



## Polycom VVX150 Phone Administrator Guide

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## Overview

The Polycom® VVX® 150 business IP desk phone is a high-quality, two-line IP phone that delivers reliable performance and an enterprise-grade sound quality.

It is ideal for home offices or shared/common areas, such as lobbies, hallways and break rooms, or for any location that needs simple and reliable voice connectivity.

Features include:

- 2.5" monochrome backlit LCD display
- Four (4) soft keys
- HD audio
- Two (2) 10/100 Ethernet ports

This phone can manage a maximum of four active or held conference calls simultaneously.

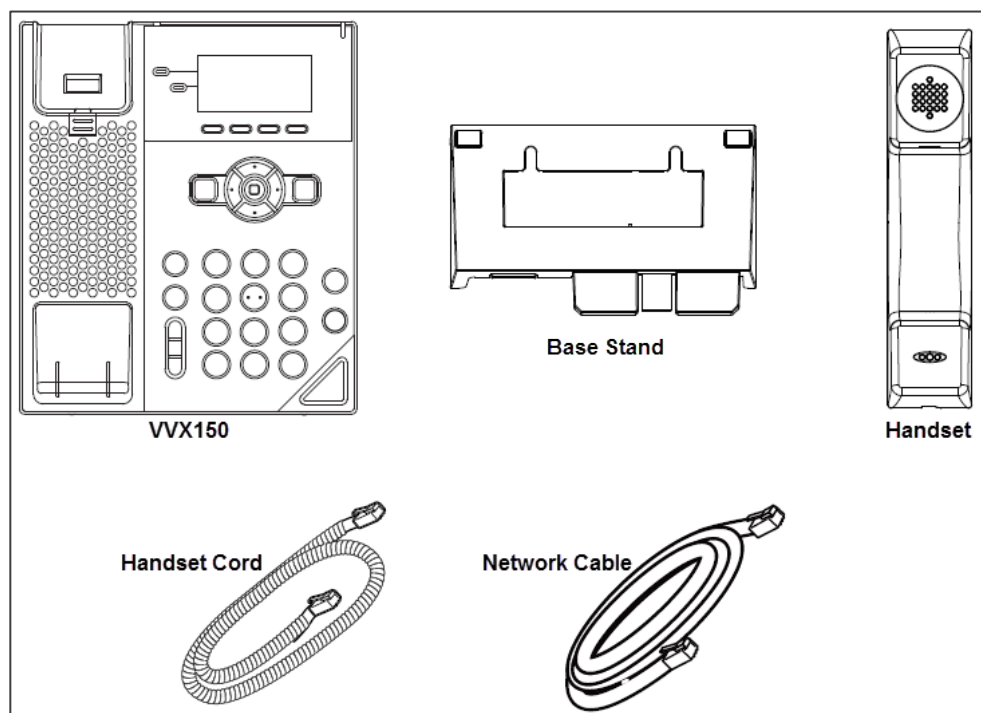
## VVX150 Phone Images and Descriptions

Figure 1. Polycom VVX 150 Business IP Desk Phone



Figure 2. Polycom VVX150 Business IP Desk Phone Components

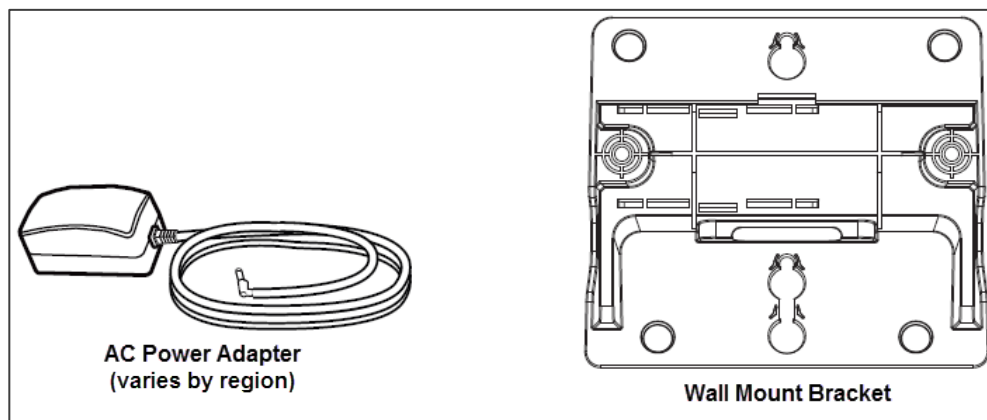
The items shown below are included in your phone set.



