





**POLYCOM VVX 501 Phone**

**MAKING A CALL :**

Dial the phone number then pick up the handset, or press the  key. and tap the  on the main screen.

**ANSWERING A CALL :**

When the phone rings, lift handset or tap **ANSWER** on screen.

**ANSWERING A SECOND CALL :**

While on the first call, and another call is coming in, tap the **ANSWER** key on the screen and the first call will automatically be put on hold.

**PUTTING A CALL ON HOLD:**

While on the call, tap the **HOLD** button on the screen.

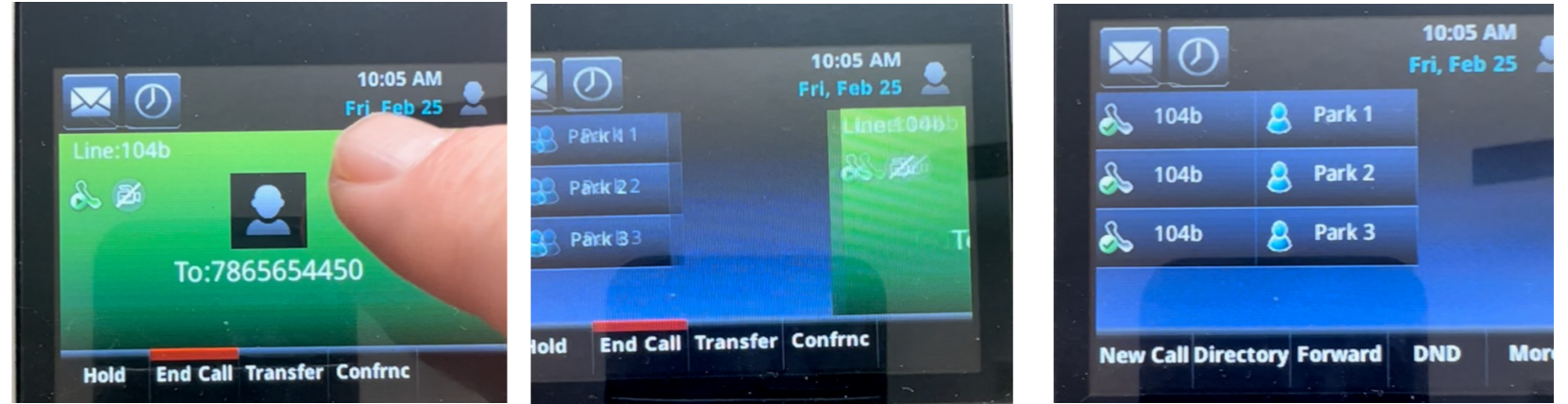
**TAKING A CALL OFF HOLD:**

Swipe the screen and select the call that you would like to resume, then press the **RESUME** on the display.

**CALL PARK:**

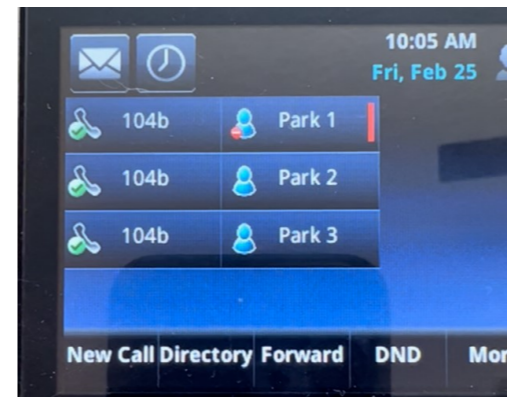
To park a call, swipe the home screen right. You should see the park keys like you do on the pictures below.

Tap whichever park key you would like to place the call on.




**UNPARK A CALL:**

To unpark the call, tap the park key that is lit up red to take the call off park like you see below.



**CHECKING VOICEMAIL:**

When you have new voicemail messages, the number of new messages will be displayed on the messages icon .  To listen to the voicemail, you can tap the **MESSAGES** icon or you can tap the icon that is at the top of the screen. Follow the prompts

**REDIALING A NUMBER:**

On the home screen, press the **REDIAL** key on the display.

If you have any questions, please call us at 786-565-4450 option 2

For service requests, create a service ticket at <https://www.voiptel4u.com/customers> or email us at support@voiptel4u.com