

Quick Tips for the Polycom® VVX® 1500 Business Media Phones

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Enter Data

You can use the onscreen keyboard to enter information.

To use the onscreen keyboard:

- » Tap .

To backspace,

- » Tap .

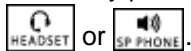
To type other characters:

- » Tap **Encoding** or **Mode**.





Place Calls

You can only have one active call in progress on your phone.

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



To place a call:



- » Do one of the following:
 - Pick up the handset, press  or , enter the phone number, and tap **Dial**.
 - Enter the phone number, tap **Dial**, and pick up the handset, or press  or .
 - Tap **New Call**, enter the phone number, and tap **Send**.
 - Select a **Favorite** from the home screen.

- Select a contact from the **Recent Calls** list and tap **Dial**.
- Select a contact from the **Contact Directory** and tap **Dial**.

Answer Calls

You can answer calls using the handset, speakerphone, or a headset.



To answer a call:

- » Do one of the following:
 - To answer with the speakerphone, press  or tap **Answer**.
 - To answer with the handset, pick up the handset.
 - To answer with a headset, press .

End Calls

You can only end active calls. To end a held call, you must resume the call first.

To end an active call:

- » Replace the handset in the cradle, press  or , or tap **End Call**.

To end a held call:

- » Tap **Resume** > **End Call**.

Hold and Resume Calls

You can have multiple calls on hold and resume a call at any time.

To hold a call:

- » Tap **Hold** or press .



To resume a call

- » Tap **Resume** or press .

Transfer Calls

You can transfer calls to any contact and choose the way to transfer the call.

To transfer a call:

- 1 Press and hold the **Transfer** soft key or .
- 2 Choose **Blind** or **Consultative**.
- 3 Dial a number or choose a contact.
If you chose **Blind**, the call is transferred immediately.
- 4 If you chose **Consultative**, press the **Transfer** soft key or press  after speaking with your contact.

Forward Calls

You can forward an incoming call to a contact or forward all incoming calls to a contact.

To forward an incoming call:

- 1 On the **Incoming Call** screen, tap **Forward**.
- 2 Enter your contact's number and tap **Forward**.

To forward all incoming calls:

- 1 Tap **Forward**.
- 2 If you have more than one line, select a line.

- 3 Choose either **Always**, **No Answer**, or **Busy**.
If you chose **No Answer**, you can enter the number of rings before the call is forwarded.
- 4 Enter a contact's number, and tap **Enable**.

To disable call forwarding:

- 1 Tap **Forward**.
- 2 If you have more than one line, select a line.
- 3 Choose your forwarding type and tap **Disable**.

Initiate a Conference Call

You can initiate a conference call with up to 24 contacts.

To initiate a conference call:

- 1 Call a contact.
- 2 Tap **Conference** and call your next contact.
- 3 When your contact answers, tap **Conference**.

You can also join an active and held call into a conference call.

To join two calls into a conference call:

- » Tap **Join**.

Manage Conference Calls

When you initiate a conference call, you can manage all or individual conference participants:

To manage all conference participants:

- » Do one of the following:
 - Tap **Hold** to hold all participants.
 - Tap **Mute** to mute all participants.

To manage individual participants:

- 1 Highlight a participant and Select **Manage**.
- 2 Do one of the following:
 - Tap **Far Mute** to mute the participant.

- Tap **Hold** to place the participant on hold.
- Tap **Remove** to remove the participant from the conference and create a separate call with the participant.
- Tap **Information** to view information for the participant.

View Recent Calls

You can view placed, received, and missed calls.

To view recent calls:

- » Press  and tap **Call Lists**.

View the Contact Directory

You can view and add contacts to the Contact Directory.

To view the Contact Directory:


- » Press  and tap **Contact Directory**.

To add a contact to the Contact Directory:



- 1 In the Contact Directory, tap **Add**.
- 2 Enter the contact's information and tap **Save**.

You can enter a number between 1 and 9999 in the **Speed Dial Index** field to make a contact a favorite.

Access Voice or Video Messages

When you have new voice or video messages, the messages icon  displays.


To access voice or video messages:

- 1 Tap  or press .
- 2 Tap **Message Center > Connect**.
- 3 Follow the prompts.

Mute the Microphone

You can mute or unmute your microphone during calls.


To mute or unmute your microphone:

- » Press . The key glows red when your microphone is muted.

Enable Do Not Disturb

You can enable Do Not Disturb when you do not want to receive calls.


To enable or disable Do Not Disturb:

- » Press .


Set Ringtones

You can set ringtones for incoming calls from all contacts and from individual contacts.

To set a ringtone for incoming calls:

- » Tap  > **Settings > Basic > Ring Type** and select a ringtone.


To set a ringtone for individual contacts:

- 1 Press  and tap **Contact Directory**.
- 2 Choose a contact and tap **Edit**.
- 3 Choose a ringtone and tap **Save**.


Control Video during Calls

During video calls, you can control the transmission of video during calls.

To stop video during a call:

- » Press  and tap **Stop Video**.

To start resending video during a call:

- » Press  and tap **Start Video**.