You may elect to order the AC power adaptor and wall mount bracket, if desired.

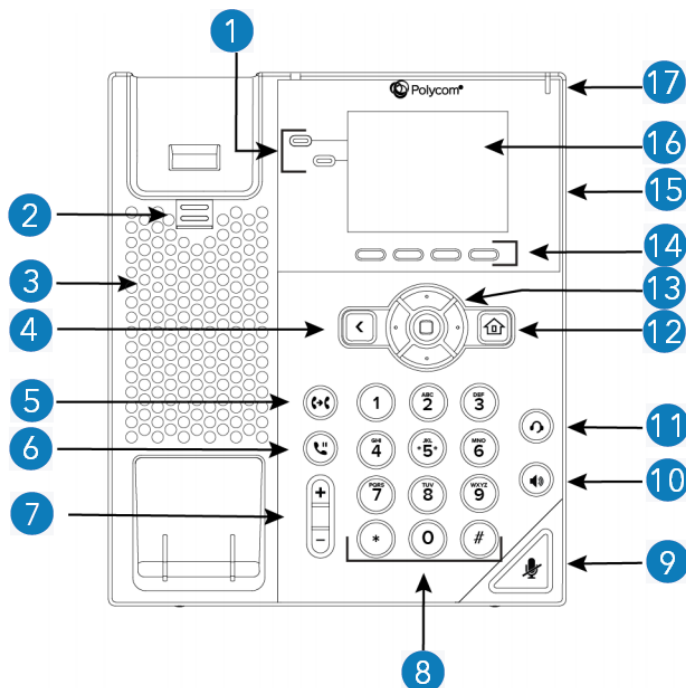


**Figure 3. Polycom VVX150 Business IP Desk Phone Optional Accessories**



For your reference, Figure 4 and Table 1 provide a visual and textual description of the buttons and features on the phone.

**Figure 4. VVX150 Phone Features**



**Table 1. VVX150 Phone Button/Feature Descriptions**

Reference Number	Feature	Feature Description
1	Line Keys (2 keys on VVX150)	Enable you to select a phone line, view calls on a line, or quickly call a contact.

Reference Number	Feature	Feature Description
2	Reversible tab	Secures the handset in the cradle when your phone stand is positioned at a high angle. To secure the handset, remove the tab, reverse it so the protrusion points up, and re-insert it. Position the handset so the protrusion on the tab fits into the slot on the handset.
3	Speaker	Provides ringer and speakerphone audio output.
4	Back key	Enables you to return to the previous screen.
5	Transfer key	Transfers an active call to a contact.
6	Hold key	Holds an active call or resumes a held call.
7	Volume keys	Adjust the volume of the handset, headset, speaker, and ringer.
8	Dial pad	Enables you to enter numbers, letters, and special characters. You can also use the dial pad keys to select menu items that have index numbers.
9	Mute key	Mutes local audio during calls and conferences.
10	Speakerphone key	Enables you to place and receive calls using the speakerphone.
11	Headset key	Enables you to place and receive calls through a headset.
12	Home key	Displays the Home screen from other screens and displays the Lines and Calls screen from the Home screen.
13	Navigation keys / Select key	Scrolls through information or options displayed on the phone's screen. Selects a field of displayed data.
14	Softkeys	Enable you to select context sensitive keys that display along the bottom of the screen.
15	Security slot (on back)	Enables you to attach a universal security cable lock to your phone so you can secure it to a desktop.
16	Screen	Shows a 6.35 cm (2.5") monochrome display that enables you to view menu options and data.
17	Message Waiting Indicator	Flashes red to indicate when you have new messages.

Figure 5. Polycom VVX 150 Business Phone (back view)



Figure 6. Polycom VVX150 Business Phone (back view with stand)



