



## Polycom® CX500 Lync™ Edition Phone

### Quick User Guide

For use with Microsoft® Lync®

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### About Your Phone

The Polycom CX500 Lync Edition Phone uses third-party Internet Protocol (VoIP) technology to provide many features not available on a traditional phone.

### Signing In to a CX500 Phone

You can sign in to any CX500 phone with your phone number or extension and your PIN authentication.

To sign in using your phone number and PIN:

1. In **Quick Phone Setup**, enter your phone number or extension, as shown next, and select **Next**.



2. Enter your six-digit PIN number and select **Next** to

enter your HQ-8. You can start making calls, searching the Active Directory, and downloading call logs.

### Making Calls

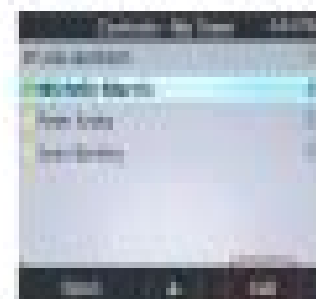
You can make one-to-one calls in the following ways:

- Pick up the handset and dialing a number.
- Call a contact from the **Contacts** screen.
- Call a contact by searching for a contact in the **Active Directory**.

To call from the **Contacts** screen:

1. From home, select the **Contacts** icon
2. From the **Contact Groups** screen, select the group of a contact.

3. Select a contact, and select **Call**, as shown next.



To call by searching for a contact in the **Active Directory**:

1. From home, select the **Search** icon
2. Enter your contacts name or phone extension using the phone's keypad.  
To enter a contacts name, press the buttons on the keypad that correspond to the letters in your contact's name. For example, press 6666777777 to enter the name Tony Smith using the star key (\*) for the space between the first and last name.
3. When you find your contact, select **Call**.

### Answering and Holding Calls

You can respond to incoming calls by picking up the handset, selecting **Answer**, or selecting **To Voice Mail** on the Incoming Call screen, as shown below.



# Polycom Cx500 User Guide

**Terry C. Jones**



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