

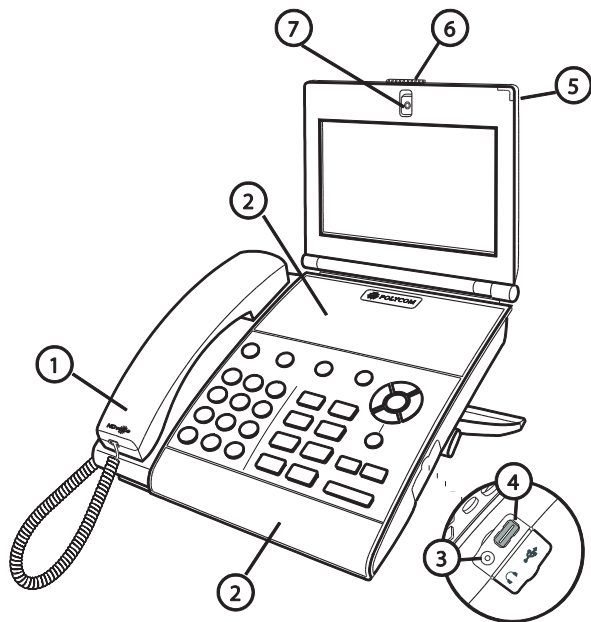
QUICKSTART GUIDE

POLYCOM

VVX 1500 SERIES




























POLYCOM VVX 1500 | FEATURES



VVX 1500 Handset Features

1. **Handset and Cord** - Provides audio output for calls that use the handset.
2. **Speakerphone** - Provides ringer and hands-free (speakerphone) audio output.
3. **Headset Connector** - Allows you to connect a headset to the phone
4. **USB Connector** - Allows you to connect a USB flash drive to display pictures on your phone, and to record and play back calls.
5. **LED Indicator** - The LED flashes red to indicate the following:
 - The software is booting
 - A message is waiting
 - The phone is in power-saving mode (slow-flashing red)
6. **Privacy Shutter Adjuster** - Opens and closes the privacy shutter.
7. **Camera** - Provides near-site video Note: The camera barrel is located directly behind the camera lens. It adjusts the camera angle.

UNDERSTANDING THE ICONS

	Call (audio-only)		Video stopped
	Call with Polycom HD Voice		Message waiting indicators
	Call (video)		Missed calls indicator
	Call (video) with Polycom HD Voice		Mute applied
	Call on hold (private line)		Speed Dial Key
	Call on hold (shared line)		USB device attached and idle
	Call without Polycom HD Voice (private line)		USB device attached and playing back
	Call (shared line)		USB device attached and recording
	Conference call		USB device attached and recording paused
	Do Not Disturb enabled		
	Forward (Always)		
	Headset attached		
	Line (registered, private)		
	Line (registered, shared)		
	Line (unregistered)		
	Login credentials locked		

BASIC PHONE FEATURES

Place a Call

- Using the handset: Enter the phone number by tapping the touch screen or using the phone keypad, and then pick up the handset.
- Using the speakerphone: With the handset on-hook, tap the **New Call** soft key or a **Line Key**, and then enter the phone number by tapping the touch screen or using the phone keypad.
- Using the optional headset: With the headset connected, press the **Handset** button, and then enter the phone number by tapping the touch screen or using the phone keypad.

Answering a Call

- Using the handset: Pick up the handset
- Using the speakerphone: Tap the **Answer** soft key or the **Line Key** with the flashing green status indicator.
- Using the optional headset: Press the **Headset** button

Answering Calls When You're On Another Call

- If an incoming call arrives while you have an active call, you will hear a call-waiting beep, and the incoming call is displayed. To answer the new call, tap the **Answer** soft key.
- The phone places the original call on hold.

Ending Calls

- To end a call, tap the **End Call** soft key.

CALL FORWARD OPTIONS

Forward Calls To Another Number

- Dial ***72** then enter the number of the destination
- To disable, dial ***73**

Forward Calls, When Busy, To Another Number

- Dial ***90** then enter the number of the destination
- To disable, dial ***91**

Forward Unanswered Calls To Another Number

- Dial ***92** then enter the number of the destination
- To disable, dial ***93**

Note: You will be notified by the voice prompt when each function has completed successfully. If you have previously entered a destination phone number for that call forward type, you do not need to re-enter it each time the call forward option is enabled.