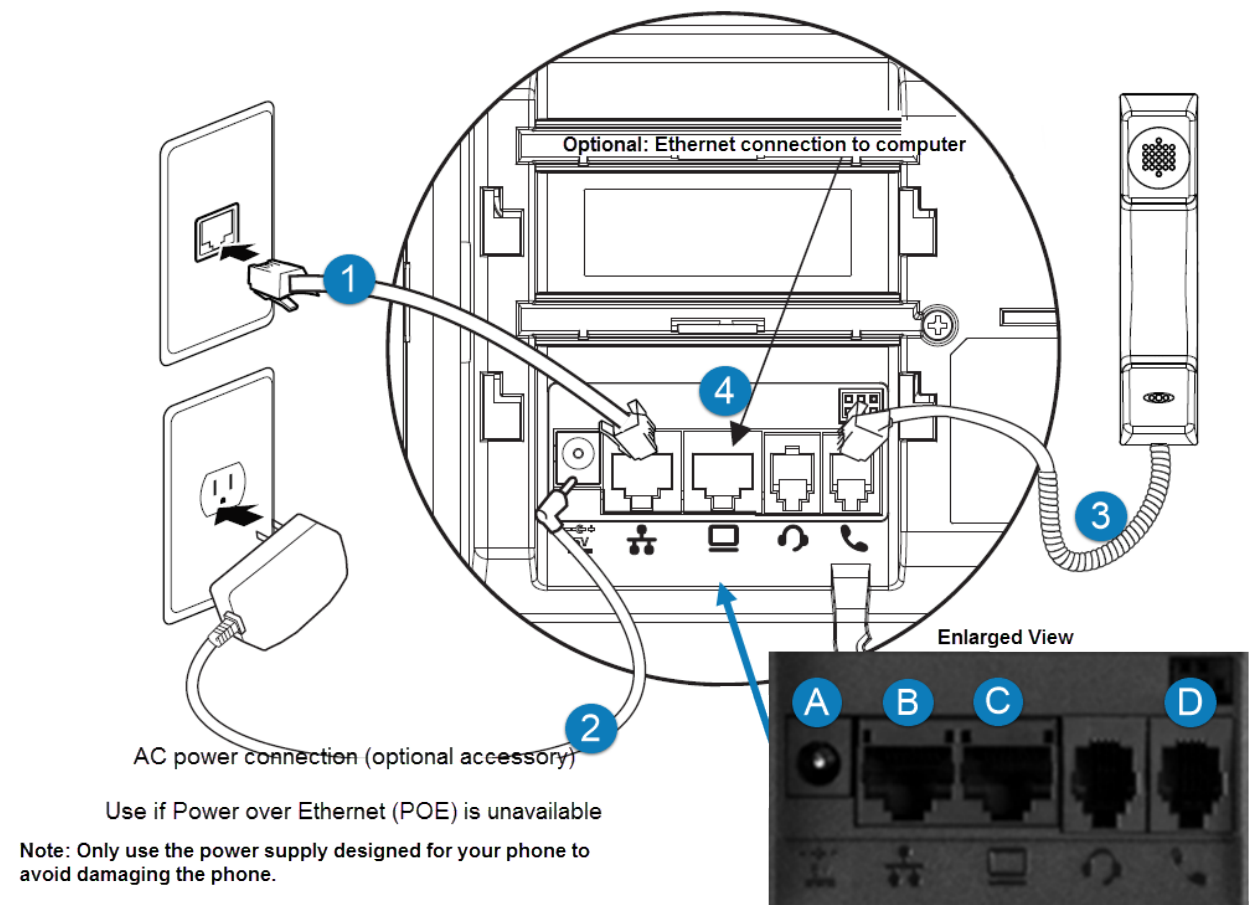


## How to Setup the Polycom VVX150 Desktop

### *Plugging in the Cables*

To begin, let's look at how to connect the cables.

