



To configure your VVX phone, use the Polycom Web Configuration Utility

1. Obtain your phone IP address by tapping Settings from the phone Home view, then tap Status>Platform>Phone. Scroll down to see the IP address.
2. Open any web browser on a computer connected to the same network and enter the phone IP address in the address bar.
3. Press the Enter key. The Polycom Web Configuration Utility login screen displays.
4. Select Admin or User, and enter the appropriate password. The utility Home screen displays.
5. Make the desired configuration changes to the phone configuration, then press Save.

## REFERENCE GUIDE

---

# Polycom® VVX® 500, VVX® 600 and VVX® Camera Best Practices Guide

## Having a video-phone on your desk changes how you Communicate for the better

Getting used to the device and getting the most out of the potential of video enabled unified communications however is a process.

Learn from the experience of others - read this pamphlet to benefit from the best practices and hot tips we have collected from the early adopters of the VVX 500 & 600 Business Media Phones.

To fully appreciate the value of advanced unified communications (UC) you need to experience it.

### Recommended References

For further references visit <http://support.polycom.com> for software downloads, product document, product licenses, troubleshooting tips, service requests, and more.

### VVX® Video Call – Quick Reference

- Open the privacy shutter of your VVX camera.
- You can also adjust the camera barrel up or down.

During a video call, tap the Video soft key to customize your preferences for the call.

- Start or stop the transmission of your video during a video call, by tapping the Start Video or Stop Video soft key.
- To swap the video between the large and small display windows, tap the Video soft key, and then tap the Swap soft key.
- To exit the video options, tap the Back soft key.
- Viewing video in full screen mode

To display the video that appears in the large window on the entire screen, tap the Full Screen soft key.

- Tap the Video soft key, and then tap the Full Screen soft key. Alternatively, you can tap on the video screen to enlarge it.
- To return to Normal viewing mode, tap the Full screen video.
- To select different video window layouts
- Press \*\* on the keypad, then press the number corresponding to your desired layout

The VVX Camera is designed for the Polycom® VVX® 500 and 600 Business Media Phones Running Polycom UC Software 4.1.2 or later versions.

### Video Call Tips

- **Use good lighting.** Experiment with a well-lit area in the background; however avoid having sunlight, a window or bright lights directly behind you. Adjust the camera settings to your setting.
- **Dress for the part:** Light pastels and muted colors generally provide the best contrast in front of most backgrounds and will look the best on the screen. Avoid wearing clothing with “busy” patterns such as small checks or narrow stripe as these create video break up spots.
- **Audio Etiquette:** The microphones are sensitive, so speak normally as if you were in the same room with the others in your video conference call.
- **Make eye contact:** Keep the camera angle as level as possible to make you appear natural for your viewers. Use natural hand gestures and body language when you speak.
- **Consider your immediate environment.** Try to have a neutral background and if possible remove anything that might distract the participants from your presentation.

### Polycom® VVX® 600 Business Media Phone

The VVX® 600 phone delivers a best-in-class personal communications experience that complements the way you work. You can:

- Extend your PC ‘s desktop onto the VVX 600 phone screen and dial using the PC’s mouse and keyboard
- View your Outlook Calendar, complete with all reminders directly on the phone screen and simply tap-to-dial into your meeting
- Enjoy a hands-free environment by pairing a Bluetooth headset to the phone

### To configure the Polycom Desktop Connector

Extend Your PC to Your Phone with the Polycom Desktop Connector. The Polycom Desktop Connector (PDC) extends your PC to include your phone display screen so you can use your PC mouse and keyboard to navigate and enter information to your phone. You need to download the PDC program from Polycom Voice.

Applications website: <http://www.polycom.com/products/voice/applications/index.html>

- Direct method: While in the PDC Configuration Menu, set the Status field to Enabled, then navigate back to the configuration screen and press Reconnect then Save. When prompted to allow sharing, press Yes then follow the instructions for configuration.
- Indirect method: While in the PDC Configuration Menu, set the Status field to Enabled, enter your Windows login name into the Desktop User field, and enter your PC IP address or FQDN in the Server Address field. When prompted to allow sharing, press Yes then follow the instructions for configuration.

### To configure the Microsoft Exchange integration

- Install and configure the Microsoft products (see support documents at <http://supportdocs.polycom.com>)
- Install the Polycom Conferencing for Outlook add-in, update the phone configuration file, and define the login credentials for the phone user.
- To use the Bluetooth v2.1 Features
- You can connect up to four Bluetooth headsets to the VVX 600. To enable Bluetooth, tap Settings from the phone Home view, then tap Basic>Bluetooth Settings>Bluetooth On Off>On.
- The VVX 600 supports the Hands-Free Profile (HFP) Audio Gateway role to provide basic call control, volume control, and audio routing capability between the headset and your Bluetooth-enabled VVX 600 phone.

Need flexible financing?

Polycom **CAPITAL**  
Collaborative Financing

[www.polycom.com/polycom-capital](http://www.polycom.com/polycom-capital)

### About Polycom

Polycom is the global leader in standards-based unified communications (UC) solutions for telepresence, video, and voice powered by the Polycom® RealPresence® Platform. The RealPresence Platform interoperates with the broadest range of business, mobile, and social applications and devices. More than 400,000 organizations trust Polycom solutions to collaborate and meet face-to-face from any location for more productive and effective engagement with colleagues, partners, customers, specialists, and prospects. Polycom, together with its broad partner ecosystem, provides customers with the best TCO, scalability, and security for video collaboration, whether on-premises, hosted, or cloud-delivered. Visit [www.polycom.com](http://www.polycom.com) or connect with Polycom on Twitter, Facebook, and LinkedIn.

Polycom, Inc.  
1.800.POLYCOM  
[www.polycom.com](http://www.polycom.com)

