



Polycom® VVX® 501 and Polycom® VVX® 601 Business Media Phones

Quick User Guide

For use with Polycom® UC Software 4.1.2

The information in this guide applies to both the Polycom® VVX® 501 and Polycom® VVX® 601 Business Media Phones. Note that configurations vary and the screen displays used in this guide may not reflect those on your phone. See your system administrator for more information. For detailed information on how to use your phone, see the Polycom VVX 501 and Polycom VVX 601 Business Media Phones User Guide, available by navigating to your phone's Support page from the BusinessMediaPhones.com Support page.

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About the Touchscreen

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). You can access Home and Lines view at any time. If your phone has one or more calls, you can also access Calls or Active Call view.

To change Views:

- Tap Home view, press .
- From Home view, press to alternate between Home and Lines view, or, if you have one or more calls, between Home and either Calls or Active Call view.
- To switch between Lines 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 the Page Indicator (shown next) to display more or fewer icons. You can also swipe the screen to display more icons.



From Home view, tap the phone icon to display your phone Lines and Favorites (shown next). To go back, tap **Done** (shown next).



Lines View

Lines view displays phone Lines, Favorites, and soft keys.



If your phone is idle, you can:

- Tap the phone icon to access the Dialer.
- Swipe to switch between Lines view and the Browser (if enabled on your phone).

Active Call View

If your phone only has one call—and it's active—you can access Active Call view.



Calls View

If your phone has multiple calls, or one held call, you can access Calls view.



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

Tap a call to highlight it. The soft keys control the highlighted call.

Entering Data

Use the onscreen keyboard or the dialpad keys to enter information. To backspace, tap .

To use the onscreen keyboard, tap .

To type with the dialpad keys, press a dialpad key repeatedly to view the character options and stop to select. To type other characters, tap **Shifting** or **More**. When using the dialpad keys, use the 1, *, 0, and # keys.

About Calls

Only one call can be active at one time.

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

Tip: Returning to Your Calls

If you navigate away from your calls, tap to see Active Call or Calls view again.

Tip: About Headsets

Your phone supports wired and wireless headsets, including electronic bookswitch (EBS) headsets. VVX 601 phones also support Bluetooth headsets. For connection directions, refer to your headset documentation. For more information, see Using Headsets with Polycom Phones, available from thechannel.polycom.com/English/home.

Placing Calls

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

From Lines view: Tap the phone icon, enter the phone number, and tap .

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

Shortcut: Placing Calls Quickly

Tap a recent call or Favorites, or tap a contact's phone number in the Contact Directory.

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Polycom 501 User Manual:

The Top Books of the Year Polycom 501 User Manual The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have enthralled audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover expertly weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Polycom 501 User Manual : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids compelling storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Polycom 501 User Manual : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a exceptional and thrilling novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

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