

# Polycom® VVX® 150 Business IP Phones

## Quick Reference Guide

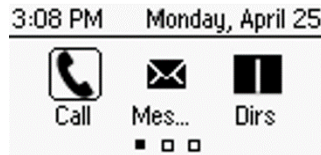
3725-48817-001A | UC Software 5.8.0



### Home Screen

Displays Messages, Settings, and Information.

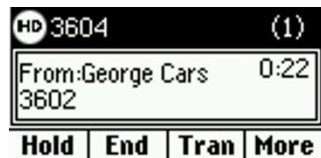
Available anytime.



### Calls Screen

Displays all Active and Held calls.

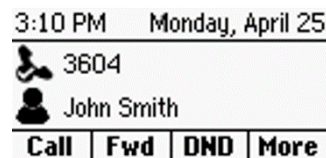
Available when you have an active or held calls in progress.



### Lines Screen

Displays Phone lines, Favorites, and conditional Soft keys.

Available anytime.



### Switch Phone Screens

Use the Home key on the phone from other screens.

**To switch between screens:**

- » Do one of the following:
  - Press the Home key (🏠) to display the Home screen from the Lines, Calls or Active Call screen.
  - Press the **Lines** soft key to access the Lines screen from the Calls or New Call Screen.
  - Press the **Calls** soft key to access the Calls screen from the Lines screen.
  - On VVX 150 phones, press the **C > L** soft key to display the Lines screen from the Calls screen.
  - On VVX 150 phones, press the **L > C** soft key to display the Calls screen from the Lines screens.

### Place Calls

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

**To place a call:**

- » Do one of the following:
  - Pick up the handset, press (📞) or (📞), enter the phone number, and press **Send**.
  - Enter the phone number, press **Dial** and pick up the handset, or press (📞).
  - From the Lines screen, press the Line key, enter the phone number, and select **Send**.
  - From the Home screen, select **New Call**, enter the phone number, and press **Send**.
  - Select a **Favorite** from the home screen.
  - Select a contact from the **Recent Calls** and **Contact Directory**.

### Answer Calls

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

**To answer a call:**

- » Do one of the following:
  - To answer with the speakerphone, press (📞) or press **Answer** soft key.
  - To answer with the handset, pick up the handset.
  - To answer with a headset, press (📞).

### End Calls

You can end active calls at any time. 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 press the **End Call** soft key.

**To end a held call:**

- 1 Select the held call and press **Resume**.
- 2 Press **End Call**.

### Hold and Resume Calls

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

**To hold a call:**

- » Select the call and press the **Hold** soft key.

**To resume a call**

- » Select the call and press the **Resume** soft key.

### Transfer Calls

You can transfer calls to any contact.

**To transfer a call:**

- 1 Press and hold the **Transfer** soft key.
- 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 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, select **Forward**.
- 2 Enter your contact's number and select **Forward**.

### To forward all incoming calls:

- 1 On the Home screen, select **Forward**.
- 2 If you have more than one line, select a line.
- 3 Choose either **Always**, **No Answer**, or **Busy**.
- 4 Enter a contact's number, and select **Enable**.  
If you choose **No Answer**, you can enter the number of rings before the call is forwarded.

### To disable call forwarding:

- 1 Select **Forward** or press the **Fwd** soft key.
- 2 If you have more than one line, select a line.
- 3 Choose your forwarding type and select **Disable**.

## Initiate a Conference Call

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

### To initiate a conference call:

- 1 Call a contact. Select **Conference** and call your next contact.
- 2 When your contact answers, select **Conference**.

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

### To join two calls into a conference call:

- » On the Calls screen, select **Join**.

## Manage Conference Calls

You can manage all or individual conference participants when you initiate a conference call.

### To manage all conference participants:

- » Select **Hold** to hold all participants.

### To manage individual participants:

- 1 Select a participant and select **Manage**.
- 2 Do one of the following:
  - Select **Far Mute** to mute the participant.
  - Select **Hold** to place the participant on hold.
  - Select **Remove** to end the call with the participant.
  - Select **Information** to view information for the participant.

## View Recent Calls

You can view recent placed, received, and missed calls.

### To view recent calls:

- » Navigate to **Directories > Recent Calls**.

## View the Contact Directory

You can view and add contacts to the Contact Directory.

### To view the Contact Directory:

- » From the Home screen select **Directories > Contact Directory**.


### To add a contact to the Contact Directory:

- 1 Navigate to **Directories > Contact Directory**
- 2 In the Contact Directory, select **Add**.

- 3 Enter the contact's information and select **Save**.

You can enter a number between 1 and 99 in the **Favorite Index** field to make a contact a favorite.

## Listen to Voicemail

When you have <sup>OO</sup>new voicemail messages, the messages icon  displays on your line.

### To listen to voicemail:

- 1 On the Home screen, select **Messages**.
- 2 Select **Message Center > Connect**.

## Enable Do Not Disturb

You can enable Do Not Disturb to prevent your phone from ringing and to send all incoming calls directly to voicemail.

### To enable or disable Do Not Disturb:

- » On the Home screen or Idle Screen, select **DND**.

## Set Ringtones

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

### To set a ringtone for incoming calls:

- » Select **Settings > Basic > Preferences**.
- » Select **Ring Type**.
- » If there are multiple lines on your phone, select a line.
- » From the **Ring Type** screen, select a ringtone.
- » Select **Play** to hear the ringtone.