



VVX D230 IP DECT Cordless Telephone

Quick Reference Guide

MOMENTUM

Introduction:

The VVX D230 DECT 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.

Phone Basics:

The VVX D230 consists of a base station (shown at left) and one or more handsets. Up to 8 handsets can connect with a single base station.

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 offers easily read information. When idle, the date/time (and/or extension number) display.

Icons at the top left and top right show the phone's signal strength 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.



Register 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.

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 press 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.

Answer Incoming Calls:

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

Adjust 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.

End a Call:

Press the **End Call**  button.

Conference Calls:

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 1 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 **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**.

Transfer 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.

Mute During 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.

Change 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**.

1. Select **External** or **Internal Calls**, and choose a ring type. A sample of the ring type plays as you scroll through the list
2. Press **Save** when the ring tone is selected

Voicemail Messages:

To access and listen to voicemail messages:

1. Press **Menu**, then select **Messages**.
2. Select the **Message Center**.
3. The voicemail system prompts you for a password.