



# Hosted VoIP Phone System

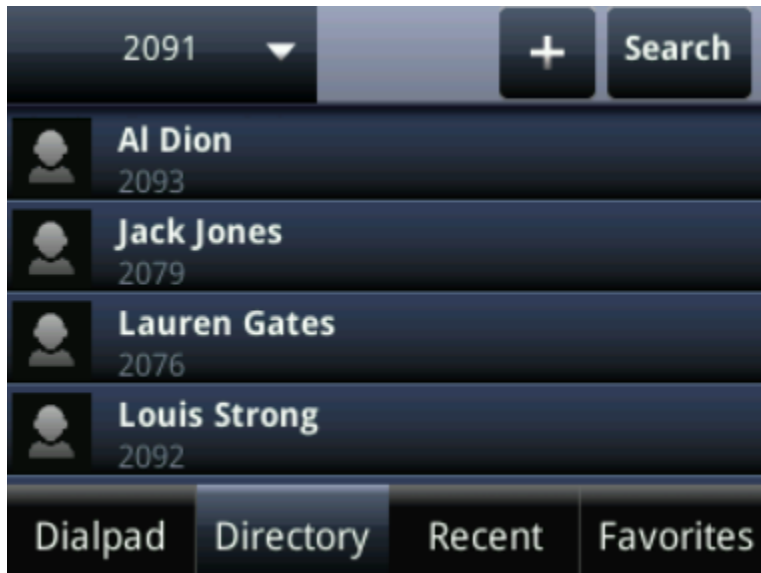
Blue Platform

## Managing Contacts - User Guide Polycom VVX 500/600

## Managing Contacts on a Polycom VVX 500/600

You can store 99 contacts in your phone's directory.

You can add, edit, delete, dial, or search for a contact in this directory. You can dial or search for a contact in this directory. You may be able to add, edit, and delete contacts.







You can add contacts to your contact directory:

- Manually
- From a call list

### Adding Contacts Manually




To add a contact to the local contact directory manually:

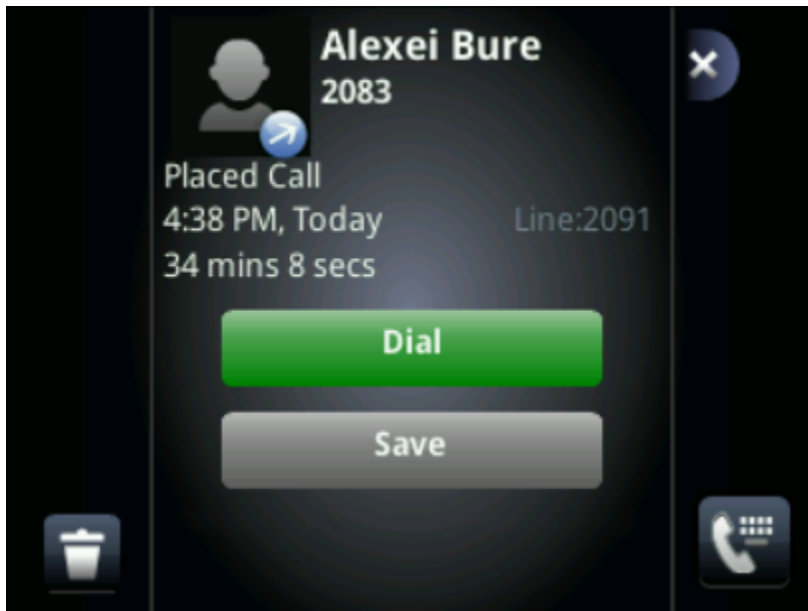
1. Press the **Home** button .
2. Tap **Directories** .
3. Select **Contact Directory**.
4. Tap the **Plus** button .
5. Enter the first name of the contact.
  - a. Use the **1/A/a** soft key to select between numeric and upper/lower case alphanumeric modes.
  - b. Use **Encoding** to access special characters in other languages.
6. Enter the last name of the contact from the keypad.
7. Enter a contact number.
  - a. This is a required field and it must be unique (not already in the directory).

8. Change the Speed Dial Index (listed as Favorites in the Contact Directory).Valid speed dial index values are from 1 to 9999. This value determines which position on the idle screen that contact will show up for your speed dial.
9. **(Optional)** Change the Ring Type and Divert Contact.
  - a. These fields may be left black.
10. **(Optional)** Change the Auto Reject, Auto Divert, and Tap Enabled/Disabled as needed.
11. Tap **Save** or **Cancel** to accept or cancel changes.
12. Press **Home** button  twice to return to the idle screen.

## Adding Contacts from Call Lists

To add a contact to the local contact directory from a call list:

1. Press the **Home** button .
2. Tap **Directories** .
3. Tap **Recent**.
4. Tap the **Information** button  by the call record.
5. Change the Speed Dial Index (listed as Favorites in the Contact Directory).Valid speed dial index values are from 1 to 9999. This value determines which position on the idle screen that contact will show up for your speed dial.
6. From the details screen tap **Save** to add the contact to the Contact Directory.





7. Press the **Home** button  twice to return to the idle screen.



**NOTE: You may want to go to the local director to check if the contact was saved correctly, and to add any missing fields.**

## Editing Contacts

To edit a contact in the local contact directory:



1. Press the **Home** button .
2. Tap **Directories** .
3. Tap the contact you wish to edit.





4. Tap the **Edit** button .
5. Edit the contact information.
6. Tap **Save** to accept changes.
7. Press the **Home** button  twice to return to the idle screen.

## Deleting Contacts

To delete a contact from the local contact directory:



1. Press the **Home** button .
2. Tap **Directories** .
3. Tap the contact you wish to delete.




4. Tap the **Delete** button .
5. Tap "Yes" to accept changes.
6. Press the **Home** button  twice to return to the idle screen.

## Placing Calls to Contacts

To place a call to a contact in the local contact directory use one of the two methods below:



1. Press the **Home** button .
2. Tap **Directories** .
3. Select the contact.
4. Tap the **Green** button with the phone number.

**OR**

1. From the idle screen tap **New Call**.
2. Tap **Directory** .
3. Select the contact.
4. Tap the **Green** button with the phone number.

## Searching for Contacts

To search for a contact in the local contact directory:

1. Press the **Home** button .
2. Tap **Directories** .
3. Tap **Search**.
4. Choose your desired search field and enter the information.
5. Tap **Search** again.