

Polycom VVX 501



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|---|-------------------------|
| 1 | Favorites |
| 2 | Soft keys |
| 3 | Menu |
| 4 | Missed and recent calls |
| 5 | Voicemail |
| 6 | Headset, Speaker, Mute |
| 7 | Volume |

Quick Reference Card for Polycom VVX 501
in combination with Skype for Business.



Version 1.0 Nov-19

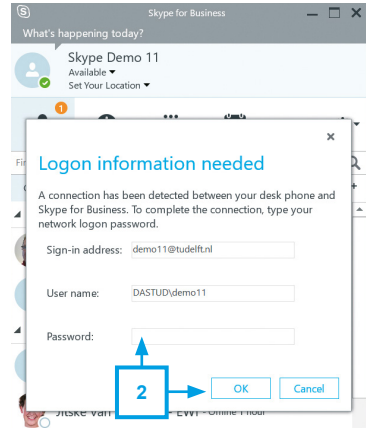
Sign in

There are two options to sign in on your device.

Computer with Windows

When your device is connected to a laptop, you can sign in via the computer.

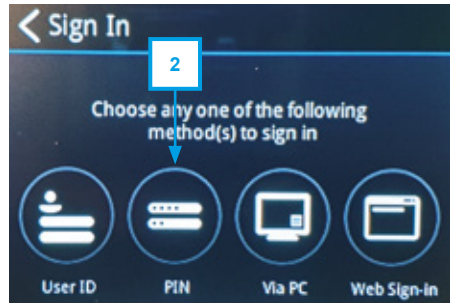
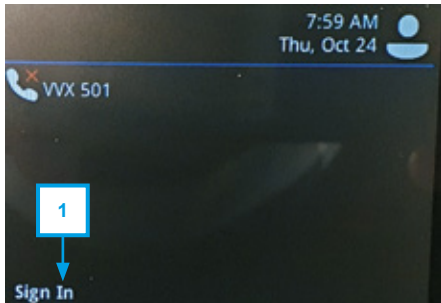
1. Make sure Skype for Business launches
2. Enter your password in the window and click **OK**
3. You're now signed in



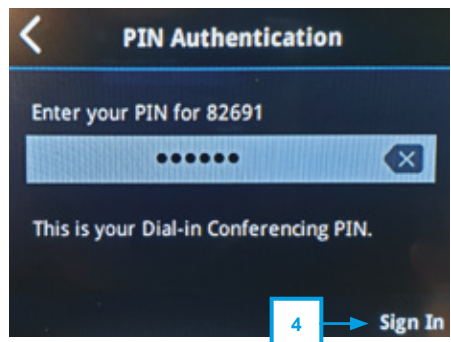
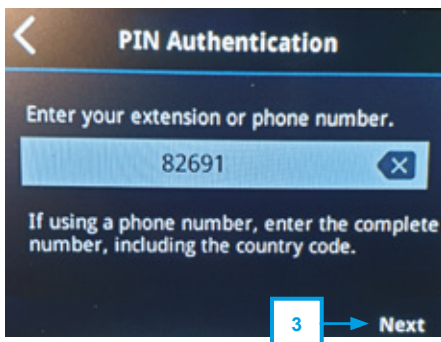
PIN code

Don't know your PIN code? Then proceed reading at 'Change your PIN code'

1. Tap **Sign In**
2. Choose **PIN Authentication**



3. Use the number keys to enter your (abbreviated) phone number and tap **Next**
4. Use the number keys to enter your PIN code and tap **Sign In**



Sign out

Leaving your device unattended for a long time? Don't forget to sign out.

1. Go to the Home screen and tap **More**
2. Tap **Sign Out**
3. Tap **Yes**. You are now signed out on this device.

When you shut down the computer you remain logged in on the connected desk phone. Sign out the desk phone separately.

Change your PIN code

You can change the PIN code of your device on a computer.

1. Open the browser and go to <https://dialin.tudelft.nl>
2. Under *Personal Identification Number (PIN)*, click **Aanmelden**
3. Enter your user name as follows: DASTUD*<user name>*.
Enter your password and click the **Aanmelden** button.
4. Click **Stel uw pincode opnieuw in**
5. Enter a new PIN code, confirm it and click **OK**

Persoonlijk identificatienummer (pincode)
U moet u eerst aanmelden om uw pincode en vergaderings-id te kunnen wijzigen.

[Aanmelden](#)

Persoonlijk identificatienummer (pincode)
Gebruik uw pincode bij het inbellen in vergaderingen op uw bedrijfsnetwerk.

Pincode verloopt op: Nooit
Telefoonnummer: 31152782691
Doorkiesnummer: 82691

Bent u uw pincode vergeten of moet u uw pincode wijzigen?
[Stel uw pincode opnieuw in](#)

Aanmelden
Typ de aanmeldingsreferenties voor uw netwerk.

Taal:

Gebruikersnaam:

Wachtwoord:

Start a call

There are several ways to start a call. Choose from:

1. Phone number keys
2. Searching for contacts
3. Use of favorite contacts
4. Through Skype for business on computer

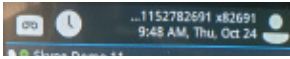
Call the contact or number and lift the handset.

End a call

Hang up the handset, tap **End call** or use Skype for Business on your computer.

