



Poly VVX D60 Series Quick Reference Guide



Device Overview

Overview

The Poly VVX D60 is a wireless device that pairs with the following handset types:

- VVX3xx
- VVX4xx
- VVX50x
- VVX60x

Seamless call management while 'on-the-go', workspace mobility

Easy to operate, reliable performance

Range - indoors 165 feet, outdoors 980 feet

Battery capacity - 10 hours talk time, 100 hours standby

High resolution VVX color display, handsfree speakerphone and navigation buttons

Device setup

Handset features

1. **Soft Keys** - select feature and menu options at the bottom of the display.
2. **Navigation Keys / OK Button** - increase/decrease ringer volume, scroll through menus, or move the cursor within various fields; press the OK button to access the main menu, select highlighted items, or save entries or settings while in the menu.
3. **Call Button** - make or answer calls, view recent calls.
4. **End Button** - disconnect your call.
5. **Keypad** - enter numbers or characters.
6. **Speakerphone** - make or answer calls using the speakerphone; or move from the handset to a handsfree call.
7. **Redial Button** - redial the last number dialed.
8. **Mute Button** - mute or unmute while on an active call.
9. **Microphone** - transmits your audio on the handset or speakerphone.
10. **LED Light** - flashes to indicate an incoming call, missed call or new voicemail message.
11. **Earpiece** - allows you to hear audio during active calls.
12. **Headphone Port** - headset connection port.

Handset hardware



Base unit features

1. **FIND** - press to locate a registered wireless handset; press and hold to pair the base station to a wireless handset.
2. **Status Indicator** - indicates whether the handset is charging or the phone is in use.
3. **Charging Cradle** - charges the wireless handset when placed in the cradle.

Base unit hardware



Base unit features

The VVX D60 wireless device must be paired to your business media phone, similar to a Bluetooth device. You can choose to pair the base station in the following ways:

- **Automatic pairing**
- **PC Port pairing**
- **Manual pairing**

If your VVX D60 base station is paired with your business media phone, a handset icon displays on the business media phone:

Base unit hardware

After the VVX D60 base station is paired with the business media phone, you may need to register the handset with the base station.

1. On the wireless handset, navigate to **Menu > Settings > Features > Registration**.
2. Select **Register** and press the **OK** button.
3. Press and hold the **FIND** button on the base station for a few seconds.
4. Select **Yes** to confirm the registration with the base station.

When registration is successful, the message "**Registration Successful**" displays.



Device setup overview—continued

Pairing	Deregister
<p>When the ethernet cable is connected from the base station LAN port to the PC port on the VVX business media phone, the phone pairs with the base station automatically.</p> <p>If for some reason the base station is no longer paired with the VVX business media phone, you can perform one of the following steps:</p> <p>To pair with the base station using the PC port pairing:</p> <ol style="list-style-type: none"> 1. On the VVX business media phone, navigate to Home > Settings > 2 Advanced > Enter password > 1 Admin settings > VVX D60 Configuration. 2. On the VVX D60 Configuration screen, select Base Station, and then select PC Portal Pairing. <p>To pair with the base station using automatic pairing:</p> <ol style="list-style-type: none"> 1. On the VVX business media phone, navigate to Home > Settings > 2 Advanced > Enter password > 1 Admin settings > VVX D60 Configuration. 2. On the VVX D60 screen, select Base Station, and then Select Automatic pairing. 3. Select the base station then Pair. <p>To pair with the base station in manual pairing:</p> <ol style="list-style-type: none"> 1. On the VVX business media phone, navigate to Home > Settings > 2 Advanced > Enter password > 1 Admin settings > VVX D60 Configuration. 2. On the VVX D60 Configuration screen, select Base Station, then select Manual Pairing. 3. Enter the IP address of the Base station, and then select Pair. 	<p>If a wireless handset needs to be replaced, deregister the existing wireless handset before you register a new handset to the base station.</p> <ol style="list-style-type: none"> 1. On the wireless handset, navigate to Menu > Settings > Features > Registration. 2. Navigate to Deregister and press the OK soft key. 3. Confirm deregistration by pressing the Yes soft key (cancel deregistration process by pressing the No soft key). 4. "Deregistration Successful" appears on the display when the deregistration is complete. <p>To register a new device, follow the procedures for VVX D60 registration.</p>

