Estonian]: Käesolevaga kinnitab Polycom (UK) Ltd seadme VVX 500/VVX 600 vastavust direktiivi 1999/5/EÜ põhinõuetele ja nimetatud direktiivist tulenevatele teistele asjakohastele sätetele.

English: Hereby, Polycom (UK) Ltd. declares that this VVX 500/VVX 600 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

Español [Spanish]: Por medio de la presente Polycom (UK) Ltd declara que el VVX 500/VVX 600 cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.

Ελληνική [Greek]: ΜΕ ΤΗΝ ΠΑΡΟΥΣΑ Polycom (UK) Ltd ΔΗΛΩΝΕΙ ΟΤΙ VVX 500/VVX 600 ΣΥΜΜΟΡΦΩΝΕΤΑΙ ΠΡΟΣ ΤΙΣ ΟΥΣΙΩΔΕΙΣ ΑΠΑΙΤΗΣΕΙΣ ΚΑΙ ΤΙΣ ΛΟΙΠΕΣ ΣΧΕΤΙΚΕΣ ΔΙΑΤΑΞΕΙΣ ΤΗΣ ΟΔΗΓΙΑΣ 1999/5/EK.

Français [French]: Par la présente Polycom (UK) Ltd déclare que l'appareil VVX 500/VVX 600 est conforme aux exigences essentielles et aux autres dispositions pertinentes de la directive 1999/5/CE.

Italiano [Italian]: Con la presente Polycom (UK) Ltd dichiara che questo VVX 500/VVX 600 è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.

Íslenska [Icelandic]: Hér með lýsir Polycom (UK) Ltd yfir því að VVX 500/VVX 600 er í samræmi við grunnkröfur og aðrar kröfur, sem gerðar eru í tilskipun 1999/5/EC

Latviski [Latvian]: Ar šo Polycom (UK) Ltd deklarē, VVX 500/VVX 600 atbilst Direktīvas 1999/5/EK būtiskajām prasībām un citiem ar to saistītajiem noteikumiem.

Lietuvių [Lithuanian]: Šiuo Polycom (UK) Ltd deklaruoja, kad šis VVX 500/VVX 600 atitinka esminius reikalavimus ir kitas 1999/5/EB Direktyvos nuostatas.

Nederlands [Dutch]: Hierbij verklaart Polycom (UK) Ltd dat het toestel VVX 500/VVX 600 in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.

Malti [Maltese]: Hawnhekk, Polycom (UK) Ltd, jiddikjara li dan VVX 500/VVX 600 jikkonforma mal-
 ̡tiġijiet essenzjali u ma provvedimenti oħrajn relevanti li hemm fid-Dirrettiva 1999/5/EC.

Magyar [Hungarian]: Alulírott, Polycom (UK) Ltd nyilatkozom, hogy a VVX 500/VVX 600 megfelel a
 vonatkozó alapvető követelményeknek és az 1999/5/EC irányelv egyéb előírásainak.

Norsk [Norwegian]: Polycom (UK) Ltd erklærer herved at utstyret VVX 500/VVX 600 er i samsvar med
 de grunnleggende krav og øvrige relevante krav i direktiv 1999/5/EF.

Polski [Polish]: Niniejszym Polycom (UK) Ltd oświadcza, że VVX 500/VVX 600 jest zgodne z
 zasadniczymi wymaganiami oraz innymi stosownymi postanowieniami Dyrektywy 1999/5/WE

Português [Portuguese]: Polycom (UK) Ltd declara que este VVX 500/VVX 600 está conforme com os
 requisitos essenciais e outras disposições da Directiva 1999/5/CE.

Slovensko [Slovenian]: Polycom (UK) Ltd izjavlja, da je ta VVX 500/VVX 600 v skladu z bistvenimi
 zahtevami in ostalimi relevantnimi določili direktive 1999/5/ES.

Slovensky [Slovak]: Polycom (UK) Ltd týmto vyhlasuje, že VVX 500/VVX 600 spĺňa základné požiadavky
 a všetky príslušné ustanovenia Smernice 1999/5/ES.

Suomi [Finnish]: Polycom (UK) Ltd vakuuttaa täten että VVX 500/VVX 600 tyyppinen laite on direktiivin
 1999/5/EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.

Svenska [Swedish]: Härmed intygar Polycom (UK) Ltd att denna VVX 500/VVX 600 står i
 överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår
 av direktiv 1999/5/EG.

