



USER GUIDE

UC Software 5.4.3 | March 2016 | 3725-46190-001A

Polycom[®] VVX[®] D60 Wireless Handset

Compatible with Polycom[®] VVX[®] 300 series, 400 series, 500 series, and 600 series Business Media Phones



Introducing the VVX D60 Wireless Handset

The Polycom VVX D60 Wireless Handset and VVX D60 Base Station are accessories for the Polycom VVX Business Media Phones, and the wireless handset enables you to manage calls to your line at any time while you are away from your desk phone. This section includes overview information on using the wireless handset.

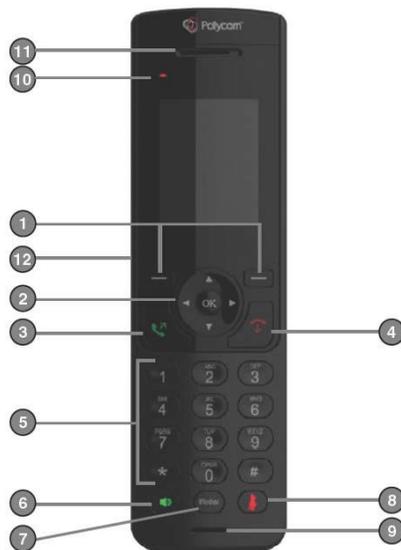
The VVX handset is supported with the following VVX business media phones:

- VVX 300, 301, 310, and 311 business media phones
- VVX 400, 401, 410, 411 business media phones
- VVX 500 and 501 business media phones
- VVX 600 and 601 business media phones

Overview of the VVX D60 Wireless Handset

This following figure displays the hardware features on the VVX D60 Wireless Handset. The table lists each numbered feature shown in this figure.

VVX D60 Wireless Handset hardware features



VVX D60 Wireless Handset Hardware Feature Descriptions

Reference Number	Feature	Feature Description
1	Soft keys	Select a menu item displayed above the key.
2	Navigation keys / OK button	Increase or decrease the ringer volume, scroll through menus, or move the cursor within fields. Press OK to enter the main menu, select a highlighted item, or save an entry or setting while in a menu.
3	Call button	Place or answer a call, or view recent calls.
4	End button	Hang up during a call or cancel the handset software update. Press and hold to power on or off the wireless handset.
5	Keypad	Enter numbers or characters. Press and hold * to turn on or turn off the ringer. Press and hold # to lock or unlock the keypad. Press and hold 0 to insert a plus sign (+) for international calls.
6	Speakerphone	Place or answer a call using the wireless handset speakerphone. Switch between the wireless handset speakerphone and the wireless handset earpiece during a call.
7	Redial button	Access the redial list.
8	Mute button	Mute or unmute the microphone during an active call.
9	Microphone	Transmit your audio.
10	LED Light	Flashes to indicate an incoming call, missed call, or new voicemail.
11	Earpiece	Enables you to hear audio from contacts.
12	Headphone port	Enables you to connect a headset to the phone.

Overview of the VVX D60 Base Station

This following figure displays the hardware features on the VVX D60 Base Station. The table lists each numbered feature shown in this figure.

VVX D60 Base Station hardware features



VVX D60 Base Station Hardware Feature Descriptions

Reference Number	Feature	Feature Description
1	Find	Press to locate the registered wireless handsets. Press and hold for a few seconds to register the wireless handset to the base station.
2	Status Indicator	Indicates whether the handset is charging or the phone is in use.
3	Charging Cradle	Place the wireless handset in the cradle to charge.

VVX D60 Base Station Status Indicator

The following table shows the behavior of the status indicator on the base station.

Base Station State	Status Indicator Behavior
Powering On On Idle	Steady indicator
Disconnected from the VVX phone	Repeatedly flashes on for two seconds and off for three seconds
Locating a handset	Repeatedly flashes on for one second and off for one second
In a call	Repeatedly flashes on for 10 seconds and off for one second
Registering a handset	Repeatedly flashes on for two seconds and off for one second

Navigate the Handset Menus

The following table lists the menu structure on the VVX D60 Wireless Handset.

Menu Structure

Call log	Message	Intercom	Directories	DND	Settings
Missed Calls	[List of	[List of all	Contact Directory	Select All	Preferences
Received Calls	Lines]	Handsets]	Corporate Directory	[List of Lines]	Features
Dialed Calls			BroadSoft Directory		
Recent Calls			Add New Contact		
			Speed Dial List		

To navigate the menu:

- 1 On the wireless handset, press **Menu**.
- 2 Use the navigation keys to navigate the menu options.

