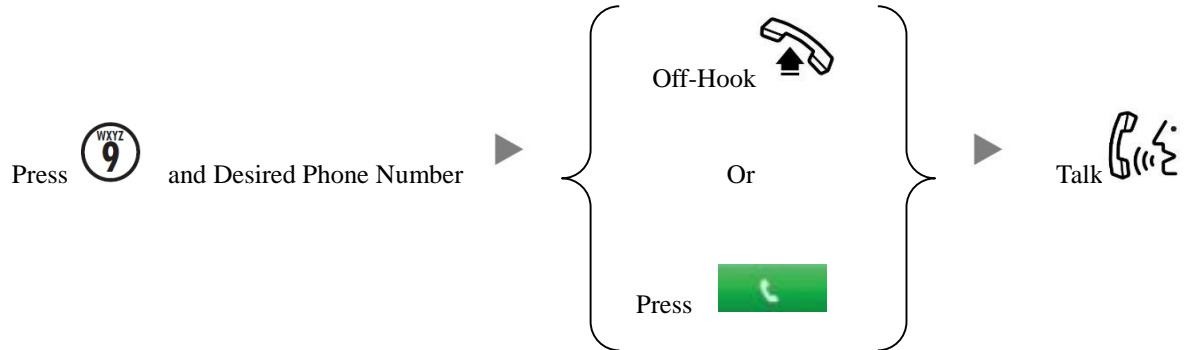


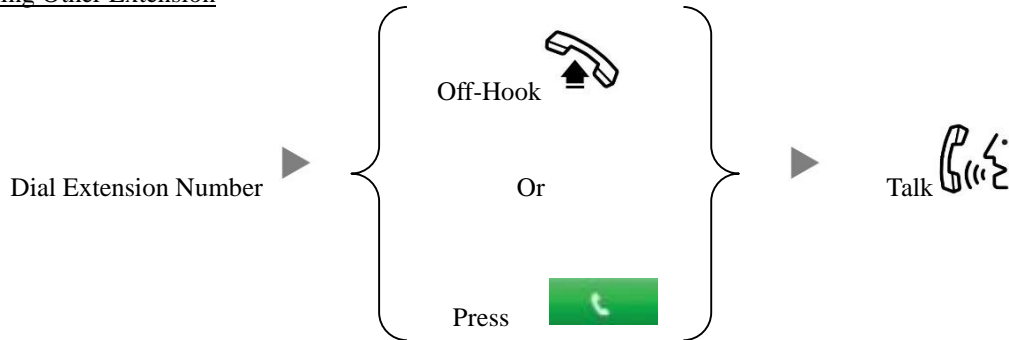
Polycom VVX500/501/600/601 Instructions

1. Making Calls

i. Outside Calls



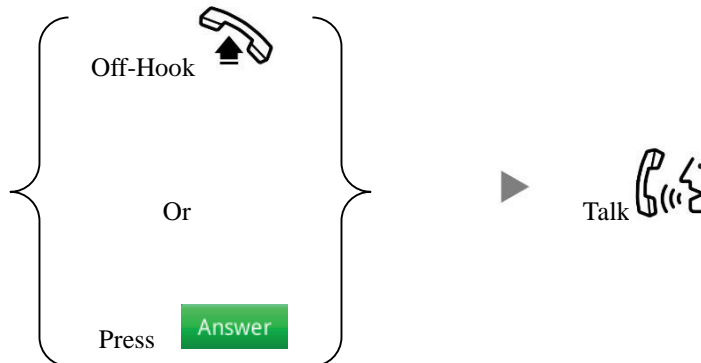
ii. Calling Other Extension



iii. Redial

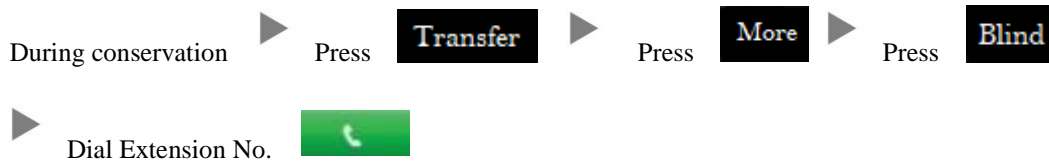


2. Answering Calls

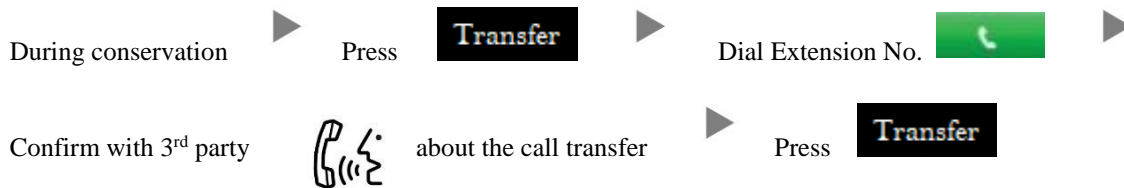


3. Transferring a Call / Call Transfer

i. Blind / Unattended Transfer



ii. Supervised / Attended Transfer



4. Holding a Call

i. To Hold

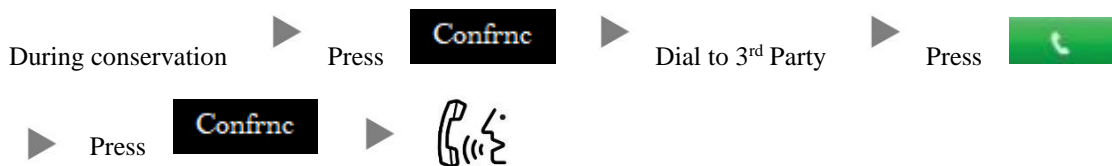


ii. To Retrieve a call (Call Hold retrieve)