**Figure 7. Connect Cables**



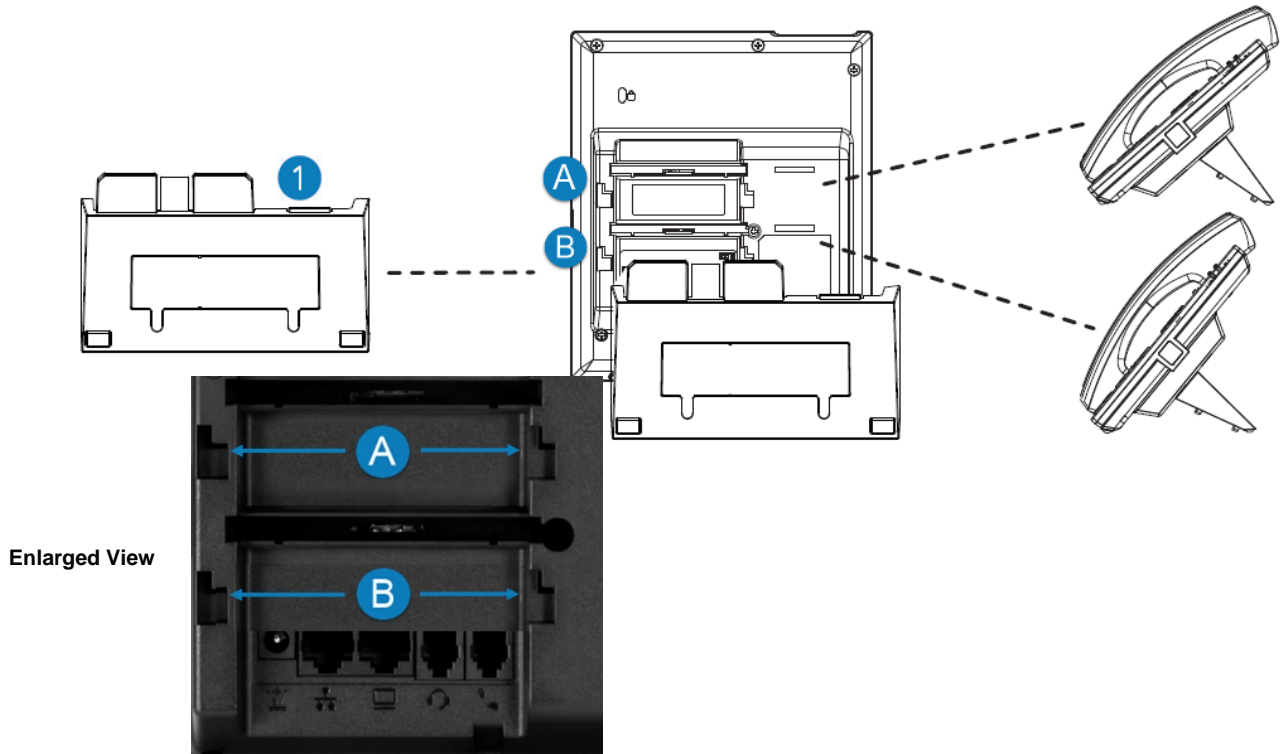
Use the following steps to connect the cables.

1. Plug the AC power adapter cord **2** into the round slot **A** on the back of the phone. Plug the other end in the electrical outlet.
2. Take the network cable **1** and plug it in to the USB port **B** on the back of the phone. Plug the other end in the wall jack.
3. **Optional:** Plug the Ethernet connection **4** to the computer **C**.
4. Plug the handset cord **3** into the receiver and the phone port **D**.

## Attaching the Desktop Stand

The VVX150 phone includes two sets of slots on the back of the phone to adjust the angle at which the desktop sits on your desk.

**Figure 8. Desktop Stand**



Follow step 1 to attach the base stand to the phone.

1. Attach the base stand 1 to the A slots or B slots. (**Hint:** If you choose the “A” slot set, it will *decrease* the angle of the phone. See the side view of the phone images in Figure 8. If you choose the “B” slot, the angle of the phone will *increase*.)

