

Polycom® VVX® 150 Business IP Phones - Quick Tips

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Home Screen

Displays Messages, Settings, and Information.

Available anytime.



Calls Screen

Displays all Active and Held calls.

Available when you have an active or held calls in progress.

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Lines Screen

Displays Phone lines, Favorites, and conditional soft keys.

Available anytime.

Switch Between Phone Screens

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

To switch between screens:

- » Do one of the following:
 - Press the Home key  to display the Home screen from the Lines, Calls or Active Call screen.
 - From the Calls or New Call screens, press the **Lines** soft key to access the Lines screen.
 - From the Lines screen, press the **Calls** (Call) soft key to access the Calls screen.

- While on a call, press the **C > L** and **L > C** soft keys to switch between the Lines and Calls screens.

Place Calls

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

To place a call:

- » Do one of the following:
 - Pick up the handset, press  or , enter the phone number, and press **Send**.
 - Enter the phone number, press **Dial** and pick up the handset, or press .
 - From the Lines screen, press the Line soft key, enter the phone number, and press **Send**.
 - From the Home screen, select **New Call** (Call), enter the phone number, and press **Send**.
 - From the Home screen, select a favorite contact from **Directories** (Dirs) > **Favorites**.
 - From the Home screen, select a contact from **Directories** > **Contact Directory** or **Directories** > **Recent Calls**.

Answer Calls

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

To answer a call:

- » Do one of the following:
 - To answer with the speakerphone, press  or press the **Answer** (Ans) soft key.
 - To answer with the handset, pick up the handset.
 - To answer with a headset, press .

End Calls

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

To end an active call:

- » Replace the handset in the cradle, press  or , or press the **End Call** soft key.

To end a held call:

- 1 Select the held call, and press the **Resume** (Res) soft key.
- 2 Press the **End Call** (End) soft key.

Hold and Resume Calls

You can have multiple calls on hold, and resume a call at any time.

To hold a call:

- » Select the call, and press the **Hold** soft key.

To resume a call:

- » Select the call, and press the **Resume** (Res) soft key.

Transfer Calls

You can transfer calls to any contact.

To transfer a call:

- 1 Press the **Transfer** (Tsfr) soft key.
- 2 Choose **Blind** or **Consultative** (Cnstl). By default, **Consultative** is enabled.
- 3 Dial a number or choose a contact.
If you chose **Blind**, the call is transferred immediately.

- 4 If you chose **Consultative**, press the **Transfer** soft key after speaking with your contact.

Forward Calls

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

To forward an incoming call:

- 1 From the Incoming Call screen, select **Forward** (Fwd).
- 2 Enter your contact's number, and select **Forward**.

To forward all incoming calls:

- 1 From the Home screen, select **Forward** (Fwd).
- 2 If you have more than one line, select a line.
- 3 Choose either **Always**, **No Answer**, or **Busy**.
- 4 Enter a contact's number, and select **Enable** (Enbl).

If you choose **No Answer**, you can enter the number of rings before the call is forwarded.

To disable call forwarding:

- 1 Select **Forward**, or press the **Fwd** soft key.
- 2 If you have more than one line, select a line.
- 3 Choose your forwarding type, and select **Disable**.

Initiate a Conference Call

You can initiate a three-way conference call with your contacts.

To initiate a conference call:

- 1 Call a contact. Select **Conference** (Conf), and call your next contact.
- 2 When your contact answers, select **Conference**.

You can also join an active and held call into a conference call.

To join two calls into a conference call:

- » From the Calls screen, select **Join**.

Manage Conference Calls

When you initiate a conference call, you can place the conference on hold.

To manage all conference participants:

- » Select **Hold** to hold all participants.

View Recent Calls

You can view recent placed, received, and missed calls.

To view recent calls:

- » From the Home screen, select **Directories** (Dirs) > **Recent Calls**.

View the Contact Directory

You can view and add contacts to the Contact Directory.

To view the Contact Directory:

- » From the Home screen, select **Directories** (Dirs) > **Contact Directory**.

To add a contact to the Contact Directory:

- 1 From the Home screen, select **Directories** (Dirs) > **Contact Directory**.
- 2 From the Contact Directory, select **Add**.
- 3 Enter the contact's information, and select **Save**.

You can enter a number between 1 and 99 in the **Favorite Index** field to make a contact a favorite.

Listen to Voicemail

When you have new voicemail messages, the messages icon  displays on your line.

To listen to voicemail:

- 1 From the Home screen, select **Messages** (Msgs).
- 2 Select **Message Center** > **Connect** (Conn).

Enable Do Not Disturb

You can enable Do Not Disturb to prevent your phone from ringing, and to send all incoming calls directly to voicemail.

To enable or disable Do Not Disturb:

- » From the Home or Lines screens, select **DND**.

Set Ringtones

You can set ringtones for incoming calls from all contacts, and from individual contacts.

To set a ringtone for incoming calls:

1. From the Home screen, select **Settings** > **Basic** > **Ring Type**, and select a ringtone.
2. If there are multiple lines on your phone, select a line.
3. Select **Play** to hear the ringtone.