Quick Tips for Using Polycom® VVX® Phones with
Microsoft® Skype™ for Business
3725-49113-006A | UC Software 5.4.1 or later | December 2015

These Quick Tips apply to VVX 201, 300, 301, 310, 311, 400, 401, 410, 411, 500, 501, 600, and 601 business media phones running Polycom UC software 5.4.0 or later and signed into Polycom with Skype for Business Server.

The Polycom VVX Business Media Phones User Guide on Polycom Support includes more information on the features available on VVX phones.

Sign into Skype for Business
You can sign into the phone using your Skype for Business login credentials.

To sign into Skype for Business:
1 Press the SignIn soft key.
2 Complete the required sign-in fields with your login credentials.
3 Press the SignIn soft key. Your line shows as registered.

To sign out of Skype for Business:
» Press the SignOut soft key.

Add Favorites
When you add Skype for Business contacts as favorites in the Skype for Business client, those favorites display on your Home screen and in the Contacts list on your phone.

To add contacts as favorites:
» In the Skype for Business client on your computer, right-click on a contact and click Add to Favorites.

Add Contacts
Add your Skype for Business contacts to a Contacts list on your phone.

To add contacts to your phone:
1 Press Contacts > Add.
2 Enter your contact’s email address and press Submit.

View Contacts’ Information
In the contact card, you can view a contact’s name, presence status, organization, work number, mobile number, and voicemail.

To view the contact card:
» Press Contacts, select a contact, and press Info.

Update Your Presence Status
Your presence status information displays your availability and activity to your contacts, and automatically updates when you are actively using your phone or it’s inactive. You can also update your presence status at any time.

To update your presence status:
» Press MyStatus and select your desired status.

To forward incoming calls to a contact:
1 Press Forward > Forward to Contact.
2 Enter your contact’s number and press OK, or press Contacts, choose a contact, and press Forward.

To forward incoming calls to voicemail:
» Press Forward > Forward to Voicemail.
Park and Retrieve Calls
You can park up to eight active phone calls.

To park a call:
» During an active call, press Park.
Parked calls are given orbit numbers to retrieve the calls. For example, #1023.
Anyone in your organization can retrieve the call with the orbit number from any Polycom with Skype for Business phone.

To retrieve a parked call:
» Do one of the following:
  ➢ On your phone, press Retrieve.
  ➢ On another phone, press New Call and dial the call’s orbit number.

Use the Directory
You can search, call, and save contacts in the Skype for Business Directory on your phone.

To search the directory:
1 Select Directories > Skype for Business Directory.
2 Enter your contact’s first or last name. The phone automatically displays search results.

To call contacts from the directory:
» After you find your contact, press Dial.

To save a contact from the directory:
» After you find your contact, press Add to Contacts.

Use Boss-Admin
You can assign delegates to manage your calls, set distinct ringtones for boss calls, and interact with assigned lines.

To assign delegates:
1 In your Skype for Business client, click Tools > Options > Call Forwarding.
2 Click Simultaneous Ring > My Delegates and add contacts as delegates for your line.

To view a list of delegates on your phone:
» Press Contacts > Groups > Delegates.

To view a list of bosses on your phone:
» Press Contacts > Groups > People I Manage Calls For.

To respond to incoming boss calls:
» Do one of the following:
  ➢ Press Answer.
  ➢ Press Reject or Ignore.
  ➢ Press Boss VM.

Use Better Together Over Ethernet (BToE)
BToE enables you to answer, place, pause, and resume calls on your phone and in the Skype for Business client.

Calls display on your phone and in the Skype for Business client, and the PC audio icon displays next to the call on your phone.

To answer an incoming call:
» Press Answer on your phone or click Answer in the Skype for Business client.

Calls placed in the Skype for Business client are also placed on the phone.

To place a call from the Skype for Business client:
» Right-click a contact and click Call.
Pausing audio on your phone pauses the audio on the phone but not in the Skype for Business client.
Pausing video on your phone pauses the video in the Skype for Business client, but not on the phone.

To pause an audio or video call:
» Press Pause on your phone.

To resume a paused call:
» Press Resume on your phone, or click Resume Call in your client.
You can move the call audio between your phone and your computer.

To move call audio between the computer and phone:
1 In the Skype for Business client, click 🔄.
2 Click Devices and do one of the following:
  ➢ Click Handset to move call audio to your phone.
  ➢ Click PC Mic and Speakers to move call audio to your computer.