3 Press **OK** or **Select** to enter that menu.

To return to the previous menu:

» Press **Back**.

To return to the Home screen:

» Press .

Tips for Setting Up the Base Station

For maximum coverage and to reduce interference, follow these recommendations when you set up the VVX D60 Base Station:

- Place the base station within six feet of the main power socket and telephone socket so that the cables can reach.
- Make sure the base station is at least three feet from other electrical appliances to avoid interference.
Your wireless handset works by sending radio signals between the wireless handset and the base station. The strength of the signal depends on where you place the base station. Placing it as high as possible ensures the best signal.
- If the reception for the base station location is not satisfactory, move it to another location for better reception.

Depending on the surrounding conditions, as well as spatial and structural factors, the range may be reduced. The range indoors is normally less than outdoors.

Using Your VVX D60 Wireless Handset

You can perform many of the same call functions on the VVX D60 Wireless Handset as you do on your VVX business media phone. This section includes the following call functions you can perform on the wireless handset.

- [Placing a Call](#)
- [Forwarding Calls](#)
- [Answer an Incoming Call](#)
- [Hold a Call](#)
- [Transferring Calls](#)
- [Initiate a Conference Call](#)
- [End a Call](#)
- [Redial a Number](#)
- [Audio Adjustments](#)
- [Access Voicemail Messages](#)
- [Enable Do Not Disturb](#)

Placing a Call

You can place a call using the default line or an alternate line.

Place a Call

By default, when you place a call on the wireless handset, the call is placed on the default line.

To place a call using the default line:

- » Enter your contact's number and press  or .

Place a New Call During a Call

You can place new calls to contacts during active calls.

To place a new call during a call:

- 1 During a call, press **New Call**.
- 2 Enter a contact's number or choose a contact from the directory, then press **Call**.

If the called handset has multiple lines, choose a line, then press **Call**.

Forwarding Calls

You can choose to enable Call Forward for any private lines registered on the wireless handset, and you can choose to forward an incoming call to the handset.

You cannot enable Call Forwarding or forward incoming calls on shared lines or lines registered on multiple phones.

Enable Call Forward on a Particular Line

You can enable Call Forward on any line on the wireless handset.

To enable Call Forward:

- 1 Press **Lines**.
- 2 Navigate to a registered line on the wireless handset, then press **Options**.
- 3 Select **Enable Forward**.
- 4 Choose **Always**, **No Answer**, or **Busy**, then press **OK**.
- 5 Enter your forwarding contact's number, then press **OK**.

Forward an Incoming Call

You can forward incoming calls to a contact.

To forward an incoming call to a designated number:

- 1 During an incoming call, press **Forward**.
- 2 Use the dialing keys to enter a contact's number to forward the call, then press **OK**.
The call is forwarded when the far end answers the call.

Answer an Incoming Call

You can choose to answer incoming calls on the wireless handset.

To answer an incoming call:

- » Press  or .

Answer an Incoming Call during a Call

A tone plays when you receive an incoming call during an active call on the wireless handset.

To answer an incoming call during a call:

- » Press  or  to answer the incoming call.

If you answered the incoming call, the first call is placed on hold automatically.

Reject an Incoming Call

You can reject rather than answer incoming calls on the wireless handset.

To reject an incoming call:

- » Do one of the following:

- Press .
- Press **Reject**.

The call is rejected and the screen returns to the Home screen.

Hold a Call

You can place active calls on hold.

To hold a call:

- 1 During a call, press **Options**.
- 2 Select **Hold**.

Resume Calls

You can resume any held call on the wireless handset.

To resume the call:

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

Transferring Calls

You can transfer a call to another wireless handset, to a directory contact, or to a designated number.

Transfer a Call

You can transfer a call on your wireless handset to another contact to enable someone else to take the call or to resume the call on another handset.

To transfer a call to another registered wireless handset:

- 1 During a call, press **Options**, then select **Transfer**.
- 2 Enter a number or select a contact from Directories or Recent Calls.
- 3 Press **Transfer**.
- 4 Talk with your contact, then press **Transfer** again to complete the transfer.

Blind Transfer a Call

You can transfer a call to another contact without speaking to the contact first.

