





#### Polycom® VVX® 500 **Business Media Phone** Quick Uner Guide

For phones running Polycom® UC Software 4.0.1 or later

Basic Prione Features. Customizing Your Phone

Applies to phones running SIP 3.0.2 or

For detailed information please consult. the Stur2Stor Phone and Features. Guide, available for view/download via the Star2Star Knowledge Base at:

titles itsupport star 2star 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 see back to a previous screen has Back.

#### Phone Views

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

Change Views:

For Home View press (6)

From Home View, press 60 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 field to deplay house stone. Touch and hold Off or swipe the screen to display more icons.

From Home Wew, top the phone Line to display your phone Lines and Favorites. (Contacts you may dist by tapping their named. To go back, top Close



#### Lines Were

Lines View displays phone Lines. Favorites and soft keys.



If your phone is lide, you can

Tap the phone Line to access the Distant.

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

#### Calls View

Calls View displays a list of all your. CARRY.



Carli-polor indicates call status: Durk prese: Active call:

Dark blive Incoming and hald calls. Bright green: Active call is highlighted. Borght blive Incoming or held call is happingstond.

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 Vistoria



#### **Entering Data**

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

Page 1 of 2

backspace, tap 400

To use the prepress keyboard, tao



To type with the dial pad keys, press a key repeatedly to view the character collions and slop to select. To type other characters, tap Encoding or Mode. When using the dist god keys, use the 1. ", 0, and 8 keys.

Cadbu

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



Returning to your calls:

If you navigate away from your callst. too Calle to see Active Call or Calle View again.

Placing Calls:

Pick up the handset, in trees.



From Lines Wew: Tao the phone Line. enter the phone number and tag

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

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:

or too Amount, sick up the

handset or press O

To answer a new call while on an active call top Answer. The current call will the besid.

Ending calls:

To end an active call, replace the

handset areas (O) or (O) cu sun Book Call.

# **Polycom Vvx 500 User Guide**

Jianjun Gao

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