

# Poly D230 Quick Start - Quick Start Guide

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## Your Cordless Device



### 1. Earpiece

1. Enables you to hear audio from contacts during a call.

## 2. LED Light

1. Flashes to indicate an incoming call, missed call, or new voicemail.

## 3. Headphone Port

1. Enables you to connect a headset to the phone.

## 4. Softkeys

1. The Soft Keys allows you to select a menu item displayed above the key.

## 5. Navigational Keys

1. Use the navigation arrow to increase or decrease the ringer volume, scroll through menus, or move the cursor within fields. The center key is used to confirm a selection. In standby mode, the arrow keys perform the following: Up arrow: ringer volume up, down arrow: ringer volume down, left arrow: directories, and right arrow: call logs.

## 6. Call Button

1. The call button allows you to place or answer a call. Also, it allows you to switch from Receiver mode to Handsfree (speakerphone) mode.

## 7. End Button

1. The end button allows you to hang up during a call. The end button also allows you to power off the unit by long pressing the button.

## 8. Keypad

1. The keypad is located on the bottom half of the phone. Allows you to enter numbers or characters.

## 9. Speakerphone Button

1. The speakerphone button allows you to place or answer a call using the wireless handset speakerphone.

## 10. Redial Button

1. The redial button allows you to redial the last dialed number.

## 11. Microphone

1. The microphone port is on the bottom of the phone. This allows you to communicate with the caller.

## 12. Mute Button

1. The mute button allows you to mute or unmute the microphone during an active call.

## 13. Status Indicator

1. This indicator lets you know if your phone is powered, waiting for the network, locating a handset or registering a headset.

## 14. Find

1. Press the find button to locate the registered wireless handsets. To do this, press and hold for 5 seconds or more to register a wireless handset to the base station.

## Using Your Cordless Device

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1. Placing a call
  1. First, dial the number. Then press the **Call** button. For a hands-free call, first dial the number, then press the **Speakerphone** button or press **Dial** softkey.
2. Answer a call
  1. Press the **Call** button. For a hands-free call, press the **speakerphone** button.
3. End a call
  1. To end an active call, press the **End** button.
4. Make a call using the speakerphone
  1. Hit the **speakerphone** button then dial the number. Once complete, hit the **Dial** softkey.
  2. During a call, press the **Speakerphone** button to move the call from the handset to the speaker.
5. Placing a call on hold
  1. From Lines, Calls, or Active Call view, press the **Options** soft key. Select **Hold**.
6. Resume a call that was placed on hold
  1. To retrieve the call on hold, press the **Options** soft key and then select **Resume**.
7. Place an Intercom call
  1. Press **Menu**, the **Intercom**. Highlight the wireless handset you want to connect with. Proceed to press the **Speakerphone** button. When the call is complete, press the **End** button.
8. Transferring a call
  1. Announced Transfer: During an active call, press **Options**, then select **Transfer**. Enter a number or select a contact from a directory or the recent calls list. Next, Press the Call soft key, the Call button, or the OK button. Once answered, announce your call and press **Transfer** to complete.
  2. Blind Transfer: During an active call, press **Options**, then select **Blind Transfer**. Enter a number or select a contact from a directory or the recent calls list. To complete, press **Transfer**.
9. Mute a call
  1. During an active call, press the **Mute** button. To turn mute off, press the **Mute** button again.
10. Listening to voicemail
  1. To listen to your voicemail messages, press **Menu**. Then select **Messages**. Select the Message Center. Choose a line, then press **Select**. The wireless handset accesses the message center and you can listen to new voicemail messages.

#### 11. 3-way conferencing

1. During an active call, press the **New Call** softkey. Enter your contact's number or choose a directory contact, then press **Dial**. After you answer the new call, press **Options**, then **Conference**.
2. Press the **End Call** button to remove you from the call, but keep the other participants connected.
3. Tap **Split** to end the conference and hold all participants.

#### 12. Forwarding calls

1. To enable call forwarding for a particular line, press **Lines**. Go to a registered line on the wireless handset, then press **Options**. Select **Enable Forward**. Choose Always, No Answer, or Busy, then press **OK**. Enter your forwarding contact's number, then press **OK**.
2. During an incoming call, press **Forward**. Using the keypad enter a contact's number to forward the call, then press **OK**.

#### 13. Access your call logs

1. You can access your call log in two ways.
  1. Press the **Right** navigation button, then select whether you want to view your Missed Calls, Received Calls, Dialed, or Recent Calls.
  2. Press the **Menu** button, then **Call Logs**. Select whether you want to view your Missed Calls, Received Calls, Dialed, or Recent Calls.
2. To view the details of a call log, go to the desired entry, press **Options**, and select **View Details**.

#### 14. Access Your Voicemail

1. To access and listen to voicemail messages, press the **Menu** button, then select **Messages**. Select the Message Center, then choose the line, and press **Select**. You can now listen to your voicemail messages.

#### 15. Set a language

1. To set the language, press the **Menu** button. Select **Preferences**, then **Language List**. From the list, choose your desired language.

#### 16. Enable or Disable keypad tones.

1. To enable or disable keypad tones, press the **Menu** button. Select **Preferences**, then **Keypad Tones**. Choose **Turn on** or **Turn off**, depending on the current setting.

#### 17. Set the ring-type

1. To set the ring type for external in internal calls, press the **Menu** button. Select **Preferences**, then **Ring Type**. Select **External Calls** or **Internal Calls**, and choose a ring type. Choose **Select** to set the desired ring type.

Note: A sample of the ring-type plays as you scroll through the list.

## 18. Access your Directory

1. You can access your call log in two ways.

1. 1. Press the **Left** navigation button, then select **Contact Directory** or **Enterprise Directory**.
2. Press the **Menu** button, then **Directories**. Select **Contact Directory** or **Enterprise Directory**.
2. Enter your contact's first name or the last name to search for your contact or press the **Down Arrow** button to go to the directory to your contact.
3. To view the details of a call log, go to the desired entry, press **Options**, and select **View Details**. Here you can delete, make a call or edit the desired contact.