Sign into Skype for Business
You can sign into your Skype for Business account on the phone.

To sign into Skype for Business:
1. Press the Sign In soft key or navigate to Settings > Features > Skype.
2. Select one of the following sign in options:
   - User ID
   - PIN
   - Via PC or Paired Lync Client
   - Web Sign In
3. Complete the required sign-in fields or follow the on-screen prompts.

To sign out of Skype for Business:
» Press the Sign Out soft key.

Sign into Skype for Business as a Guest
You can sign into the host phone or a common area phone as a guest user.

To sign into Skype for Business as a Guest:
1. Press Guest soft key.

Sign out of Skype for Business as a Guest
You can manually sign out as a guest user from the host phone or a common area phone.

Note: When the phone is idle, guest users are automatically signed out after guest timeout.

To sign out of Skype for Business:
» Press the Sign Out soft key.

Adding Favorites
When you add contacts as favorites in a Skype for Business client, those favorites display on the Home screen on the phone.

Add a Contact
Add Skype for Business contacts to the Contacts list on your phone.

To add contacts to your phone:
1. Press Contacts > Add.
2. Enter your contact’s email address and press Submit.

View a Contact’s Information
You can view a contact’s name, presence status, organization, work number, mobile number, and voicemail.

To view a contact’s information:
» Press Contacts, select a contact, and press Info.

Update Your Presence Status
Your presence status automatically updates when you are actively using your phone or it’s inactive. You can also update your presence status at any time.

To update your presence status:
» Press My Status and select your desired status.

You can change your status to Available from any other status by selecting Reset.

Initiate a Conference Call
Initiate a Skype for Business conference call with Skype for Business contacts or a group of contacts from your phone.

To initiate a conference call:
1. Press Meet Now > Invite.
2. Select a contact and press Dial.
3. Press Invite to add additional contacts.

To initiate a conference call with a group:
1. Press Contacts > Groups.
2 Select a group and press **Dial All**.

**Forward a Call**
Forward your incoming calls to another contact or to your voicemail.

To forward incoming calls to a contact:
1 Press **Forward > Forward to Contact**.
2 Enter your contact’s number and press **OK**, or press **Contacts**, choose a contact, and press **Forward**.

To forward incoming calls to voicemail:
» Press **Forward > Forward to Voicemail**.

**Use the Directory**
You can search, call, and save contacts in the Skype for Business Directory on your phone.

To search the directory:
1 Select **Directories > Skype for Business Directory**.
2 Enter your contact's first or last name. The phone automatically displays search results.

To call contacts from the directory:
» After you find your contact, press **Dial**.

To save a contact from the directory:
» After you find your contact, press **Add to Contacts**.

**Use Boss-Admin**
You can assign delegates to manage your calls, set distinct ringtones for boss calls, and interact with assigned lines.

To assign delegates:
1 In your Skype for Business client, click **Tools > Options > Call Forwarding**.

2 Click **Simultaneous Ring > My Delegates** and add contacts as delegates for your line.

To view a list of delegates on your phone:
» Press **Contacts > Groups > Delegates**.

To view a list of bosses on your phone:
» Press **Contacts > Groups > People I Manage Calls For**.

**Use Better Together Over Ethernet (BToE)**
BToE enables you to sign into your Skype for Business account on a Polycom VVX business media phone and use the phone to handle calls on your phone and in the Skype for Business client.

When signed into different accounts, the PC audio icon 📞 displays on your phone for calls answered in the Skype for Business client.

To answer an incoming call:
» Press **Answer** on your phone or click **Answer** in the Skype for Business client.

Calls placed in the Skype for Business client are also placed on the phone.

To place a call from the Skype for Business client:
» Right-click a contact and click **Call**.

You can pause active audio and video Skype for Business calls on your phone when you are signed into different user accounts on your phone and the Skype for Business client. You can also pause video calls when you are signed into the same user account on the phone and in the client.

However, when you pause an audio or video call on your phone, the call remains active in the Skype for Business client on your computer.

To pause an audio or video call:
» Press **Pause** on your phone.

To resume a paused call:
» Press **Resume** on your phone.

You can move the call audio between your phone and your computer.

To move call audio between the computer and phone:
1 In the Skype for Business client, click 📞.
2 Click **Devices** and do one of the following:
  ✔️ Click **Handset** to move call audio to your phone.
  ✔️ Click **PC Mic and Speakers** to move call audio to your computer.