



Polycom® VVX® 500 Business Media Phone Quick User Guide

For phones running Polycom® UC Software 4.0.1 or later

Basic Phone Features
Customizing Your Phone

Applies to phones running SIP 3.0.2 or later

For detailed information please consult the Star2Star Phone and Features Guide, available for view/download via the Star2Star Knowledge Base at:

<https://support.star2star.com/>

Touch Screen

Tap to select and highlight screen items. To scroll, touch the screen, and swipe your finger up, down, right, or left.

To go back to a previous screen, tap **Back**.

Phone Views

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

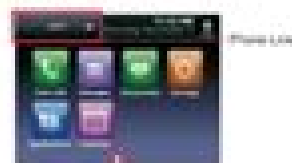
Change Views: For Home View, press

From Home View, press to display other Lines, Calls or Active Call View.

To switch between Lines View and other Calls or Active Call View, swipe the screen.

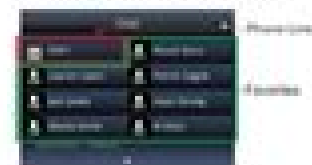
Home View

Home View displays icons you can tap to access phone functions.



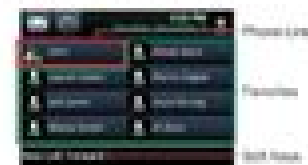
Touch and hold to display fewer icons. Touch and hold or swipe the screen to display more icons.

From Home View, tap the phone Line to display your phone Lines and Favorites (Contacts you may dial by tapping their name). To go back, tap **Close**.



Lines View

Lines View displays phone Lines, Favorites and soft keys.



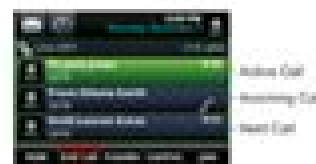
If your phone is idle, you can:

Tap the phone Line to access the Dialer.

Swipe to switch between Lines View and the Browser (if applicable).

Calls View

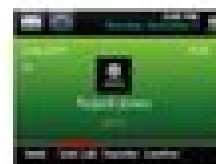
Calls View displays a list of all your calls.



Call color indicates call 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.
Tap a call to highlight it. The soft keys apply to the highlighted call.

Active Call View

If a phone Line has only one call and it is active, you may access Active Call View.



Entering Data

Use the onscreen keyboard or the dial pad keys to enter information. To

backspace, tap

To use the onscreen keyboard, tap

To type with the dial pad keys, press a key repeatedly to view the character options and stop to select.

To type other characters, tap **Encoding** or **Mode**. When using the dial pad keys, use the 1, *, 0, and # keys.

Calls

Only one call can be active at one time.

You may use the handset, speakerphone or headset for calls. During a call, you can change modes by picking up the handset or by

pressing or

Returning to your calls:

If you navigate away from your call(s), tap to see Active Call or Calls View again.

Placing Calls:

Pick up the handset, or press or . Enter the phone number and tap

From Lines View: Tap the phone Line, enter the phone number and tap

From Home View: Tap **New Call**, enter the phone number and tap

Note: You may place calls quickly by tapping a recent call or Favorite, or tap a contact's phone number in the Contact Directory.

Answering calls:

Press or tap **Answer**, pick up the handset or press

To answer a new call while on an active call, tap **Answer**. The current call will be held.

Ending calls:

To end an active call, replace the handset, press or . Or, tap **End Call**.

Polycom 55quick User Guide

Julia Schneider



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