

Unison Poly D230

User Guide

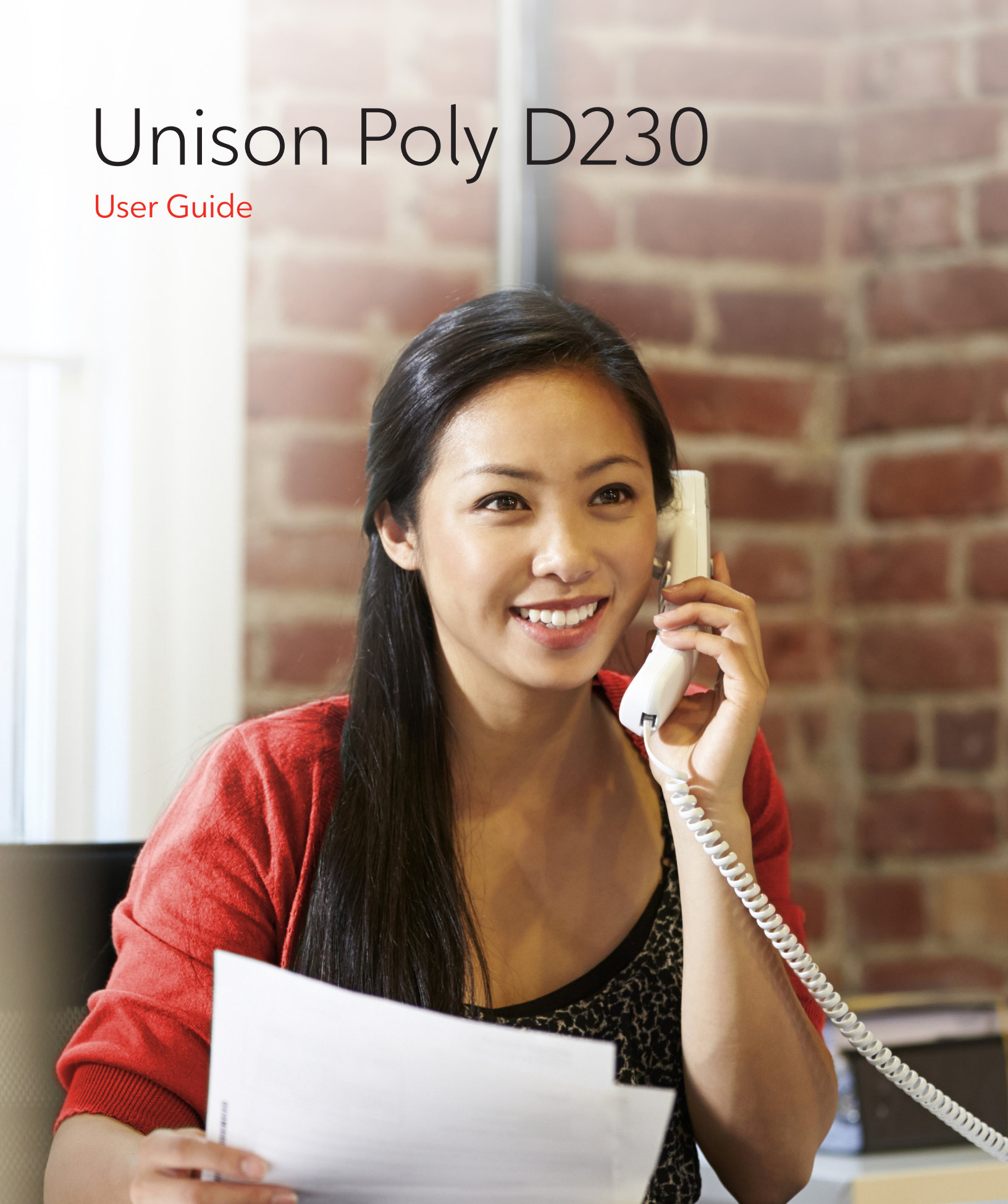


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Poly D230 Diagram

01



Phone Functions

Placing Calls

Place using a number

Simply enter the number you want to call and press the Call button  or the Speakerphone button  on the handset

Place using a contact, Enterprise Directory or Speed Dials

1. Access your contact, enterprise directory or Speed Dials
2. Enter your contacts name in the search field OR using the ▲▼ navigation keys and select the entry you want to dial
3. Press **Options** using the softkey below the screen
4. Using the ▼ select **Call** by pressing the softkey below the screen

Placing using an entry in call logs

1. Access your Call Logs (Missed, Placed, Incoming)
2. Using the ▲▼ navigation keys and select the entry you want to dial
3. Press **Options** using the softkey below the screen
4. Using the ▼ select **Call** by pressing the softkey below the screen

