



## VVX D60 Phone Quick Reference Guide

The Polycom VVX D60 phone is a wireless handset that offers the convenience of cordless without losing the SIP features of the VVX Business Media Phones.

### Incoming Calls

#### Answer a call:

There are two ways to answer a call from the handset.

- Press the green phone button.
- Press the speakerphone button.

#### Answer an incoming call during a call:

If you receive an incoming call during an active call, a tone will play.

To answer the incoming call:

- Press the green phone button or the speakerphone button.
- The active call will automatically be placed on hold.

#### Reject a call:

Do one of the following:

- Press the red phone button.
- Press **Reject**.

The call will be rejected and the screen will return to the Home screen.

#### Hold a call:

- During the call, press **Options**, then **Hold**.

#### Resume a held call:

- Press **Options**, then **Resume**.

#### Transfer a call:

- During a call, press **Options**, then **Transfer**.
- Enter a number or select a contact.
- Press **Transfer**.
- After reaching the contact, press **Transfer** again to complete the transfer.

#### Forward a call:

- During an incoming call, press **Forward**.
- Enter a contact's number to forward the call, then press **OK**.
- The call is forwarded when the contact answers the call.

#### Enable Do Not Disturb (DND):

- Press **Menu**, then navigate to DND.
- Select the lines you want to enable DND, then press **OK**.

#### Disable (DND):

- From the DND menu, uncheck the lines, then press **OK**.

## Outgoing Calls

### Place a call:

- Pick up the handset, and dial the contact's number.
- Then, press the green phone button or the speakerphone button.

### Place a call during an active call:

- During an active call, press **New Call**.
- Enter a contact's number or choose a contact from the directory.
- Press **Call**.

### Redial a number:

- Press **Redial** on the handset.

### End a call:

- Press the red phone button or place the wireless handset in the base station.

## Conference Calls

### Initiate a conference call:

- During a call, press **Options** > **New Call**.
- Enter a contact's number or choose a contact from the directory, and press **Dial**.
- When your contact answers, press **Options** > **Conference**.

### Split a conference call:

- During a conference call, press **Split**.
- Select the call you want to resume.

### Join calls into a conference call:

- With one active call and one held call, press **Options**.
- Navigate to **Conference**, then press **Select**.

## Voicemail

### Listen to voicemail messages:

- Press **Menu** from the Home screen, and select **Messages**.
- Select **Message Center**.
- Choose a line, and press **Select**.

## Audio Adjustments

### Mute the microphone:

- During a call, press the mute button.
- To unmute, press the mute button again.