

Colt Cloud UC
Polycom VVX 1500
User Guide

Response terms and confidentiality

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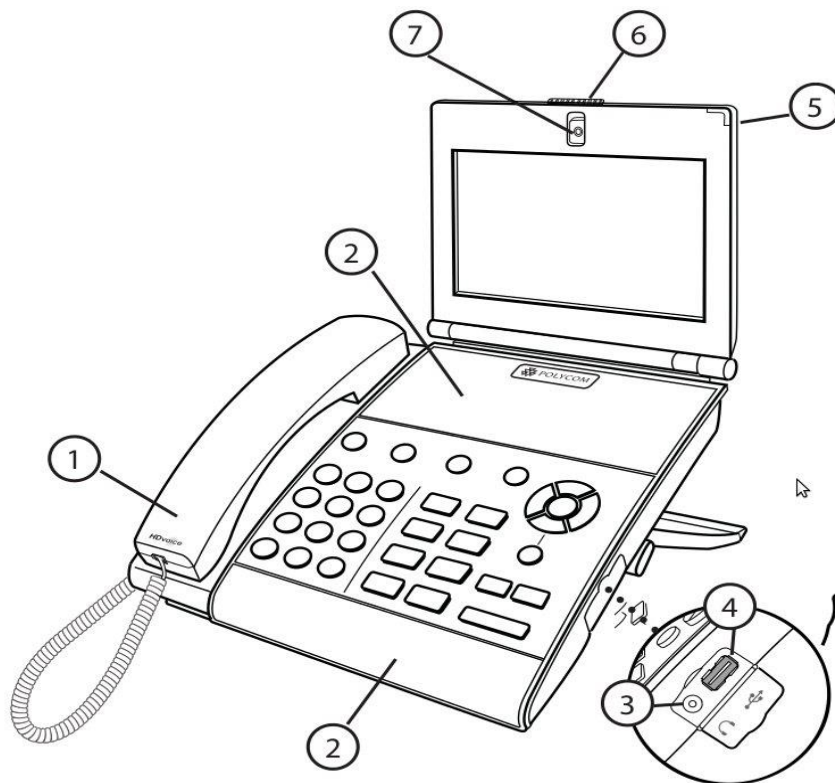
This proposal is subject to survey, credit check and to the terms of any final contract.

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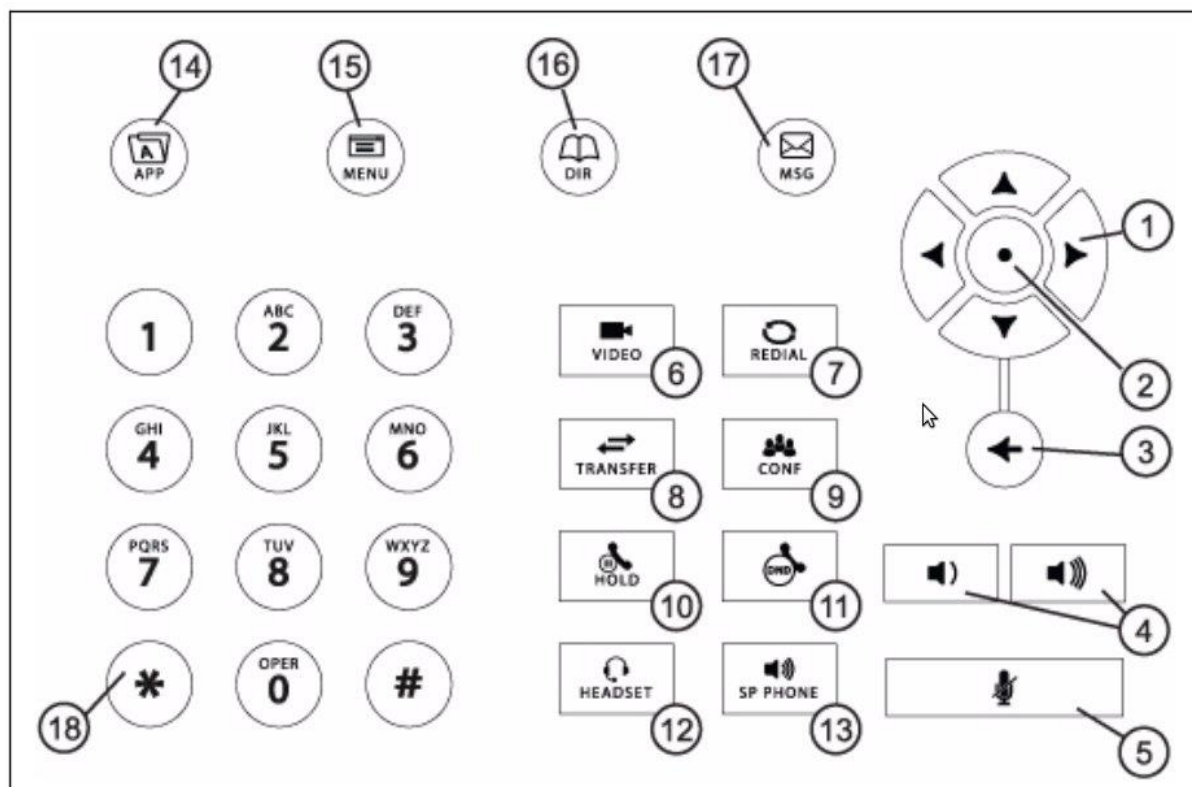
Introduction to the phone

Phone Overview



1	Handset and Cord	Provides audio output for calls that use the handset.
2	Speakerphone	Provides ringer and hands-free (speakerphone) audio output.
3	Headset Connector	Allows you to connect a headset to the phone.
4	USB Connector	Allows you to connect a USB flash drive to display pictures on your phone, and to record and play back calls.
5	LED Indicator	The LED flashes red to indicate that either, the software is booting, a message is waiting, the phone is in power-saving mode (slow-flashing red)
6	Privacy Shutter Adjuster	Opens and closes the privacy shutter.
7	Camera	Provides near-site video. Note: The camera barrel is located directly behind the camera lens. It adjusts the camera angle.