To blind transfer a call:

- 1 During a call, press **Options**, then select **Blind Transfer**.
- 2 Enter a number or select a contact from Directories or Recent Calls.
- 3 Press **Transfer**.

The call is transferred when the contact answers the call.

Initiate a Conference Call

You can initiate a conference call with two other contacts.

To initiate a conference call:

- 1 During a call, press **Options > New Call**.
- 2 Enter your contact's number or choose a directory contact, then press **Dial**.
- 3 After the new call is answered, press **Options > Conference**.

Split a Conference Call

When you split a conference into two calls, both calls are placed on hold, and you can choose which call to make the active call.

To split a conference call:

- 1 During a conference call, press **Split**.
- 2 Select which call you want to resume.

Join Calls into a Conference Call

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

To join two calls into a conference call:

- 1 With one active call and one held call, press **Options**.
 - 2 Navigate to **Conference**, then press **Select**.
- A conference call is established.

Switch Between Calls

You can switch between calls when you have at least one active call and one held call on the wireless handset.

To switch between calls:

- » With one active call and a held call, press **Swap**.

Pick Up Held Calls

When a call is placed on hold on the shared line, you can pick up and resume the call from your wireless handset.

To pick up a held call:

- 1 On the wireless handset, press **Lines** and select the shared line.
- 2 Select **Options > Resume**.

End a Call

You can end an active call at any time.

To end a call:

- » Press  or place the wireless handset in the base station or charging cradle.

Redial a Number

You can view and redial any call entries on your phone.

To redial a number:

- » Press **Redial**.

Audio Adjustments

You can control many of the audio functions on the handset, including using the speakerphone or earpiece, controlling the volume, or muting the microphone.

Switch between the Earpiece and the Speakerphone

You can switch between listening to audio on the speakerphone and the earpiece.

To switch between the earpiece and speakerphone:

- » During a call, press .

Adjust the Volume

You can increase or decrease the volume of the ringtone or call audio on your wireless handset.

To adjust the volume:

- » Press  or  to adjust the listening volume.

Mute the Microphone

During a call, you can mute the microphone to stop sending audio to the far end, and you can unmute the microphone when you are ready to resume sending audio.

To mute and unmute your audio:

- 1 During a call, press  to mute the microphone.
- 2 Press  unmute the microphone.

Access Voicemail Messages

You can access and listen to new voicemail messages from the wireless handset.

To access and listen to voicemail messages:

- 1 Press **Menu**, then select **Messages**.
- 2 Select the **Message Center**.
- 3 Choose a line, then press **Select**.

The wireless handset accesses the Message Center and you can listen to new voicemail messages.

Enable Do Not Disturb

If you do not want to be disturbed, you can enable Do Not Disturb (DND) to prevent the handset from ringing for incoming calls.

To enable the DND:

- 1 Press **Menu**, then navigate to **DND**.
- 2 Choose **Select all** or select the lines you want to enable DND for, then press **OK**.

Disable Do Not Disturb

You can disable DND at any time from the wireless handset.

To disable DND:

- 1 Press **Menu**, then select **DND**.
- 2 Uncheck the lines you want to disable DND for, then press **OK**.

Directories and Speed Dials

The VVX D60 Wireless Handset can access the phone's Contact Directory, BroadSoft Directory, and Corporate Directory, if available on the phone.

You can perform the following tasks in each directory:

- In the Contact Directory, you can call, view, edit, delete or save any contact.
- In the BroadSoft Directory, you can view and search for BroadSoft contacts. You can also call any contacts in the list and add the contact to Contact Directory. You cannot edit or delete any of the contacts in the BroadSoft Directory.
- In the Corporate Directory, you can view and search for corporate contacts. You can also call any contacts in the list and add the contact to Contact Directory. You cannot edit or delete any of the contacts in the Corporate Directory.

Contact Directory

You can call, view, delete, save, or edit contact information for any contact in the Contact Directory.

Add a Contact to the Contact Directory

You can add a new contact to the Contact Directory on the wireless handset.

To add a contact to the Contact Directory:

- 1 Press the Left navigation key < then select **Add New Contact** or navigate to **Menu > Directories > Add New Contact**.
- 2 Enter the first name, then press ▼.
- 3 Enter the last name, then press ▼.
- 4 Enter the office number, then press ▼.
- 5 If applicable, enter any additional numbers, then press ▼.
- 6 Use the navigation keys ◀ or ▶ to select a ringtone.
- 7 Press **Save** to save the entry.