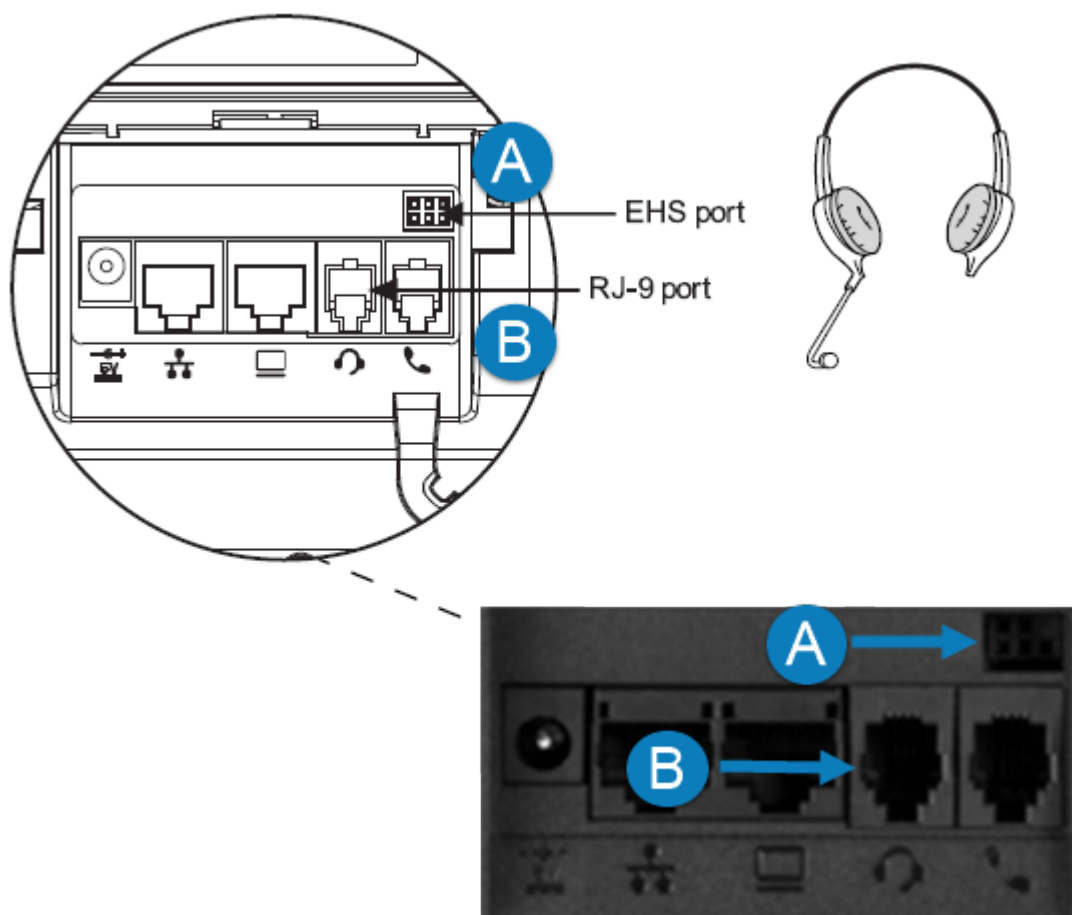
## Connecting the Headset

The Polycom VVX150 phone supports a USB and wired headset, including Electronic Hookswitch (EHS) headsets.

For connection directions, refer to your headset documentation. Standard headsets typically use the RJ-9 or USB port, while EHS headsets use the RJ-9 and EHS ports.

Figure 9 depicts how to connect to either type of port.

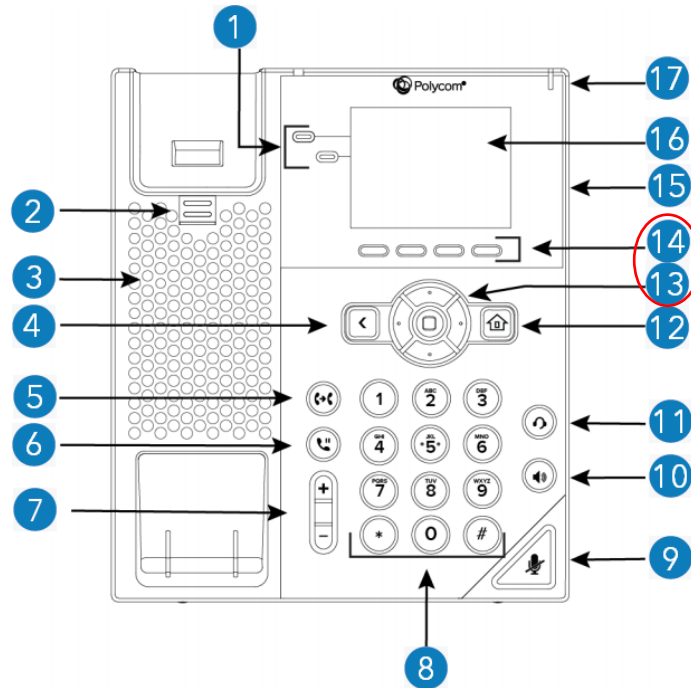
**Figure 9. RJ-9 and EHS port connection**



## Contact Directory

The Polycom VVX150 enables you to build a contact directory so a user can quickly access person or department in your business.

**Figure 10. Phone Display**



### ***Adding a Contact to the Contact Directory***

Use the following steps to add a new contact to the contact directory.

1. On the deskset, press the **MENU** softkey (14).
2. Use the navigation arrows (13) to scroll to the **Directories** option.
3. Select **Contact Directory**.
4. In the Contact Directory, select **Add**.
5. 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.

### ***Viewing the Contact Directory***

Follow this step to view the directory.

1. From the Home screen, press the **MENU** softkey (14).
2. Use the navigation arrows (13) to scroll to the **Directories** option and select **Contact Directory**.

*End of Document*