



Quick Reference Card

Answer a Call:

1. With Telephone ringing, press the flashing Line button, or physical "Speaker" button, or pick-up the handset. The call is now answered.

*Note: The VVX500 and 600 do not have physical line buttons, press the soft line button directly on the screen.

Ringer Volume:

1. With phone ringing, press the "-" or "+" button to adjust volume up or down.

Handset Volume:

1. While on a call, press the "-" or "+" button to adjust volume up or down.

Hold:

1. During a call, press the physical "Hold" button or the "Hold" soft button. The call is now on hold.
2. To take call off hold, press the physical "Hold" button or "Resume" soft button.

*Note: The VVX500 and 600 do not have soft buttons, press "Hold" and "Resume" directly on the screen.

Attended Transfer:

1. During a call, press the physical "Transfer" button or the "Transfer" soft button.
2. Enter the desired extension or phone number followed by "Send" soft button.
3. Speak to the answering party while the first call is on hold.
4. To complete transfer, press physical "Transfer" button or "Transfer" soft button.

*Note: The VVX500 and 600 do not have a physical "Transfer" button or soft buttons. You can press "Transfer" and "Send" directly on the screen.

Blind Transfer:

1. During a call, press the "Transfer" button or "Transfer" soft button. The call will be placed on hold.
2. Press the "Blind" soft button.
3. Dial desired extension or telephone number followed by "Send" soft button.

*Note: The VVX500 and 600 do not have a physical "Transfer" button or soft buttons. You can press "Transfer" and "Send" directly on the screen.

Check Voicemail:

1. New Voicemails are indicated by a flashing Message Waiting Light or a Mail Icon for the line on the display.
2. Press the hard "Mail" Button on the phone
3. Enter your 4 digit Pin when prompted by the voicemail system

Conference Calling:

1. During a call, press "More" soft button in bottom right hand corner of screen
2. Next press "Conference" soft button in bottom left hand corner of screen
3. Enter the extension or phone number of the second party followed by the "Send" soft button
4. When the second party answers, press the "More" soft button in the bottom right hand corner of the screen.
5. Next press the "Conference" soft button in the bottom left hand order of the screen to connect all three parties. You can conference up to 5 calls. VVX500 and 600 do not have soft buttons, press "More", "Conference" and "Send" directly on the screen



VVX 300 / VVX310
 6 Line Keys
 Backlit Display
 Headset Plug
 Black

VVX 400 / VVX410
 12 Line Keys
 Full Color Screen
 Backlit Display
 Headset Plug



VVX 500
 12 Line Keys
 Full Color Touch Screen
 Backlit Display
 Headset Plug

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