



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
either Lines, Calls or Active Call View.

To switch between Lines View and
either 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 321 User Guide

Puja Mehta



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The book delves into Polycom 321 User Guide. Polycom 321 User Guide is a crucial topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Polycom 321 User Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Polycom 321 User Guide
- Chapter 2: Essential Elements of Polycom 321 User Guide
- Chapter 3: Polycom 321 User Guide in Everyday Life
- Chapter 4: Polycom 321 User Guide in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Polycom 321 User Guide. This chapter will explore what Polycom 321 User Guide is, why Polycom 321 User Guide is vital, and how to effectively learn about Polycom 321 User Guide.
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4. In chapter 3, the author will examine the practical applications of Polycom 321 User Guide in daily life. The third chapter will showcase real-world examples of how Polycom 321 User Guide can be effectively utilized in everyday scenarios.
5. In chapter 4, this book will scrutinize the relevance of Polycom 321 User Guide in specific contexts. The fourth chapter will explore how Polycom 321 User Guide is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Polycom 321 User Guide. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Polycom 321 User Guide.

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