View Contact Information

Contact Directory entries display alphabetically, and you can select a contact to view the contact's information.

To view contact information:

- 1 Press the Left navigation key < then select **Contact Directory**, or navigate to **Menu > Directories > Contact Directory**.
- 2 Enter your contact's first name or the last name to search for your contact or press ▼ to navigate the directory to your contact.
- 3 Press **Options > View Details**.

Sort the Contact Directory

You can sort the directory to quickly search for a contact.

To sort the Contact Directory:

- 1 Press the Left navigation key < then select **Contact Directory**, or navigate to **Menu > Directories > Contact Directory**.
- 2 Press **Options > Sort by**.
- 3 Choose **First Name** or **Last Name**.

Call a Contact from the Contact Directory

You can call any contact stored in the Contact Directory from the wireless handset.

To call a Contact Directory entry:

- 1 Press the Left navigation key <, then select **Contact Directory**, or navigate to **Menu > Directories > Contact Directory**.
- 2 Enter your contact's first name or the last name to search for your contact or press ▼ to navigate the directory to your contact.
- 3 Press **Options > Call**.

Edit Contacts in the Contact Directory

You can edit any contact in the Contact Directory from the wireless handset.

To edit a Contact Directory entry:

- 1 Press the Left navigation key < then select **Contact Directory**, or navigate to **Menu > Directories > Contact Directory**, then press **OK**.
- 2 Enter your contact's first name or the last name to search for your contact or press ▼ to navigate the directory to your contact.
- 3 Press **Options > Edit Contact**.
- 4 Edit the contact's information, then press **Save** to save the changes.

Delete a Contact from the Contact Directory

You can delete any contact in the Contact Directory from the wireless handset.

To delete a Contact Directory entry:

- 1 Press the Left navigation key < then select **Contact Directory**, or navigate to **Menu > Directories > Contact Directory**.
- 2 Enter your contact's first name or the last name to search for your contact or press ▼ to navigate the directory to your contact.
- 3 Press **Options > Delete**.
- 4 Press **OK** to confirm deletion.

Speed Dial

You can assign your directory entries to a speed dial spot to quickly call a contact from the wireless handset. You can add up to nine contacts as speed dial entries on the wireless handset.

Add a Speed Dial Entry

When you add a contact as a speed dial entry, you can quickly call that contact without needing to find the contact in a directory.

To add a speed dial entry:

- 1 Press the Left navigation key < then select **Speed Dial List**, or navigate to **Menu > Directories > Speed Dial List**.
- 2 Select an empty speed dial slot, then choose a directory or **Manual Entry**.
- 3 Enter the contact's first name or the last name to search the directory or navigate the directory to find the contact.
If you chose **Manual Entry**, enter the contact's number.
- 4 Press **Select** to save the speed dial entry.

Call a Speed Dial Entry

You can quickly call a contact from the Speed Dial list.

To call a speed dial entry:

- 1 Press the Left navigation key < then select **Speed Dial List**, or navigate to **Menu > Directories > Speed Dial List**.
- 2 Navigate to the desired speed dial, press **Options**, and select **Call**.

Replace a Speed Dial Entry

If a contact's number has changed, or you want to change the Speed Dial entry, you can replace the current Speed Dial entry with another contact.

To replace a speed dial entry:

- 1 Press the Left navigation key < then select **Speed Dial List**, or navigate to **Menu > Directories > Speed Dial List**.
- 2 Navigate to the desired speed dial, press **Options**, and select **Replace**.
- 3 Choose a directory or select **Manual Entry**.
- 4 Enter the contact's first name or the last name to search the directory or navigate the directory to find the contact.
If you chose **Manual Entry**, enter the contact's number.
- 5 Press **Replace** to save the new speed dial entry.

Delete a Speed Dial Entry

You can delete a contact from the Speed Dial list when you no longer need them as a Speed Dial.

To delete a speed dial entry:

- 1 Press the Left navigation key < then select **Speed Dial List**, or navigate to **Menu > Directories > Speed Dial List**.
- 2 Navigate to the desired speed dial, press **Options**, and select **Delete**.
- 3 Select **Yes** to confirm deletion.

Call Logs

You can view the following types of call entries in the Call Logs:

- **Missed calls** – Record of calls that have been missed by the user.
- **Received calls** – Record of calls that have been received by the user.
- **Dialed calls** – Record of calls made or dialed by the user.
- **Recent calls** – Mixed record of the missed, received, and dialed calls.
- **Remotely Answered** - Record of calls to a shared line that were answered on another wireless handset.