この装置は、クラスB情報技術装置です。この装置は、家庭環境で使用
 することを目的としています。この装置がラジオやテレビジョン受信機に
 近接して使用されると、受信障害を引き起こすことがあります。
 取扱説明書に従って正しい取り扱いをして下さい。 VCCI-B

WARNING Electrical Safety

To avoid electric shock, do not connect safety extra low voltage (SELV) circuits to teleconference station network (TNV) circuits. LAN ports contain SELV circuit, and WAN ports contain TNV circuits. Some LAN and WAN ports both use RJ-45 connectors. Use caution when connecting cables.

The VVX 500 and VVX 600 are rated 48Vdc, 0.375A. When used with the optional external power supply (PSC18U-480, or similar rated PSU), the power supply shall be a Listed power supply with a LPS output, rated 48V, min. 0.38A. The VVX Camera is USB powered (5VDC 0.5A) only.

Russian Compliance

VVX 500: Ministry of Information Technologies & Communication of the Russian Federation – Declaration of Conformity. Д-СПД-5520 valid until 15/11/2014.

VVX 600: Ministry of Information Technologies & Communication of the Russian Federation – Declaration of Conformity. Д-СПД-6013 valid until 27/11/2015.

New Zealand Telepermit

VVX 500: PTC 220/11/098

VVX 600: PTC 220/12/058

Special Conditions for this User Guide

- **PTC General Warning**

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

- **Echo Cancellation**

Echo cancellers are not normally required in the Telecom PSTN because geographic delays are acceptable where CPE return loss is maintained within Telepermit limits. However, those private networks making use of Voice over IP technology are required to provide echo cancellation for all voice calls. The combined effect of audio / VoIP conversion delay and IP routing delay can cause the echo cancellation time of 64 mS or more to be required.

- **Software Versions in the Polycom VVX 500 and Polycom VVX 600 VoIP Desktop Telephones When Used on the Telecom Network**

- ♦ The Polycom VVX 500 must be equipped with the software installed during the PTC testing (version 6.4.1.0008) for compliance to be guaranteed.
- ♦ The Polycom VVX 600 must be equipped with the software installed during the PTC testing (version 4.1.0.xxxx) for compliance to be guaranteed.

Australia

Warning
This equipment will not operate when mains power fails

WARNING FOR ALL POLCOM PHONES THAT USE HANDSETS

With respect to section 5.4.3.11 of the Australian Communications Authority as Telecommunications Technical Standard AS/ACIF S004 2006:

You should be aware that, under certain operating conditions, the handset earpiece may retain small metallic objects. If this occurs, these objects should be removed before using the handset.

Operating Ambient Temperatures

- Operating temperature: +32 to 104°F (0 to 40°C)
- Relative humidity: 5% to 95%, noncondensing
- Storage temperature: -40 to +160°F (-40 to +70°C)

Hearing Aid Compatibility (HAC)

This product is hearing aid compatible.

Waste Electrical and Electronic Equipment (WEEE)



All Polycom products that fall within the scope of the EU WEEE Directive carry the crossed wheeled bin symbol which advises customers not to recycle electronic products in the domestic waste stream but to recycle them safely as e-waste.

Restriction of Hazardous Substances Directive (RoHS)

All Polycom products comply with the requirements of the EU RoHS Directive. Statements of compliance can be obtained by contacting TypeApproval@polycom.com.

Polycom Take Back

In addition to any mandated take back requirement, Polycom offers free recycling of its branded products to business users. Detailed information is available at <http://www.polycom.com/company/about-us/recycle-program.html>.

Applies to VVX 600 Phones Only

Radiation Exposure Statement: The antenna used for this transmitter must be installed to provide a separation distance of at least 20 centimeters from all persons and must not be co-located or operating in conjunction with any other antenna or transmitter.

FCC Radiation Exposure Statement: This portable device with its antenna complies with FCC's RF radiation exposure limits set forth for an uncontrolled environment. To maintain compliance this transmitter must not be co-located or operating in conjunction with any other antenna or transmitter. FCC registration number: M72-VVX600.

This device complies with RSS-210 of Industry Canada. Operation is subject to the following two conditions: 1) This device may not cause interference, and 2) this device must accept any interference, including interference that may cause undesired operation of the device. Privacy of communications may not be ensured when using this telephone. Certification Number IC: 1849C-VVX600.