Feature overview

Menu	Navigation and soft keys
<p>Press the Menu soft key to expose the following features:</p> <ol style="list-style-type: none"> 1. Call Logs 2. Messages 3. Directories 4. DND 5. Settings 	<p>After accessing the menu option by pressing the Menu soft key, use the Up/Down Navigation keys to scroll through various options. With an option highlighted, press the OK button to select. Continue using the Navigation keys, the OK button, and the Soft Keys at the bottom of the display, to manage features within the Menu option.</p>
Making/ending calls	Answering incoming calls
<p>Making a call:</p> <ol style="list-style-type: none"> 1. Enter a 10-digit number, or extension, on the keypad. 2. To use the handset: press the Green handset button to send your call. 3. To use the speakerphone: press the Speakerphone button then the Green handset button to send your call. <p>Ending a call:</p> <ol style="list-style-type: none"> 1. Press the Red handset button or return the handset to the cradle. <p>Note: Pressing the Red handset button is less disruptive to your caller.</p>	<p>Answering a call:</p> <ol style="list-style-type: none"> 1. Press the Green handset button or the Speakerphone button. <p>Answering a second call while on an active call</p> <ol style="list-style-type: none"> 1. You hear a tone when receiving an incoming call. 2. Press the Green handset button to answer on the handset; press the Speakerphone button then the Green handset button to answer on handsfree. 3. This automatically places your existing caller on hold. <p>Note: Press the Swap soft key to move between active and held calls.</p>



Feature overview—continued	
Hold/navigate between calls	Conference (3-way) calling
<p>Placing a call on hold:</p> <ol style="list-style-type: none"> 1. While on an active call, press the Options soft key. 2. With Hold highlighted, press the OK button or Select soft key. <p>Resume a held call:</p> <ol style="list-style-type: none"> 1. Press the Options soft key. 2. With Resume highlighted, press the OK button or Select soft key. <p>Navigate between active calls:</p> <ol style="list-style-type: none"> 1. While on an active call, and a call on hold, press the Swap soft key. 2. This places your active call on hold, and returns you to the caller on hold. <p>Note: The active caller will always be at the top of the display; refer to caller ID to determine which caller you are speaking to.</p>	<p>Placing a 3-way conference call:</p> <ol style="list-style-type: none"> 1. While on an active call, press the New Call soft key. 2. Enter the extension or 10-digit number for the next party. 3. Press the Call soft key. 4. When the party answers, announce the conference call. 5. Press the Options soft key. 6. Navigate to Conference and press the OK button or Select soft key. <p>Note: When you disconnect from the call, all parties.</p>
Transfer (consultative)	Transfer (blind)
<p>Consultative transfer allows you to announce the call before completing the transfer:</p> <p>Consultative transfer:</p> <ol style="list-style-type: none"> 1. While on an active call, press the Options soft key. 2. With Transfer highlighted, press the OK button or Select soft key. 3. Enter the extension or 10-digit phone number you wish to transfer to. 4. Press the Green handset button or the New Call soft key. 5. After announcing the call, press the Transfer soft key. 	<p>Blind transfer does not allow you to announce the call:</p> <p>Blind transfer:</p> <ol style="list-style-type: none"> 1. While on an active call, press the Options soft key. 2. With Blind Transfer highlighted, press the OK button or Select soft key. 3. Enter the extension or 10-digit number you wish to transfer to. 4. Press the Transfer soft key.
Voicemail	Forwarding / do not disturb (DND)
<p>Voicemail for your business media phone can be accessed from your VVX D60 handset. Listen to new and saved messages, and manage voicemail features:</p> <ol style="list-style-type: none"> 1. Press the Menu soft key. 2. Highlight Messages and press the OK button or the Select soft key. 3. With Message Center highlighted, press the OK button or the Select soft key. 4. Highlight the line for the voicemail you wish to access, then press the OK button or the Select soft key. 	<p>Call Forwarding and Do Not Disturb are not supported on the VVX D60 wireless handset and the associated business media device.</p> <p>These features must be managed by accessing the end user portal for the business media device.</p>