Answer a call

Answer a call while handset is idle

Press the Call button  or the Speakerphone button  on the handset

Answer a call while on a call

Press the Call button  or the Speakerphone button  on the handset, current call goes on hold

Hang up or Reject a call

Hang up a call

Press the End button 

Reject a call

While the phone is ringing press the End button  The call will be rejected and call sent to voicemail



Redial

To Redial the last number called, simply press the **Redial** button at the bottom of the handset

Park A Call

Call Park allows you to park a call in a slot for retrieval by any handset. There are 100 slots available denoted by number 00 through 99. It is important to remember Parked calls can only be retrieved by **handsets on the same base station**

1. While on a call press the **Options** button, on the bottom of the display
2. Using the arrow scroll down to highlight **Call Park** and press **OK** on the handset
3. Enter ***** to park the call in the next available slot or enter a slot between 00 and 99
4. Press the **Call Park** button, on the bottom of the display
5. The phone will display which slot the call was parked in, and a notification will appear on ALL handsets

Park A Call

To retrieve a parked call.

Using the Call Park List

1. Press the **Menu** button on the bottom of the screen
2. Using the arrow scroll down to highlight **Parked Call** and press **OK** on the handset
3. Select the parked call from the list provided using the arrow keys and press **Info** button of the display
4. Confirm that it is the correct call and press the **Resume** button on the bottom of the display

Using the Retrieve Prefix

1. If you know the 2-digit parking lot number or call park extension.
You can retrieve it by enter **7 +** <Parking Lot or Extension #> and pressing the call button 



In-Call Functions

Hold a Call

During a call, press **Options** using the softkey below the screen.
Then **Hold** using the softkeys on the bottom of the screen

Resume a Call

Press **Options**, then **Hold** using the softkeys on the bottom of the screen

Transferring a Call

You can transfer either Consultatively or Blindly

Consultative Transfer

This transfer allows you to speak to the party you want to transfer the call to first. To do this;

1. During the call press **Options**
2. Move the cursor to **Transfer** using the down navigation button and then **Select** using the softkey below the screen
3. Next either immediately dial a number OR using the ▲▼ navigation buttons, select **Recent Calls** or **Directories**
4. Once you have selected the number from your Recent Calls, Directory, or entered the number press the **Call** softkey below the screen or the  button
5. Once you have finished talking, press **Transfer** using the softkey below the screen, to complete the call

Blind Transfer

This transfer allows you to speak to the party you want to transfer the call to first. To do this;

1. During the call press **Options**
2. Move the cursor to **Blind Transfer** using the ▼ navigation button and then **Select** using the softkey below the screen
3. Next either immediately dial a number OR using the ▲▼ navigation buttons select **Recent Calls** or **Directories**
4. Once you have selected the number from your **Recent Calls, Directory,** or entered the number press the **Transfer** softkey below the screen



Conference

To start a conference call:

1. During a call, press the **New Call** softkey below the screen.
2. Once you have selected the number from your **Recent Calls, Directory**, or entered the number press the Call softkey below the screen or the  button
3. Once the called party answers, press **Options** using the softkey below the screen and using the  navigation button, select **Conference**, then press **Select** using the softkey below the screen

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. To split a conference call:

1. During a conference call, press **Split**, using the softkey below the screen
2. Select which call you want to resume, using the   navigation keys
3. Press **Select** using the softkey below the screen

Join Calls into a Conference Call

When you have an active call/conference and a held call on the wireless handset, you can join the calls to make a conference call.

1. With one active call and one held call, press **Options**, using the softkey below the screen
2. Select **Conference** using the   navigation keys, then
3. Press **Select**, using the softkey below the screen

Swap Calls

With 1 active and 1 call on hold press **Swap**, using the softkey below the screen

Mute and Unmute

During a call, press the Mute button  on the phone to mute or unmute the microphone

Volume Adjustment

- › Press the   navigation keys when the handset is idle or ringing to adjust the ringer volume.
- › Press the   navigation keys during a call to adjust the receiver volume of speakerphone/earpiece/earphone.



