

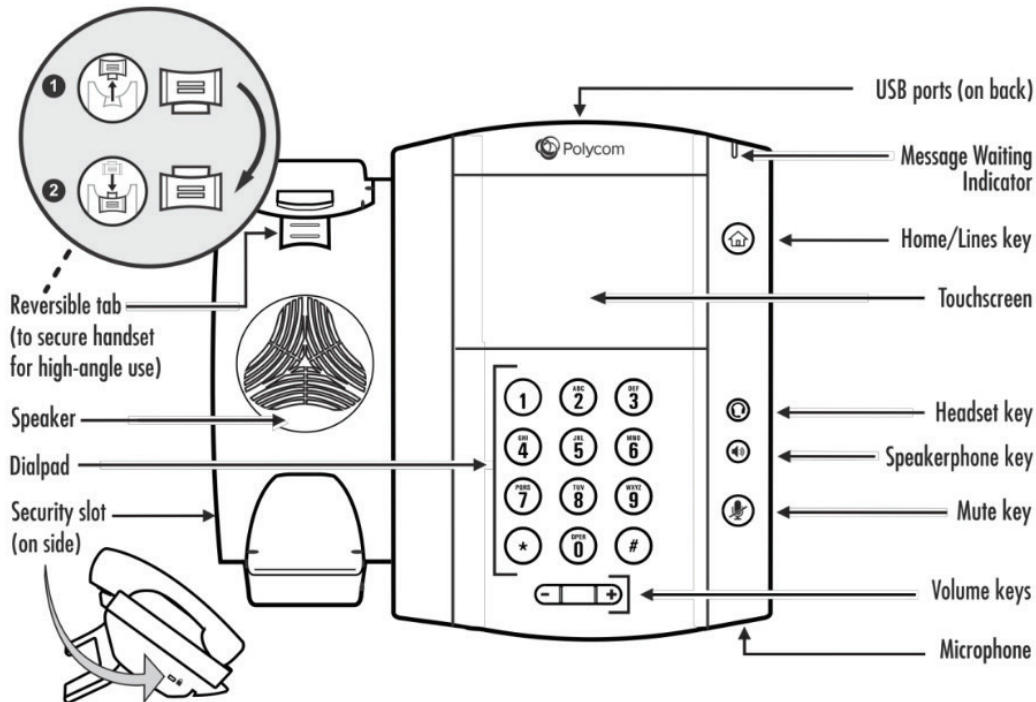
POLYCOM® VVX® 501 & VVX® 601

Quick Start Guide



The following figure displays the hardware features on the VVX 501 and VVX 601 business media phones. The table lists each numbered feature shown in this figure.



VVX 501 & VVX 601 HARDWARE FEATURES



Feature	Description
Reversible tab	Secures the handset in the cradle when your phone stand is positioned at a high angle. To secure the handset, remove the tab, reverse it so the protrusion points up, and re-insert it. Then, position the handset so the protrusion on the tab fits into the slot on the handset
Speaker	Provides ringer and hands-free (speakerphone) audio output
Dialpad	Enables you to enter numbers, letters, and special characters. You can also use the dialpad keys to select menu items that have index numbers
Security slot (on side)	The connector on the left side of your phone that enables you to attach a laptop cable lock to your phone so you can secure it to a desktop
USB Ports	Enable you to: <ul style="list-style-type: none"> Attach a USB flash drive so you can record calls, update the background picture on your phone, set up a screen saver, or use your phone as a digital picture frame Attach a USB headset Attach a VVX Camera to the top-most port

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Feature	Description
Message Waiting Indicator	Flashes red to indicate new messages
Home and Lines key	Enables you to Press  from any screen to display Home view. From home view, Press  to display other phone views: Line and Call view
Touchscreen	The screen is touch-sensitive. Tap to select and highlight screen items . To scroll, touch the screen, and Swipe your finger up, down, right, or left
Headset key	Enables you to place and receive calls through a headset. The key glows green when an analog headset is activated, and blue when a USB or Bluetooth headset is activated
Speakerphone key	Enables you to place and receive calls using the speakerphone. The key glows green when activated
Mute key	Mutes your audio during calls and conferences. The key glows red when audio is muted
Volume keys	Adjusts the volume of the handset, headset, speaker, and phone's ringer
Microphone	Transmits sound from your phone to other phones

NAVIGATING YOUR PHONE INTERFACE

Home Screen

On VVX 501 & 601 phones, the phone line and icons you can select to access phone features, settings, and information display on the Home screen. A Page Indicator shows the page you are currently viewing.

On VVX 501 & 601 phones, you can Tap a phone line on the Home screen to display additional phone lines and favorites on your phone, as shown next. From this screen, you can also Tap a phone line to open the Dialer or select a favorite to call.

Calls Screen

The Calls screen is supported on VVX 501 & 601 phones. You can access the Calls screen when you have one held call or an active and held call in progress on your phone. The Calls screen is automatically displayed when you have an active call and one or more held calls on your phone.

To display the Calls screen:

During a call, do one of the following:

- Press the **Home** key
- Tap the **Calls** soft key in the status bar.
- Swipe the screen **right to left**.

All of your active and held calls display on the Calls screen. Use the arrow keys or Swipe the screen from the bottom to the top to view all calls on your phone. The total number of calls is displayed on your line, and if you have multiple lines on your phone, calls display under the associated line.

Lines Screen

The Lines screen is supported on VVX 501 & 601 phones and is the default screen when your phone is not in use. You can view your phone lines, favorites, and soft keys on the Lines screen. To display the Lines screen, Press the Home key.

























Active Call Screen

The Active Call screen is supported on VVX 501 & 601 phones, and the screen is displayed when you place a call and you have an active call in progress. When you have an active call in progress, the name and number of the contact you are talking with and the duration of the call is displayed in the Active Call screen. In the Active Call screen, you can hold, end, and transfer the call, or set up a conference call.

To display the Active Call screen:

Do one of the following:

- Place a call
- Press the **Home** key
- Tap the **Calls** soft key
- Swipe the screen from **right to left**

Icon	Description	Icon	Description
	Registered line		Status indicators in Lines view. A flashing red bar indicates held calls. A green bar indicates an active call
	Unregistered line		Do Not Disturb enabled
	Placing a call		Phone warning
	Active call using Polycom HD Voice		Login credentials invalid
	Held call		Shared line
	Incoming call in Lines screen		Shared line with a held call
	Incoming call in Calls screen		Select to access recent calls
	Active conference		New messages
	USB flash drive attached		Bluetooth headset paired & connected (VVX 601 only)
	Recording in progress or paused (VVX 501 only)		Received call
	Recording paused (VVX 601 only)		Missed call
	Recording in progress (VVX 601 only)		Bluetooth available

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