

Polycom VVX500



COLOR TOUCH DISPLAY

With programmable soft keys for easy access to call history, messages, settings and more.

VIDEO CONNECTION

For use with optional USB video camera for video conferencing.

LED LIGHT

Blinks when you have missed calls or voicemail.

HOME KEY

Immediate access to most used functions.

HEADSET KEY

Turns headset on or off.

SPEAKER PHONE

High quality, full duplex.

KEYPAD

VOLUME CONTROL

MUTE



Right by You™

888.336.4249
ritterbusiness.com



Polycom VVX500 ADVANCED CALL HANDLING



PARKING A CALL

Places the call on hold so it may be retrieved from another phone.

1. Initiate the transfer by pressing any of the available **CALL PARK** soft keys.
2. To retrieve the call, press the **CALL PARK** soft key that corresponds to the parked call you wish to retrieve.

CONFERENCE CALLING

Call the first party, and after the call connects, press **More**, and select **Confrnc**. Then, dial and connect with the second party and press **Confrnc** again.

From Lines or Calls view, you can:

- > Press **Hold** to hold all participants.
- > Press **End Call** to remove yourself from the call, but keep the other participants connected.
- > Press **Manage** (if available) to manage each participant.
- > Press **Split** to end the conference and hold all participants.

CALL TRANSFER

From Lines, Calls, or Active Call view, tap **Transfer**, and call the other party. When you hear the ringback sound, or after you talk with the other party, tap **Transfer**.

CALL FORWARDING

To **Enable** call forwarding, press ***72** plus the 10 digit number then **SEND**. To **Disable** call forwarding, press ***73** then **SEND**.


CALL HOLD AND RESUME

From Lines, Calls, or Active Call view, tap **Hold**. If you're in Calls view, remember to highlight the call first.

To resume a held call, tap **Resume** from either Lines or Calls view.

VOICEMAIL

Tap **Messages** from Home view, and tap **Message Center**. Tap **Connect** and follow the prompts.

OR tap  from Lines, Calls, or Active Call View.

OR press voicemail soft key (if available).