

Polycom® VVX® 600 phones provide:

- Simplicity and ease of use with a design founded on the behavior common to smartphones and tablets, including an intuitive gesture-based, multi-touch user interface.
- Superior clarity from Polycom® HD Voice™ technology, and ergonomic design that includes a large, high-resolution color, multi-touch screen.
- Maximum productivity for executives, managers and knowledge workers who will benefit from the best UC experience with a phone that complements the workplace applications on their computers.
- Leverage and protection for previous IT infrastructure investments with options such as add-on video, wireless and other accessories.
- Administrative efficiency in deploying, maintaining and upgrading the unit while seamlessly integrating with third-party productivity applications.

Feature Codes

Call Forwarding Always Activation.....	*72
Call Forwarding Always Deactivation.....	*73
Call Forwarding Busy Activation.....	*90
Call Forwarding Busy Deactivation.....	*91
Call Forwarding No Answer Activation.....	*92
Call Forwarding No Answer Deactivation....	*93
Call Park.....	*68
Call Park Retrieve.....	*88
Call Pickup.....	*98
Call Recording (if enabled).....	*44
Call Retrieve.....	*11
Call Return.....	*69
Call Waiting Cancel.....	*70
Calling Line ID Delivery Blocking per Call....	*67
Calling Line ID Delivery per Call.....	*65
Clear Voice Message Waiting Indicator.....	*99
Direct Voicemail Transfer.....	*55
Do Not Disturb Activation.....	*78
Do Not Disturb Deactivation.....	*79
Voice Portal Access.....	*62
Last Number Redial.....	*66

Note: Some of these codes may not be available to all users. See your group administrator to add features.



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Futiva Quick Start Guide



Polycom® VVX® 600

The Polycom VVX 600 is a premium business media phone engineered to enhance collaboration and personal productivity. Ideal for corporate executives and managers, the VVX 600 combines best-in-class desktop productivity with simplicity and ease of use.

This powerful yet intuitive phone was designed to make navigation easy, to require minimal training and to help busy executives stay connected while leading their organizations.



Polycom® VVX® 600

Polycom® VVX 600 Quick Start 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.

The Basics

Set up Voicemail

- ✓ Initiate a call.
- ✓ Press **Message** key. (You may also dial *62 or your extension.)
- ✓ At prompt, enter in a unique pass code, then press #.
- ✓ Re-enter your pass code, then press #.
- ✓ Follow instructions to record your name.
- ✓ Follow prompts to:
 - Access voicemail box.
 - Access greetings menu.
 - Change call forwarding options.
 - Make a call.
 - Change pass code.
 - Exit voice portal.

Retrieve Voicemail Messages

- A red “message waiting” indicator light notifies you when you have a new voicemail message.
- ✓ To check your voicemail, initiate a call and press the **Message** key. (You may also dial *62 or your extension.)
 - ✓ Enter your voicemail pass code, then press #. (If you forgot your pass code, please contact your system administrator.)
 - ✓ Follow the audio prompts.

Answer a Call

To answer a call, simply pick up the handset or press the **Answer** soft key, **Speakerphone** key or **Headset** key.

Place a Call

To place a call, simply pick up the handset or press the **New Call** soft key, **Speakerphone** key or **Headset** key. Then dial the number.

Other Features

Other Ways to Place a Call

To dial a recently placed call:

- ✓ Access the **Recent Calls** list.
 - From the Idle screen, tap your extension or the **Callers** soft key. The **Recent Calls** list will appear.
 - From **Home** screen, tap **Directories**, then tap **Recent Calls**.
 - ✓ Tap the contact you want to call — the call is automatically placed.
- To call from your **Directory**:
- ✓ Access your **Directory**.
 - From the Idle screen, tap the **Direct** soft key or tap the extension, then tap **Directory**.
 - From the **Home** screen, tap **Directories**.
 - ✓ Tap the **Contact** you want to call — the call is automatically placed.

Hold and Resume a Call

- ✓ To hold, press the **Hold** soft key.
- ✓ To resume, press the **More** soft key, then the **Resume** soft key.

To Park a Call

- ✓ Press the **Park** soft key.
- ✓ Follow the voice prompt and select an extension in which to park the call.
- ✓ Press the # key.
(To park the call to your current extension, simply press the # key).

To Retrieve a Parked Call:

- ✓ Dial *88 from the extension you wish to take the call from.
- ✓ Follow the voice prompt by dialing the extension to which your call has been parked.
- ✓ Press the # key.

Make a Three-way Call

After first call is connected:

- ✓ Press the **More** soft key, then the **Confnc** soft key. The active call will be placed on hold.
- ✓ Dial new party.
- ✓ When call connects, press the **Confnc** soft key again to join the calls.

Do Not Disturb

- ✓ To enable **Do Not Disturb**, press the **DND** soft key.
- ✓ To disable, press the **DND** soft key again.

Transfer a Call

After the first call is connected, tap the **Transfer** soft key —the active call is placed on hold.

- ✓ To transfer the call unannounced:
 - Tap **Blind** in the upper right-hand corner.
 - Dial the number or extension.
 - The call will transfer automatically.
- ✓ To announce the transfer:
 - Dial the number or extension.
 - When the second party answers, announce the transfer.
 - Tap **Transfer** again to complete the transfer.
- ✓ To transfer to voicemail:
 - Dial *55.
 - Dial the extension, followed by #.
 - A confirmation will announce the transfer is complete.

Call Forwarding

- ✓ Press **Home** key.
- ✓ Tap the **Forward** icon. Tap your choice:
 - **Call Forwarding Always.**
 - **Call Forwarding No Answer.**
 - **Call Forwarding Busy.**
- ✓ Enter destination number, then tap the **Enable** soft key.
- ✓ To disable, follow same directions, then tap the **Disable** soft key.

Shortcuts:

- ✓ Pick up handset and dial:
 - *72 = **Call Forwarding Always.**
 - *90 = **Call Forwarding Busy.**
 - *92 = **Call Forwarding No Answer.**
- ✓ Enter destination number, followed by #.
- ✓ To deactivate, pick up handset and dial:
 - *73 = **Call Forwarding Always.**
 - *91 = **Call Forwarding Busy.**
 - *93 = **Call Forwarding No Answer.**