USING THE CONTACT DIRECTORY

To Add or Edit a Contact

- Tap the **Menu button > Features > Contact Directory**
- To add a contact, tap the **Add** soft key
- To edit a contact, tap the contact you want to edit, and then tap the **Edit** soft key
- Tap a field, and then add or edit the information. The only required field is the Contact field (the phone number)
- Tap the **Save** soft key

To Search For a Contact

- Tap the **Menu button > Features > Contact Directory**
- Tap the **Search** soft key, and then enter the first few characters of the contact's first or last name
- Tap the **Search** soft key

Adding Speed Dial Numbers

- To add or edit a speed dial index number for a contact, update the contact's Speed Dial Index field in the Contact Directory. If a Line Key is available, the contact you add will display as a Speed Dial Key.

To Use a Speed Dial Key

- Tap the contact's Speed Dial Key on the far-right of the touch screen.
- Alternatively, press the **Up** button on the Navigation Key Pad to select a contact. The call is automatically placed

VOICEMAIL

Setting up Voicemail

- Dial *62
- Enter the default password: 0000# or 1234#
- Change the password to your personal four digit password and then repeat it to confirm
- Record your name and follow the prompts

Customise Greetings:

- To access your mailbox, press **1**
- To record your name, press **3**
- To change your password, press **8**

Selecting mailbox option:

- To listen to messages, press **1**
 - To save the message, press **#**
 - To erase/delete the message, press **7**
 - To repeat the message, press **2**
 - To play the message again, press **5**
 - To listen to the next message, press **6**
 - To call back the caller, press **8**
- To change the "busy" greeting, press **2**
- To record and activate a new "unavailable" greeting, press **3**
- To compose and send a new message, press **5**
- To delete all messages, press **7**

CONFERENCE CALLS

Setting up Conference Calls

You can set up a conference call with two other people. During a conference call, you can send and receive video with only one conference participant. If you want, you can switch the person with whom you exchange video.

To set up a conference:

- Call the first party
- After the first party answers, tap the **Conference** soft key. The active call is placed on hold
- Place a call to the second party.
- When the second party answers, tap the **Conference** soft key. All parties are joined in the conference.

You can do the following:

- To place the conference on hold, tap the **Hold** soft key. To resume the call, tap the **Resume** soft key.
- To end the conference, but keep the other participants connected, tap the **End Call** soft key
- To end the conference and place all participants on hold, tap the **Split** soft key
- To start and stop the transmission of near-site video, tap the **Video** soft key, and then tap the **Stop Video** soft key. (You will still receive video.)
- To start the transmission of near-site video again, tap the **Start Video** soft key.

USING VIDEO

Make sure you open the privacy shutter (centred above the touch screen) using the privacy shutter adjuster (centred along the top edge, above the camera). You can also adjust the camera barrel (located behind the camera) up or down.

During a video call, tap the Video soft key to do the following:

- To start or stop transmitting video, tap the **Start Video** or **Stop Video** soft key.
- To display the video that appears in the large window on the entire screen, tap the **Full Screen** soft key. To return to normal viewing mode, tap the full screen video.
- To toggle the video to display large far-site video with PIP near-site video, or PIP far-site video with larger near-site video, tap the **Swap** soft key.
- To exit the video options, tap the **Back** soft key.
- During an audio-only call, the video soft keys are not available.

Disabling Video

You can disable your phone from automatically transmitting video at the start of all calls.

To disable video at the start of all calls:

- Tap > **Settings** > **Basic** > **Video** > **Video Call Settings**
- Tap the **Auto Start Video** Tx field's highlighted box
- From the drop-down list, tap **Disabled**
- Tap the **Save** soft key.

Muting the Microphone

- During a call, press the **Mute** button which glows red
- You can hear all other parties while Mute is enabled, but the other parties cannot hear you.
- To turn off Mute, press **Mute** again. The red LED turns off.

Holding and Resuming Calls

- To place a call on hold - Tap the **Hold** soft key
- To resume a call on hold - Tap the **Resume** soft key

Transferring Calls

- During a call, tap the **Transfer** soft key - the active call is placed on hold
- Place a call to the party to whom you want to transfer the call.
- When you hear the ring-back sound or after you speak with the second party, tap the **Transfer** soft key.

Redialing Numbers

- To call the last number you dialed, press the **Redial** button

Using Call Lists

- Tap the Menu button > **Features** > **Call Lists** > **Missed Calls, Received Calls, or Placed Calls.**