Call history

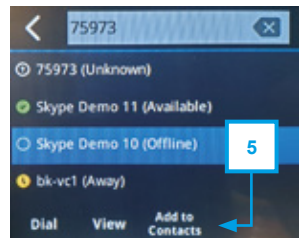
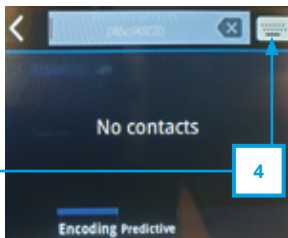
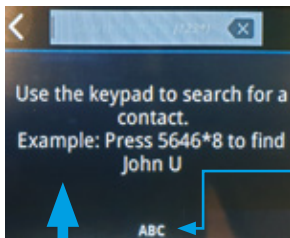
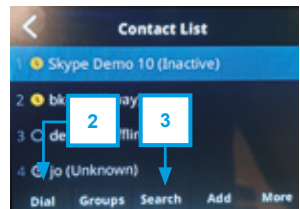
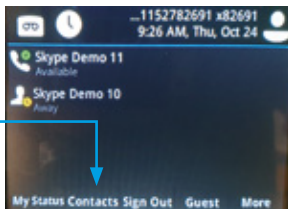
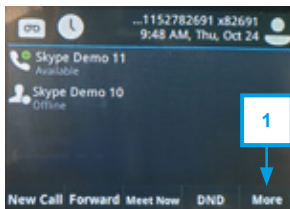
View missed or recent calls? Tap the **Clock** to view the call history.



Search and add contacts

The easiest way to find and add contacts is via Skype for Business on the computer. All TU employees are easy to find here and it's the easy way to get them on your phone's home screen. Consult the Skype for Business Quick Reference Card to learn how. Still want to use the device? Here are the basics:

1. Tap **More**, then tap **Contacts**
2. Tap a saved contact (swipe through the contacts list) and tap **Dial**
3. Your contact not in the list? Tap **Search** to search your contact.
4. Search the contact with the number keys OR tap **ABC** and then the **Keyboard**
5. Tap the contact. Tap **Add to contacts** to add the contact to your contacts list.

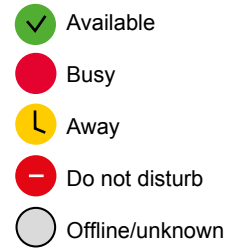


You can search Joris Klein by using this number combination: 56747*55346

Setting your presence

Your presence says something about your availability for communication. This status is based on 3 sources:

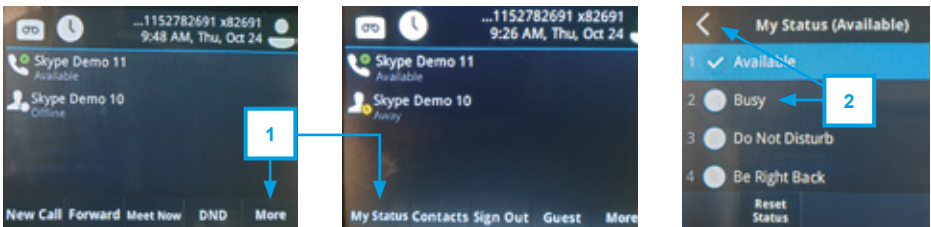
1. Your Outlook calendar (for example: you are busy when you have an appointment in your calendar)
2. Computer/phone (if the computer is locked, your presence is away)
3. What you set manually



Only with the status *Do Not Disturb (DND)* you are not reachable and callers will get your voicemail instantly. Only calls from delegates will get through DND!

On the desk phone you can change your presence yourself

1. Tap **More** and then tap **MyStatus**
2. Tap a status and then tap the arrow to go back



Use **Reset Status** to automatically update your status based on your Outlook-calendar.

Transfer a call

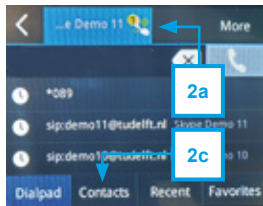
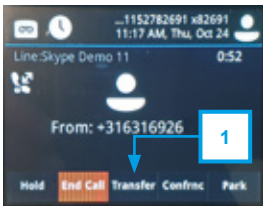
It's always better to consult a colleague about the call you want to transfer to him/her. This is called "Transfer with consult." This is how it works:

1. In current conversation, tap **Transfer**
2. Choose from one of the following options:

- a. **Favorites:** Tap the blue button to select a favorite.
- b. **Typing:** Just enter a phone number
- c. **Contacts:** Tap **Contacts**. Select a contact and tap **Dial**.
You can search a contact with **Contacts >> Search**.

3. Inform your colleague and tap **Transfer**

When your colleague doesn't answer, you can try another contact or resume the call.



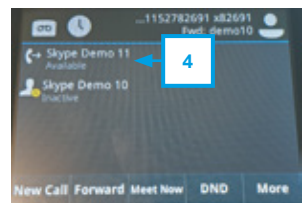
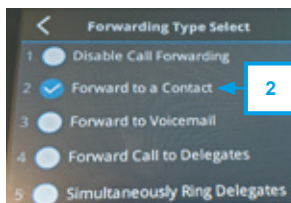
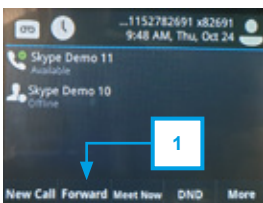
Use simultaneously ring or forward your calls

Call forwarding options are easier set in Skype for Business on the computer. Use the link at the end of this page to get more information and instructions.

If you want to set up a call forward or a simultaneously ring, follow these steps:

1. Tap **Forward**
2. Choose your setting. Simultaneously ring can be found at options 5 and 6 (swipe the list).
3. Choose a contact and confirm
4. Call forwarding or simultaneously ring is active

With simultaneously ring you can only specify a number or a delegate. Delegates can be set in Skype for Business on the computer.



YOU CAN FIND MORE INFORMATION AND INSTRUCTION MOVIES ON
<https://www.tudelft.nl/ict-handleidingen/skype-for-business>