

Poly VVX D230 DECT IP phone

Quick Reference Guide

VVX D230 Cordless Phone



Placing and Answering Calls

Place a Call Using the Default Line

Unless you choose an alternate line, the phone uses your default line when you place a call.

1. Do one of the following:

- Enter your contact's number.
- Select a contact from a directory.
- Select a contact from the recent calls list.
- Select a message from the Messages list.

2. Press Call

Place a New Call During an Active Call

You can place new calls to contacts during active calls.

1. While in an active call, press New Call.

2. Enter a contact's number or choose a contact from the directory.

3. Do one of the following:

- Press **Call**
- If the called handset has multiple lines, choose a line and press Call.

Answer an Incoming Call

Answer an incoming call from the wireless handset.

1. Do one of the following:

- Select **Call**.
- Press the **Speakerphone** button.

Answer an Incoming Call During a Call

A tone plays when you receive an incoming call during an active call.

1. Do one of the following:

- Select **Call**.
- Press the **Speakerphone** button. The first call goes on hold automatically.

Park Calls

To Park a Call

You can "park" a call to a specific extension number (park orbit).

1. During the call, go to Options > Call Park

2. Enter the Call Park Orbit Number where you want to park the call (e.g., 801)

3. Select Call Park

To Retrieve a Parked Call

1. Enter Retrieval Code: Call park Orbit Number followed by

(e.g., *95801#)

2. Select Call Button

Holding/Resuming/Ending Calls

When you are in a call, you can place an active audio call on hold and resume the call.

Hold an Audio Call

You can place up to two active calls on hold at any time.

1. During a call, select Options > Hold.

Resume a Call

You can resume any held call on the wireless handset.

1. Select Options > Resume.

Switch Between Calls

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

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

End a Call

You can end an active call at any time.

1. Do one of the following:

- Select **End**.
- Place the wireless handset in the wireless handset or charging cradle.

Transferring Calls

You can transfer a call to another wireless handset, to a directory contact, or to a designated number.

Transfer a Call

You can transfer a call on your wireless handset to another contact to enable someone else to take the call or to resume the call on another handset.

1. During a call, select Options > Transfer.

2. Enter a number or select a contact from a directory or the recent calls list.

3. Do one of the following:

- Select the **Call softkey**.
- Press the **Call button**.
- Select **OK**.

4. Talk with your contact, then select Transfer again to complete the transfer.