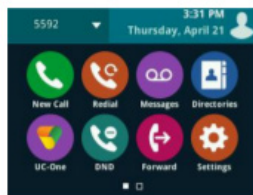


QUICK REFERENCE GUIDE: Polycom® VVX® 601 Business Media Phone



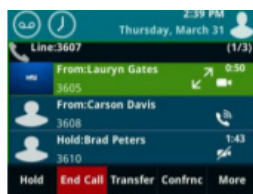
Home Screen

- Displays messages, settings, and information.
- Available any time.



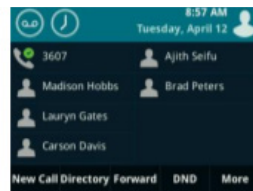
Calls Screen

- Displays all active and held calls.
- Available when you have an active and held calls in progress.



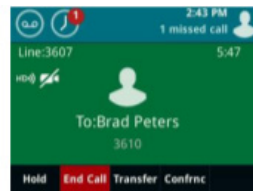
Lines Screen

- Displays phone lines, favorites, and conditional soft keys.
- Available any time.



Active Call Screen

- Displays the active call in progress and any call control options.
- Available when you have an active call in progress.



Switch Among Phone Screens

You can view any screen on your phone from other screens.

To switch among screens:

- Press to view the Home, Lines, Calls, or Active Call screens.
- When you have an active call in progress, swipe the screen from left to right to view the lines screen.

Place Calls

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

To place a call:

- Pick up the handset, press or , enter the phone number, and tap .
- Enter the phone number, tap , and pick up the handset, or press or .
- Press the Line key, enter the phone number, and tap .
- Tap **New Call**, enter the phone number, and tap .
- Select a **Favorite** from the home screen.
- Select a contact from the **Recent Calls**.
- Select a contact from the **Contact Directory**.

Answer Calls

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



To answer a call do one of the following:

- Pick up the handset.
- Press or tap **Answer**.
- Press .

End Calls

You can only end active calls. To end a held call, you must resume the call first.

To end an active call:

- Place the handset in the cradle, press  or , or tap **End Call**.

To end a held call:

- Tap **Resume > End Call**.

Hold and Resume Calls

You can have multiple calls on hold at one time.

To hold a call:

- Tap **Hold**.

To resume a call:

- Tap **Resume**.

Transfer Calls

You can transfer calls to any contact.

To transfer a call:

- Press and hold **Transfer**.
- Choose **Blind** or **Consultative**.
- Dial a number or choose a contact. If you chose **Blind**, the call is transferred immediately.
- If you chose **Consultative**, tap **Transfer**.

Forward Calls

You can forward an incoming call to a contact or forward all incoming calls to a contact.

To forward an incoming call:

- On the **Incoming Call** screen, tap **Forward**.
- Enter your contact's number and tap **Forward**.

To forward all incoming calls:

- Tap **Forward**.
- If you have more than one line, select a line.
- Choose either **Always**, **No Answer**, or **Busy**. If you chose **No Answer**, enter the number of rings before the call is forwarded.
- Enter a contact's number, and tap **Enable**.

To disable call forwarding:

- Tap **Forward**.
- If you have more than one line, select a line.
- Choose your forwarding type and tap **Disable**.

Initiate a Conference Call

You can initiate a conference call with up to 24 contacts.

To initiate a conference call:

- Call a contact.
- Tap **Conference** and call your next contact.
- When your contact answers, tap **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, tap **Join**.

Manage Conference Calls

While on a conference call you can manage participants:

To place conference participants on hold:

- Select **Hold** to hold all participants.
- All participants will be placed on hold and will not be able to hear one another.
- Press **Resume** to return all participants to the conference call.

To split the conference call into individual calls:

1. Press the **Split** soft key. Both calls will be placed on hold individually.
2. Select the line to pick up and press the Resume key.
3. To place both calls back into the conference, press the **Join** soft key.

View Recent Calls

You can view placed, received, and missed calls.

To view recent calls:

- Tap  or **Directories > Recent Calls**.

View the Contact Directory

You can view other HPBX contacts in the Contact Directory.

To view the contact directory:

- Tap **Directories > Contact Directory**.

Listen to Voicemail

When you have new voicemail messages, the amount of new messages displays on the messages icon .


To listen to voicemail:

1. Tap  or **Messages**.
2. Follow the prompts.

Enable Do Not Disturb

You can enable Do Not Disturb when you do not want to receive calls.

To enable or disable Do Not Disturb:

- On the Home Screen, tap **DND**.
- The DND icon  displays on the line key and in the status bar.

Handle Video Calls

If video is enabled, you can receive video during calls. If you have a VVX® Camera attached to your phone, you can send video during calls.

To stop sending video during a call:

- Tap **Video > Stop Video**.

To start resending video:

- Tap **Video > Start Video**.

USB Features

The VVX® 601 is equipped with two USB ports that can be used to connect a headset or a USB drive.

To connect a USB headset:

1. Connect the USB headset connector into the USB port on the back of the phone or under the cover on the top of the phone.
2. The display will show the prompt "**Digital Headset Connected**".
3. To use the headset, press the **Headset** button located above the speaker key.

To set a custom display background image:

To set a custom background image, a USB drive with the desired image is required. The images must not reside in a folder on the USB drive.

1. Connect a USB drive to the USB port on the back of the phone.
2. The display will show the prompt "**Storage Media Attached**".
3. Press the Home button.
4. Browse to **Settings > Features > Removable Storage Media > Picture Frame**.
5. Press the soft key with a **Play** arrow. This will start a slide show of the images available.
6. When the desired image is displayed, press the soft key with the **Pause** icon.
7. Press the soft key with the **Picture Frame** to set the image as the background.

Call Recording

The VVX® 601 can record calls and conference calls. The calls are saved as .wav files to an attached USB drive.

Record a call:

1. While on a call, press the **Record** soft key (you may need to select **More** in order to see **Record**).
2. Press the **Start** soft key.
3. Recording can be paused by pressing **Pause**. Press **Resume** to resume recording.
4. Press **Stop** to stop recording.

Play a recorded call:

1. Press the Home button.
2. Browse to **Settings > Features > Removable Storage Media > Browse Recordings**.
3. Select the recording to play and press the **Open** soft key.
4. Press the **Play** soft key.
5. Press the **Pause** soft key to pause the playback. Press **Resume** to resume playback.
6. Press **Exit** when finished.

Pair Bluetooth Headset

The VVX® 600 series phones will allow you to use a bluetooth headset.

Pair a bluetooth headset:

1. Press the Home button.
2. From the display, browse to **Settings > Basic > Bluetooth Settings > Bluetooth**.
3. Select **On**.
4. Select **Back**.
5. Select **Manage Devices**.
6. Select **Scan**.
7. Place the bluetooth headset into pairing mode.
8. Select the headset from the list and press **Pair**.

Remove a paired bluetooth headset:

1. Press the Home button.
2. From the display, browse to **Settings > Basic > Bluetooth Settings > Manage Devices**.
3. Select the headset from the list of devices.
4. Press **Remove**.