Keypad Overview



1	Arrow Keys	Allows you to either highlight items before you select them, scroll through lists or scroll through active and inactive calls.
2	Select Key	Selects a highlighted item.
3	Delete Key	Deletes displayed data.
4	Volume Keys	Adjusts the volume of the handset, headset, speaker, and ringer.
5	Mute Key	Mutes audio transmission locally during calls and conferences. The key glows red when activated.
6	Video Key	Controls the size, position, and transmission of video images.
7	Redial Key	Dials the most recently dialed party.
8	Transfer Key	Transfers the current call to another party.
9	Conference Key	Allows connection with another party for a conference.
10	Hold Key	Holds an active call or resumes a held call.
11	Do Not Disturb	Activating Do-not-disturb will refuse new incoming calls.

	Key	The key glows red when activated.
12	Headset Key	Allows you to place and receive calls through an optionally connected headset. The key glows green when headset mode is selected.
13	Speakerphone Key	Allows for hands-free communication during calls. The key glows green when speakerphone mode is selected.
14	Applications Key	Allows you to access the Web browser.
15	Menu Key	Allows you to access local (your phone) and global (your organization) features.
16	Directories Key	Allows you to access directories (Contact, Corporate) and call lists.
17	Msg Key	Allows you to access and manage instant, voice, and video messages.
18	Dialpad Keys	Provides the 10 digits, alphabetic characters, and special characters available in context-sensitive applications

About the touchscreen

Tap to select and highlight screen items. To scroll, touch the screen, and swipe your finger up, down, right, or left. To go back to a previous screen, tap Back.

Phone display

Your phone displays video in two windows: a small picture-in-picture (PIP) window located on the top-right of the touch screen, and a larger window centered in the middle of the touch screen. By default, the near site displays in the PIP, and the far site displays in the window in the center of the touch screen. Information about the call, such as the phone number of the party with whom you're talking and the duration of the call, appears next to the far site when it is displayed in the window in the center of the touch screen.

Using the phone

Placing calls

You can do it by three different ways :

- Enter the phone number and pick up the handset.
- Enter the phone number and tap on Dial on the touchscreen.

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- Pick up the handset. enter the phone number, and tap on Send on the touchscreen.

Answering calls

You can do it by two different ways :

- Pick up the handset.
- Tap on Answer on the touchscreen.

Ending calls

You can do it by two different ways :

- Replace the handset.
- Tap on End Call on the touchscreen.

Transferring calls

Blind transfer 7

- Call the remote party or answer the call.
- Tap on Transfer.
- Tap on Blind
- Introduce number you want to transfer to.
- Tap on Send.

Attended transfer

- Call the remote party or answer the call.
- Tap on Transfer.
- Introduce number you want to transfer to.
- Tap on Send.
- Tap on Transfer when you are ready.

Holding calls

- Tap on Hold.

Resuming calls

- To get back a call that was put on hold, tap on the conversation you want to resume and then tap on Resume.

Placing conference calls

Call the first party and be in conversation with him the tap on conference, compose a number and tap on Send:

- Tap Hold to hold the conference.
- Tap End Call to end the conference.
- Tap Manage to manage each participant (if available).
- Tap Split to end the conference and hold all participants.

Viewing recent calls

- Press on the Menu Key.
- Tap on Features.
- Tap on Call Lists.
- Tap on either Missed Calls, Received Calls or Placed Calls.

Listening to Voice Mail

- Press on the Message Key.
- Tap on Message Center.
- Tap on Connect.

Muting the microphone

- During a call, press Mute Key. To disable Mute, press the Mute Key again.

Adjusting volume

- To change call volume, press on the Volume Keys during a call.
- To change the ringer volume, press on the Volume Keys when the phone is idle or ringing.

About Colt

Colt provides network, voice, data centre and managed cloud services to thousands of businesses around the world, allowing them to focus on delivering their business goals instead of the underlying infrastructure. Customers include 18 of the top 25 bank and diversified financial groups and 19 out of the top 25 companies in both global media and telecoms industries (Forbes 2000 list, 2014). In addition, Colt works with over 50 exchange venues and 13 European central banks.

Colt operates across Europe, Asia and North America with connections into over 200 cities globally. It recently completed the acquisition of KVH, an integrated managed communications and IT infrastructure services business, with headquarters in Tokyo and operations in Hong Kong, Seoul and Singapore.

Colt is listed on the London Stock Exchange (COLT).

Our environment

At Colt we believe in reducing the negative effects of our business and expanding the positive contributions our people and products can make to a sustainable future. We are committed to projects that are both good for Colt and good for the environment and communities in which we operate. We comply with all relevant legislation in the countries in which we operate and we closely monitor our compliance with the European Union Environmental Directive.

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