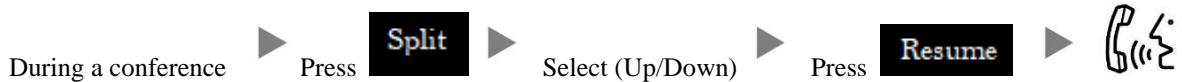


5. Making a conference (Conference Call)

i. To Establish a Conference



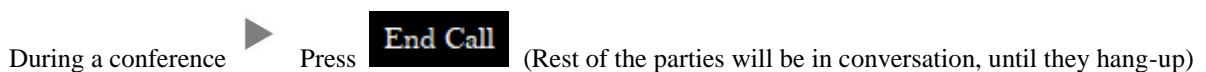
ii. To Leave a conference and talk to the one of the party



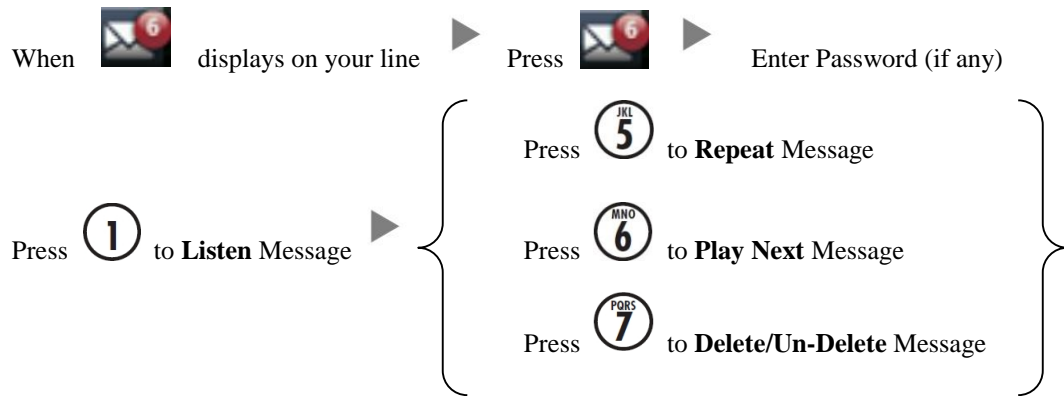
iii. To resume a conference



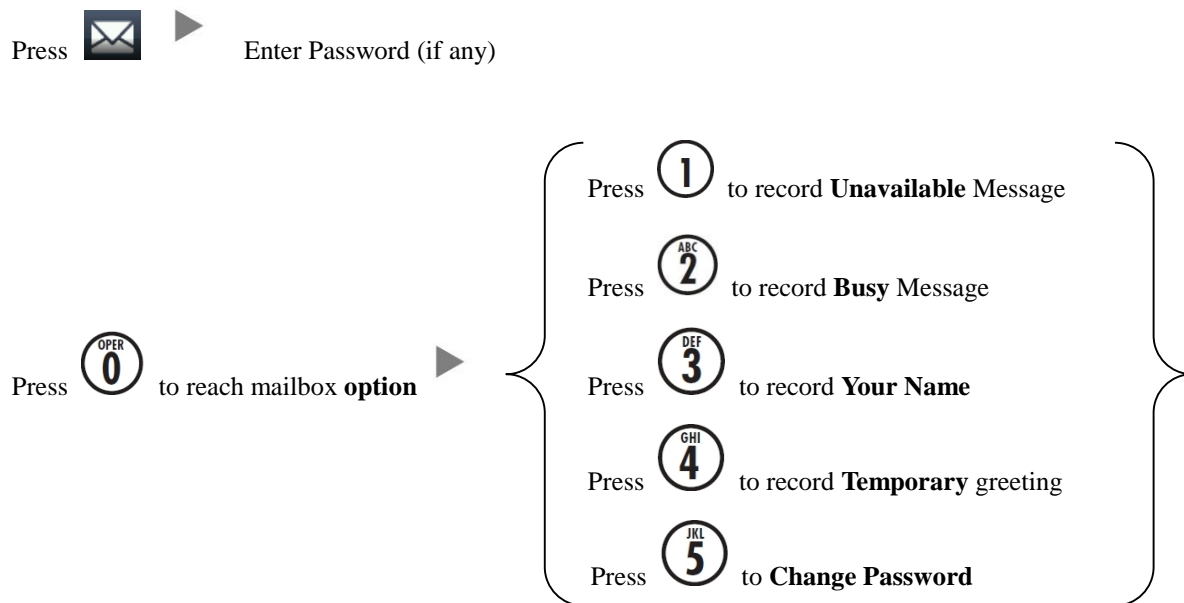
iv. To Leave a conference



6. Checking Voice Mail



7. Voice Mail Setup



8. Forward Call

i. To set up All/Always Call Forward

Press **Forward** ▶ Press **1** ▶ Input the target extension no.(e.g. 108) ▶ Press **Enable**

ii. To cancel All/Always Call Forward

Press **Forward** ▶ Press **1** ▶ Press **Disable**

iii. To set up Busy Call Forward

Press **Forward** ▶ Press **3** ▶ Input the target extension no ▶ Press **Enable**

iv. To cancel Busy Call Forward

Press **Forward** ▶ Press **3** ▶ Press **Disable**

v. To set up Time / No Answer Call Forward

Press **Forward** ▶ Press **2** ▶ Input the target no.(e.g. 108) ▶
Input No. Rings (to define no answer) ▶ Press **Enable**

vi. To Cancel Time / No Answer Call Forward

Press **Forward** ▶ Press **2** ▶ Press **Disable**

9. Address Book

Press  ▶ Press  to select the Address