



























PHONE ICONS

	Active call without Polycom® HD Voice™
	Active audio call with Polycom HD Voice
	Active video call with Polycom HD Voice
	Call (audio-only)
	Call (video)
	Call on hold
	Conference call
	Do Not Disturb
	Handset
	Headset
	Line Key (private and registered)
	Line Key (shared and registered)
	Messages
	Missed calls

	Mute
	Speakerphone
	Speed Dial Key
	USB flash drive attached and idle
	Video stopped
	Video stopped and audio muted

USING YOUR PHONE

NAVIGATING THE TOUCH SCREEN

- To enter the Main Menu, tap 
- To return to the idle screen, tap 
- To go back to the previous menu, tap the back soft key.
- To select a soft key, tap the soft key.
- To view more soft keys, tap the More soft key.
- To scroll through items, press the touch screen where the list displays, and then drag your finger up or down, or tap/press  or .
- To highlight items, scroll to the item using  or .
- To select an item, tap the item.
- To select a field's entry box, tap the field name and then tap the field's highlighted box.
- To scroll through values in a drop-down list, tap or press one of the scroll arrows in the drop-down list.
- To select a value for a field, tap the field's highlighted grey box. From the drop-down list, tap a value.

BASIC PHONE FEATURES

PLACING CALLS

(If a call is not automatically placed after you enter the phone number, tap the Send soft key.)


Using the handset:

>> Pick up the handset and then enter the phone number by tapping the touchscreen or using the phone keypad.

Using the speakerphone:

>> With the handset on-look, tap the New Call soft key or a Line Key, and the enter the phone number by tapping the touchscreen or using the phone keypad.

Using the optional handset:

>> With the handset connected, press  and the enter the phone number by tapping the touchscreen or using the phone keypad.

ANSWERING CALLS

Using the handset:

>> pick up the handset.

Using the speakerphone:

>> With the handset on-look, tap the Answer soft key or the Line Key with the flashing green status indicator.

Using the optional headset:

>> With the handset connected, press 

ANSWERING CALLS WHEN YOUR'RE ON ANOTHER CALL

If an incoming call arrives while you have an active call, you'll 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.

USING VIDEO

Make sure you open the privacy shutter (**centers above the touchscreen**) using the privacy shutter (**centered 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 windows 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 PIP near-site video, or PIP far-site video with larger near-site video, tap the **Swap** soft key.
- To exit the video optionsm 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  > **Setting**> **Basic**> **Video**> **Video Calls Setting**.
- Tap the **Auto Start Video Tx** field's highlighted box. From the drop-down list, tap **Disable**. Then, tap the **Save** soft key.

MUTING THE MICROPHONE

During a call, press  the key glows red, you can hear the other parties while **Mute** is enable, but the other parties cannot hear you.

To turn off **Mute**, press  again, the red led turn off.

## HOLDING AND RESUMING CALLS REDIALING NUMBERS



### To place a call on hold:

>> tap the hold soft key.

### To resume a call on hold:

>> tap the **Resume** soft key.

(If you have more than one call on hold, tap the call on hold to select it, and then tap the **Resume** soft key.)

If you have more than three calls on hold on a Line key, tap  or  to select the call on hold.)

## TRANSFERRING CALLS

### To transfer a call:

- 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.

## FORWARDING CALLS

Your company's setting may override this feature. If you have a shared line, call forwarding is **not available**

### To enable call forwarding:


- From the idle screen, tap the **Forward** soft key.
- If your phone has multiple lines, tap the line for which to enable call forwarding.
- Tap the forwarding type you want to enable.  
(Choose **Always** for incoming calls; **No Answer** for unanswered calls; or **Busy** for calls that arrive when you're already in a call.)

To dial the last placed call, press 


## SPEED DIALING CONTACTS

To quickly dial a contact, use the contact's speed dial index number, or press the contact's Speed Dial key (if available).

### To use a speed dial key:

>> Tap the contact's speed dial key on the far-right of the touchscreen. (Speed Dial Keys display  and the contact's name.)


### To use speed dial index number:

- Press  on the phone console.
- From the speed dial information screen tap the contact. The call is automatically placed.

## USING DO NOT DISTURB


Your company's setting may override this feature. You can prevent your phone from ringing.

To enable or disable **Do Not Disturb**:

- Press .
- If your phone has multiple lines, tap the line for which to enable or disable **Do Not Disturb**, and then tap the **Enable** or **Disable** soft key.

When you enable Do Not Disturb,  glows red.

## LISTENING TO VOICE/VIDEO MAIL

(Voice/video mail is a call platform dependant feature. Option may vary.)  
Tap,  and then follow the prompts to listen to your message.

## 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. If you want, you can switch the participant with whom you exchange video (**See Managing Conference Calls**).

### To set up a conference:

Call the first party.

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

### You can do the following:

- To place the conferences 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 on near-site video again, tap the Start video soft key.



# Polycom® VVX® 1500

## Business Media Phones

### Quick User Guide



For detailed information, see the User Guide for the Polycom VVX 1500 Business Media Phone at:  
[www.polycom.com/voicedocumentation](http://www.polycom.com/voicedocumentation)