

POLYCOM[®] VVX[®] 600

› QUICK USER GUIDE



› GET TO KNOW YOUR PHONE

In **Idle** state, your touchscreen will display your extension and the soft keys. The **Home** screen is displayed when you press the **Home** key. From here, you can initiate new calls and access your messages, directories, settings and applications.

› PLACING CALLS

Pick up the handset, or press  or . Enter the phone number and tap .

› ANSWERING CALLS

Press  or tap **Answer**, pick up the handset or press .

To answer a new call while on an active call, tap **Answer**. The current call will be held.

› VOICEMAIL

An envelope adjacent to a Line key, indicates that you have voicemail.

Select **Messages** from Home view and select **Message Center**.

Press **Connect** and follow the prompts.

› CALL HOLD AND RESUME

During a call, tap the **Hold** soft key. Press the **Resume** soft key to resume the call.

› CALL TRANSFER

During a call, tap the **Transfer** soft key to place the active call on hold.

To transfer a call unannounced:

Tap **Blind** in the upper right-hand corner and then dial the number or extension to automatically transfer the call.

To announce the transfer:

Place a call to the party to which you want to transfer the call. After speaking with the second party, tap **Transfer** again to complete the transfer.

› PLACING CONFERENCE CALLS

Call the first party. From Lines, Calls or Active Call View, tap **Confrnc**. Dial and connect with the other party, and tap **Confrnc** (you can connect a conference call with a total of three phone numbers).

Timesaver: Placing Conference Calls

If you have an active and held call, tap **Join** to set up a conference.

› MUTING THE MICROPHONE

During a call, press  so other parties can't hear you.

To disable Mute, press  again.

This applies to calls using the handset, headset, and speakerphone. .

› ADJUSTING VOLUME

To change call volume, press  during a call. To change the ringer volume, press  when the phone is idle or ringing.

You can also view short how-to videos about all of these topics at

arvigbusiness.com/hostedpbx

888.992.7844

©Arvig 2020.

