**Sign into Skype for Business**

You can sign into your Skype for Business account on the phone.

**To sign into Skype for Business:**

1. Press the **Sign In** soft key or navigate to **Settings > Features > Skype**.
2. Select one of the following sign in options:
   - **User Credentials**
   - **PIN Authentication**
   - **Via PC**
   - **Web Sign-In**
3. Complete the required sign-in fields or follow the on-screen prompts.

**To sign out of Skype for Business as a Guest:**

You can manually sign out as a guest user from the host phone or a common area phone.

**Note:** When the phone is idle, guest users are automatically signed out after guest timeout.

**To sign out of Skype for Business:**

» Press the **Sign Out** soft key.

**Sign into Skype for Business as a Guest**

You can sign into the host phone or a common area phone as a guest user.

**To sign into Skype for Business as a Guest:**

1. Press **Guest** soft key.
2. Enter your contact’s email address and press **Submit**.

**View a Contact’s Information**

You can view a contact’s name, presence status, organization, work number, mobile number, and voicemail.

**To view a contact’s information:**

» Press **Contacts**, select a contact, and press **Info**.

**Update Your Presence Status**

Your presence status 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 **My Status** and select your desired status.

You can change your status to Available from any other status by selecting **Reset**.

**Initiate a Conference Call**

Initiate a Skype for Business conference call with Skype for Business contacts or a group of contacts from your phone.

**To initiate a conference call:**

1. Press **Meet Now > Invite**.
2. Select a contact and press **Dial**.
3. Press **Invite** to add additional contacts.
To initiate a conference call with a group:
1 Press Contacts > Groups.
2 Select a group and press Dial All.

Forward a Call
Forward your incoming calls to another contact or to your voicemail.

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.

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 and click Tools > Options > CallForwarding.
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.

Use Better Together Over Ethernet (BToE)
BToE enables you to sign into your Skype for Business account on a Polycom VVX business media phone and use the phone to handle calls on your phone and in the Skype for Business client.

When signed into different accounts, the PC audio icon displays on your phone for calls answered in the Skype for Business client.

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.

You can pause active audio and video Skype for Business calls on your phone when you are signed into different user accounts on your phone and the Skype for Business client. You can also pause video calls when you are signed into the same user account on the phone and in the client.

However, when you pause an audio or video call on your phone, the call remains active in the Skype for Business client on your computer.

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

To resume a paused call:
» Press Resume on your phone.

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.