Call Logs maintain a log of incoming and outgoing calls on the handset as per below

- › Missed calls: Record of calls you missed
- › Received calls Answered: Record of calls you received
- › Dialed calls: Record of calls you made or dialed
- › Recent calls All calls: Mixed record of the calls you missed, received, and dialed

To access Call Logs do one of the following from the home screen:

- › Press the ► navigation key, then select a call list, followed by **Ok**, using the softkey below the screen.
- › Press Menu, using the softkey below the screen,
 - › Select Call Logs using ▲▼ navigation keys
 - › Select a call list using the ▲▼ navigation key.
 - › Press **Ok**, using the softkey below the screen

Once in a list you can View, Delete the entry or Delete All by

1. Highlighting it using the ▲▼ navigation keys
2. Press **Options**, using the softkey below the screen
 - › Press **Delete** than **Yes**, using the softkeys below the screen
 - › Press **View Details**, using the softkeys below the screen
 - › Press **Delete All** > **Yes**, using the softkey below the screen



Contacts and Directories

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To Access your Contact Directory, do either of the following from the home screen

- › Press the ◀ navigation key, then select **Contact Directory**, then press **Ok**, using the softkey below the screen
- › Press **Menu**, using the softkey below the screen,
 - › Select Call Logs using ▲▼ navigation keys
 - › Select a call list using the ▲▼ navigation key.
 - › Press **Ok**, using the softkey below the screen

Contact Directory Functions

Add a Contact to the Contact Directory from a Call List

You can add a contact from the missed, received, dialed, or recent call lists to the contact directory.

1. Access the correct call log list
2. Highlighting it using the ▲▼ navigation keys
3. Select **Options** > **Add/Edit Contact**, using the softkeys beneath the screen
4. Enter or edit the contact's information.
5. Select Save, using the softkeys beneath the screen

Add/View/Sort/Edit/Delete Contacts

Add Contacts

From the Home Screen

1. Press the ◀ navigation key or **Menu** using the softkey below the screen
2. Select **Add New Contact** using the ▲▼ navigation keys
3. Select **Select** using the softkey below the screen
4. Enter the required information using the ▲▼ navigation keys to go to a field and the keypad to enter the information
5. At the **Ring Tone** field use the ◀▶ navigation keys to select a particular ring tone for the contact
6. Select **Save**, using the softkey beneath the screen

View Contacts

1. Access your contacts directory
2. Highlighting the contact using the ▲▼ navigation keys
3. Select **Options** > **View Details**, using the softkey below the screen

Sort Contacts

1. Access your contacts directory
2. Select **Options** > **Sort**, using the softkey below the screen
3. Choose **First Name** or **Last Name**

Delete Contacts

1. Access your contacts directory
2. Highlighting the contact using the ▲▼ navigation keys
3. Select **Options** > **Delete** > **OK** using the softkey below the screen



Voicemail and Broadcast Messaging

Accessing Voicemail

You can access your voicemail by placing a call to ***98** or the procedure below

1. Press **Menu**, using the softkey below the screen
2. Select **Messages** using the ▲▼ navigation keys
3. Press **Select**, using the softkey below the screen

Placing an Intercom Call

1. Press **Menu**, using the softkey below the screen
2. Select **Intercom** using the ▲▼ navigation keys
3. Press **Select**, using the softkey below the screen
4. Chose a handset to intercom with using the ▲▼ navigation keys
5. Press **Call** using the softkey below the screen
6. When done press the End button 

Send a Group Page

1. Press **Menu**, using the softkey below the screen
2. Select **Paging** using the ▲▼ navigation keys
3. Press **Select**, using the softkey below the screen
4. Select the paging group using the ▲▼ navigation keys
5. Press **Select**, using the softkeys below the screen
6. Speak your message into the handset and press the End button  when done



Handset Functions

Rename a Handset

From the Home Screen

1. Press **Menu**, using the softkey below the screen
2. Select **Settings** using the ▲▼ navigation keys
3. Press **Select**, using the softkey below the screen
4. Select **Handset Name** using the ▲▼ navigation keys
5. Enter the desired name
6. Press **Save**, using the softkey below the screen

Turning the handset On or Off

Turn Off

1. Press and hold  until you are prompted that the handset will be switched off.
2. Press OK, using the soft key beneath the screen, to turn the handset off
 - › Press **Back**, using the softkey beneath the screen to cancel

Turn On

Press any key on the handset or place in the charging cradle/base station

Register a Handset

New handsets or factory reset handsets will need to be registered with a base station. When at the base station, follow the process below

1. Press **Menu**, using the softkey below the screen
2. Select **Settings** using the ▲▼ navigation keys
3. Press **Select**, using the softkey below the screen
4. Select **Registration** using the ▲▼ navigation keys
5. On the base station press and hold the **Find** button for 5 seconds
6. On the handset you will be prompted to register, select **OK**, using the softkey below the screen.



De-Register a Handset

You may want to associate a handset with a different base station.
Please follow the procedure below

1. Press **Menu**, using the softkey below the screen
2. Select **Settings** using the ▲▼ navigation keys
3. Press **Select**, using the softkey below the screen
4. Select **Factory Reset** using the ▲▼ navigation keys
5. The handset will reboot. Follow the Registration Process above to register with the appropriate base station

