



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

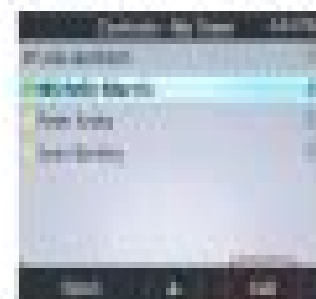
You can make one-to-one calls in the following ways:

- 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.



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Table of Contents Polycom Cx500user Guide

1. Understanding the eBook Polycom Cx500user Guide
 - The Rise of Digital Reading Polycom Cx500user Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Polycom Cx500user Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Polycom Cx500user Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Polycom Cx500user Guide
 - Personalized Recommendations
 - Polycom Cx500user Guide User Reviews and Ratings
 - Polycom Cx500user Guide and Bestseller Lists
5. Accessing Polycom Cx500user Guide Free and Paid eBooks
 - Polycom Cx500user Guide Public Domain eBooks
 - Polycom Cx500user Guide eBook Subscription Services

- Polycom Cx500user Guide Budget-Friendly Options
- 6. Navigating Polycom Cx500user Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Polycom Cx500user Guide Compatibility with Devices
 - Polycom Cx500user Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Polycom Cx500user Guide
 - Highlighting and Note-Taking Polycom Cx500user Guide
 - Interactive Elements Polycom Cx500user Guide
- 8. Staying Engaged with Polycom Cx500user Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Polycom Cx500user Guide
- 9. Balancing eBooks and Physical Books Polycom Cx500user Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Polycom Cx500user Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Polycom Cx500user Guide
 - Setting Reading Goals Polycom Cx500user Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Polycom Cx500user Guide
 - Fact-Checking eBook Content of Polycom Cx500user Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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