



## Poly VVXD230 DECT Cordless Telephone Quick User Guide

### Introduction:

The VVX D230 DECT IP Phone is an IP based cordless phone that you can use to manage calls to your line at any time while you're away from your desk.

### Overview of Your Phone:

The VVXD230 consists of a base unit (shown at left) and one or more handsets. A single base unit can connect up to 8 handsets.

The base station acts as a charger for one phone. Additional handsets are supplied with their own charger.

Each handset has its own extension number and each operates independently of the others.

The handset has an earpiece at the top, just below the Poly logo. The microphone is at the opposite end, just above the bottom of the phone.

A large color display shows the phone's status; when the phone is idle, it will display the date and time along with the extension number. Icons at the top left and top right show the phone's signal and battery status. A number next to the battery icon identifies the handset.

Two buttons immediately below the display are used as multi-purpose "soft" keys. A 4-way keypad with a center "OK" button is used to navigate the phone's menu system.

The Green phone icon  is used to place a call, and the red phone icon  disconnects a call.




### Registering the Handsets:

Each base unit can connect up to 8 handsets. Before you can use a handset, it must be registered with the base unit. This process takes only a few seconds, and it only needs to be done once. To register a new handset, follow these steps:

1. Press and hold the FIND button on the base station for 5 or more seconds.
2. On the wireless handset, go to Menu > Settings > Registration.
3. Select Register.
4. When the handset finds the base station, it asks you to register to it.
5. Select Yes.

When the registration is successful, the screen will display a message.

### To Make a Call:

Enter the desired number on the keypad and press the green  call button. You can also place a call by entering the number on the keypad first, and then pressing the call button.

To make a call using the built-in speakerphone, place the call as described above, and then press the speaker key at the bottom left of the keypad. The speaker icon will glow green when the speaker is in use. The speaker is located on the rear of the phone.

### Answering Incoming Calls:

Press the green Call key  or the speaker icon while the phone is ringing.


### Adjusting the Volume:

Press the Up and Down arrows on the 4-way keypad during a call to adjust the earpiece volume. To adjust the speakerphone volume, press up or down while the speakerphone is in use.

To adjust the ringer volume, press the Up or Down arrows while the phone is idle.

## Ending a Call:

---

Press the red End Call  button.

## Conference Calling:

---

You can make a conference call with yourself and two other parties.

### To Start a Conference Call:

1. Call the first party, then press the New Call soft key.
2. Enter the second party's number, then press Dial.
3. When the third person answers, press Options > Conference.

### To Split a Conference Call:

When you split a conference into two calls, both calls go on hold, then you can choose which call to make the active call.

1. During a conference call, press Split.
2. Select which call you want to resume.


### To Join Calls into a Conference Call:

When you have an active call and a held call on the wireless handset, you can join the two calls to make a conference call.

1. With one active call and one held call, press Options.
2. Go to Conference, then press Select.

This establishes a conference call.

### Ending the Conference:

To end the conference call, press the red end call  button. Note that hanging up does not disconnect the other parties

### Switching Between Calls:

You can switch between two calls when you have at least one active call and one held call on the wireless handset.

With one active call and a held call, press Swap.

## Transferring Incoming Calls:

---

There are two methods you can use to transfer a call to another phone:

- A *Blind Transfer* sends a call directly and immediately to another party without consulting.
- An *Attended Transfer* allows you to speak with the destination phone before transferring the call

### To perform a blind transfer:

1. During a call, press Options, then select Blind Transfer.
2. Enter a number or select a contact from a directory or the recent calls list.
3. Press Transfer.

The call is transferred when the contact answers the call.

### To perform an Attended Transfer:

1. During a call, press Options, then select Transfer.
2. Enter a number or select a contact from a directory or the recent calls list.
3. Press the Call soft key, the Call button, or the OK button.
4. Talk with your contact, then press Transfer again to complete the transfer.

Note that you can transfer calls to any number, including internal and external phone numbers.

## Muting a Call:

---

You can disable the phone's microphone to consult privately with others in the room while listening to the other party on the phone through the speaker or the handset.

To mute the call, press the mute icon at the bottom right of the keypad. The button will turn red to indicate that the microphone is muted. Press mute again to resume the call.

## Call Forwarding & Do Not Disturb (DND)

---

You can set your phone to automatically forward incoming calls automatically another destination. You can also have incoming calls rejected (Do Not Disturb).

To enable call forwarding:

1. Press the Menu softkey, and select Call Forwarding from the list of menu items
2. Select the line to forward (in most cases, there will only be one line) and press the Select softkey
3. Select "Always" and press OK
4. Enter the desired number to forward the calls to, and press the Save softkey
5. Repeat these steps and uncheck "the "Always" selection to turn forwarding off

To configure the Do Not Disturb mode:

1. Press the Menu softkey and select "DND" from the menu list.
2. Select the line to enable and press OK
3. While DND is enabled, the line icon on your phone will display a "no" icon below the icon.
4. To disable DND, repeat these steps and un-check the line. Press OK to save the setting.

## Changing the Ring Tone:

---

You can set the ring type for external and internal calls. External calls are any incoming calls from outside your network. You can set a ring type to distinguish these calls from internal calls.

To set the ring type for external calls:

Go to Menu > Preferences > Ring Type.

5. Select External or Internal Calls, and choose a ring type.
6. A sample of the ring type plays as you scroll through the list.

## Voicemail Messages:

---

To access and listen to voicemail messages:

Press Menu, then select Messages.

7. Select the Message Center.
8. The voicemail system will prompt you for your password.