



VVX 500

VVX 600



Polycom® VVX® 500 and Polycom® VVX® 600 Business Media Phones

Quick User Guide

For use with Polycom® UC Software 8.1.x or later

The information in this guide applies to both the VVX 500 and VVX 600 phones. 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 500 and Polycom VVX 600 Business Media Phones User Guide, available by navigating to your phone's Web page from the [Business Media Phone Support](#) page.

www.polycom.com | (877) 443-0800 Rev. 8 | October 2012

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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:

- For Home view, press
- From Home view, press 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 below) to display more or fewer icons. You can also swipe the screen to display more icons.



From Home view, tap the phone Line (shown above) to display your phone Lines and Favorites—contacts you can dial by tapping their name. To go back, tap **Close**.



Lines View

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

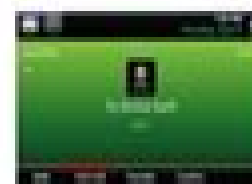


If your phone is idle, you can:

- Tap the phone Line to access the Dialer.
- Swipe to switch between Lines view and the browser (if 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 status keys to enter information. To backspace, tap .

To use the onscreen keyboard, tap .

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

To type other characters, tap **Extended** or **More**, then using the status keys, use the 1, *, #, and 0 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 .

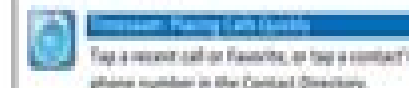


Placing Calls

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 .



Answering Calls

To answer with the speakerphone, press or tap **Answer**.

To answer with the handset, pick up the handset. To answer with a headset, press .

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

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A Gutmann



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