Polycom VVX D60 Cordless Handset Initial Setup Guide

The Initial Setup Guide has detailed information on unboxing and plugging in for the first time only. A Basic User Guide, Frequently Asked Questions and video are available at impulse.net/d60-support.

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Reading the Guide

- *Softkeys:* There are two context-sensitive softkeys lined up along the bottom of the display. *Softkeys* will be *italicized* and labeled softkeys
- Pre-programmed and keypad buttons: These are hard keys on the phone, like Speakerphone. We will refer to them by the printed name on the button
- On-Screen objects will be in **bold** like **Hold**

[5.4.3.2036] 03-09-17

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Cordless Handset Layout

Menu

Call Logs
Messages
Directories
DND
Settings

Select ▼ Back

Softkeys
(labels above)

Call

Speakerphone

Arrows and OK

Hang Up

Redial

Mute

Antenna   Charging Base   Find

Charging Base Layout

Find

LAN
Port

PC
Port

Power
Outlet

Network Requirements on Current Software*

*At the date of this document, the D60 Handset needs some specific network settings. Software version 5.4.3.2016 is the current version. Updates will likely remove this requirement at a later date. The VVX D60 must be used with a VVX 300, 400, 500, or 600 with software 5.4.3.2016.

Network Engineering

WHERE VOICE VLAN IS USED

- Special network switch settings are required. The switch port associated with the D60 must be set to an access port to the voice vlan. No discovery protocols will work with the D60.

- The PC Port on the charging base cannot be used for a computer or any other data network device only when voice VLANS are used.

WHERE NO VOICE VLAN IS USED

- No special network switch settings are required.

- The PC Port on the charging base may be used for a computer or any other data network device.

Where a VVX Sidecar is present, a VVX D60 cannot be used.

Plugging Things In

Unboxing the phone, you'll find a battery, a belt clip, a handset, a charging base, an Ethernet cable, and perhaps a power supply.

The charging base can be plugged in any one of the following three ways.

OPTION 1

Power Supply and Ethernet cable through VVX desk phone

- The VVX desk phones have a two-port switch in the back of the phone
- Connect the included Ethernet cord between the desk phone PC Port and Charging Base LAN Port
- Connect the power cord from the Charging Base power outlet to the wall power outlet

OPTION 2

Power Supply and Ethernet into wall jack (non-POE)

- Connect the included Ethernet cord between the Ethernet wall jack and Charging Base LAN port.
- Connect the power cord from the Charging Base power outlet to the wall power outlet.

OPTION 3

Power over Ethernet (POE)

- To use POE, you must plug the Charging Base into a POE wall jack or switch.
- You do not need a power supply.

Pairing the Handset

Once plugged in, the display will recommend charging if necessary.

After 30 minutes of charging, you will be ready to pair your cordless handset to your VVX Desk phone, but a full charge is recommended before using the cordless handset.

The cordless handset uses your desk phone to receive all configuration file information and extension information.

To Pair

ON THE VVX DESK PHONE

- Press the Home button
- Scroll to **Settings** with the Arrow buttons
- When **Settings** is highlighted, press *Select* softkey or button
- Scroll to **Feature**, press *Select* softkey or button
- Scroll to **VVXD60 Configuration**, press *Select* softkey or button

ON THE VVX D60 HANDSET

If the desk phone does not discover and pair with the D60, follow these instructions.
- Press the *Menu* softkey
- When **Settings** is highlighted, press *Select* softkey or button
- When **Features** is highlighted, press *Select* softkey or button
- When **Registration** is highlighted, press *Select* softkey or button
- On the top of the Charging Base, press the Find button
- The cordless handset will display **Register to VVX phone?**
- Press the *Yes* softkey
- The cordless handset will display **Registering** and **Please Wait**
- Your extension should show on the display (do not choose anyone else's extension)
- Press the *OK* softkey
- The cordless handset will display **Preference has been saved**

Customize Settings

Keypad Tones

As you scroll through the various menus, the keypad will chime as you press keys.

To turn off the Keypad Tones:
- Press the *Menu* softkey
- When **Settings** is highlighted, press *Select* softkey or button
- When **Preferences** is highlighted, press *Select* softkey or button
- When **Keypad Tone** is highlighted, press *Select* softkey or button
- When **Turn Off** is highlighted, press *Select* softkey or button

Adjusting the Ringer Volume

Note: Use the Up and Down Arrow buttons to adjust the volume
- While the phone is idle, the Up and Down Arrow buttons adjust the ringer volume
- While on the handset and speakerphone, the Up and Down Arrow buttons adjust the volume for that mode

Changing the Ring Type

To change the ring type:
- Press the *Menu* softkey
- Press the down arrow button to highlight **Settings**
- Press the *Select* softkey
- While **Preferences** is highlighted, Press the *Select* softkey
- While **Ring Type** is highlighted, Press the *Select* softkey
- While **External Calls** is highlighted, Press the *Select* softkey
- Press the down arrow button to hear the different Ring Types
- Press the *Select* softkey for your preferred ring tone
- Press the red Hang Up button to return to the idle screen

Phone Reboot

Periodically, the phone may need to be rebooted. Reasons for this include accepting a new configuration, new software, or to reset registration.

To turn off the D60 Handset:
- Press and hold Hang Up button until it beeps. **The handset will be switched off** Press *OK* softkey

To turn on the D60 Handset:
- Press and hold Call button for about 4 seconds
- The phone is ready when it shows the correct time and your extension

To reboot the VVX desk phone:
- Press and hold numbers 1, 3, 8 until the phone beeps and reboots
- The reboot process is complete when the idle display and current time are on the screen

During the desk phone reboot, the cordless phone is not available.