

Part 1. Call Recording – on-demand integrated call recording capabilities available on Poly VVX models with a USB port. The client can choose to:

- Use an existing USB 2.0 or 3.0 compatible jump drive
- Purchase a 16GB USB jump drive from POPP (stores up to 500 hours of audio as .wav files.)

Enable Call Recording feature in Poly telephone

- Plug a USB 2.0 or 3.0 compatible jump drive into one of the USB ports located on the top (remove cover) or back of the telephone. "Storage media attached" will display when a compatible jump drive is properly connected.
- Make sure there is sufficient storage available on the USB jump drive to store calls. A five minute call equals approximately 2.5M of storage. Storage hours remaining (e.g., "USB storage: 99+ hrs. left") will display on the screen.

Record a Phone Call in Progress

Call Recording is available on a per call basis. You must start and stop the recording of each call.

- During a call:
 - To start recording, touch **[Record] softkey + [Start] softkey**
 - To pause recording, touch **[Pause] softkey**
 - To resume recording, touch **[Resume] softkey**
 - To stop recording, touch **[Stop] softkey**

Note: Call recording stops automatically when you hang up or when a call is transferred to another phone

Listen to or Delete Recorded Calls:







Make sure that the USB jump drive is plugged into the USB port on the telephone

- Press **[Home]** button
- Touch **[Settings] + [Features...] + [Removable Storage Media...] + [Browse Recordings...]**
- Recorded calls are listed in chronological order with the most recent recording listed at the bottom
- Touch the display, drag up or down to scroll through the list of recorded calls, and touch the desired call to select it
- Touch **[Open] softkey + [Play] softkey** to play
- While listening to a call:
 - To adjust playback volume, press **[- or +]** volume button
 - To pause/stop playback, touch **[Pause] softkey**
 - To resume playback, touch **[Resume]**
- Touch **[Exit] softkey** to return to the list of recorded calls
- To delete a call:
 - Touch the desired call to select it
 - Touch **[Delete] softkey** to delete the call
 - Touch **[Yes] softkey** to confirm deletion or touch **[Back] softkey** to cancel
- Press the **[Home]** button to exit when finished

Note: You can also listen to and delete recorded calls by connecting the USB jump drive to your computer.

Part 2. Bluetooth – available on Poly VVX 600 and above

Compatible phone models feature integrated Bluetooth® 2.1 EDR

- To enable Bluetooth:
 - Touch: **[1 Settings] + [1 Basic] + [12 Bluetooth Settings] + [Bluetooth Radio (On/Off)] + [On]**
 - Touch the **[←]** icon (top left of screen)
 - Touch **[2 Manage BT Headsets]**:
 - Touch **[Scan]** softkey
 - Once Bluetooth headset is detected, touch **[Add]** softkey
 - Bluetooth headset is now paired to the phone. A Bluetooth symbol will display on the home screen
- Using Bluetooth Headset (process may vary depending on headset manufacturer)
 - Answering Calls (calls will alert the Bluetooth headset and ring the phone):
 - Press headset button  on the phone or press the button on Bluetooth headset to answer a call
 - To move a call from the phone to a Bluetooth headset, press the headset button  on the phone or press the button on Bluetooth headset
 - Ending Calls:
 - Press the headset button  or touch **[End Call]** softkey to end the call on the phone or press the button on Bluetooth headset to end call from the headset
 - Paging:
 - Touch **[Paging]** softkey + **[Page Group]** and press the headset button  to page using a Bluetooth headset
 - Note:** Pages using a Bluetooth headset may not sound as loud or clear as pages from the phone
 - Volume Adjustments:
 - In call volume is adjusted by pressing the  buttons on the phone or using the volume buttons on the Bluetooth headset. Volume changes will automatically save after adjusting.
 - Bluetooth headset alert volume is adjusted using Bluetooth headset volume buttons (while a call is alerting only).
 - Muting calls:
 - Press the mute button  on the phone to mute the Bluetooth headset
 - Additional Bluetooth headset features may be available, depending on the headset manufacturer and model. See your Bluetooth headset user guide for options available (e.g., redial, reject call, mute, etc.)

For Additional Training and Support

- Visit www.popp.com or call POPP Communications at 763-797-7900