Missed Calls

This comprises all the calls that were missed by the wireless handset, and also the calls that were missed because the line was busy. You can call, view details for, and delete missed call entries. You can also add contacts to the Contact Directory from the Missed Calls list.

Call a Missed Call Entry

You can return a call to a missed caller from the Missed Calls list.

To call a missed call entry:

- 1 Press the Right navigation key > then select **Missed Calls**, or navigate to **Menu > Call logs > Missed Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Call**.

View Details for a Missed Call Entry

You can view information for the missed call in the Missed Calls list.

To view details of a missed call entry:

- 1 Press the Right navigation key > then select **Missed Calls**, or navigate to **Menu > Call logs > Missed Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **View Details**.

Delete a Missed Call Entry

You can delete a missed call entry from the Missed Calls list.

To delete a missed call entry:

- 1 Press the Right navigation key > then select **Missed Calls**, or navigate to **Menu > Call logs > Missed Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Delete**.
- 3 Select **Yes** to confirm deletion.

Delete All Missed Call Entries

You can delete all missed calls in the Missed Call list at one time.

To delete all missed call entries:

- 1 Press the Right navigation key > then select **Missed Calls**, or navigate to **Menu > Call logs > Missed Calls**.
- 2 Press **Options**, and select **Delete All**.
- 3 Select **Yes** to confirm deletion.

Add a Missed Call Entry to the Contact Directory

You can add a call entry from the Missed Calls list to the Contact Directory.

To add a missed call entry to the Contact Directory:

- 1 Press the Right navigation key > then select **Missed Calls**, or navigate to **Menu > Call logs > Missed Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Add/Edit Contact**.
- 3 Enter or edit the contact's information, then press **Save** to save the contact to the Contact Directory.

Received Calls

This comprises all received calls. You can call, view details for, and delete received call entries. You can also add contacts to the Contact Directory from the Received Calls list.

The following types of calls are listed in the Received Calls list:

- Received calls
- Forwarded calls
- Forwarded incoming calls
- Rejected calls

Call a Received Call Entry

You can call a recent contact from the Received Calls list.

To call a received call entry:

- 1 Press the Right navigation key > then select **Received Calls**, or navigate to **Menu > Call logs > Received Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Call**.

View Details for a Received Call Entry

You can view information for the received call in the Received Calls list.

To view details of a received call entry:

- 1 Press the Right navigation key > then select **Received Calls**, or navigate to **Menu > Call logs > Received Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **View Details**.

Delete a Received Call Entry

You can delete a received call entry from the Received Calls list.

To delete a received call entry:

- 1 Press the Right navigation key > then select **Received Calls**, or navigate to **Menu > Call logs > Received Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Delete**.
- 3 Press **Yes** to confirm deletion.

Delete All Received Call Entries

You can delete all received calls in the Received Call list at one time.

To delete all received call entries:

- 1 Press the Right navigation key > then select **Received Calls**, or navigate to **Menu > Call logs > Received Calls**.
- 2 Press **Options**, and select **Delete All**.
- 3 Select **Yes** to confirm deletion.

Add a Received Call Entry to the Contact Directory

You can add a call entry from the Received Calls list to the Contact Directory.

To add a received call entry to the Contact Directory:

- 1 Press the Right navigation key > then select **Received Calls**, or navigate to **Menu > Call logs > Received Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Add/Edit Contact**.
- 3 Enter or edit the contact's information, then press **Save** to save the contact to the Contact Directory.

Dialed Calls

The calls that you have made are recorded under Dialed calls. You can call, view details for, and delete dialed call entries. You can also add contacts to the contact directory.

Call a Dialed Call Entry

You can call a recent contact from the Dialed Calls list.

To call a dialed call entry:

- 1 Press the Right navigation key > then select **Dialed Calls**, or navigate to **Menu > Call logs > Dialed Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Call**.

View Details for a Dialed Call Entry

You can view information for the dialed call in the Dialed Calls list.

To view details of a dialed call entry:

- 1 Press the Right navigation key > then select **Dialed Calls**, or navigate to **Menu > Call logs > Dialed Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **View Details**.

Delete a Dialed Call Entry

You can delete a dialed call entry from the Dialed Calls list.

To delete a dialed call entry:

- 1 Press the Right navigation key > then select **Dialed Calls**, or navigate to **Menu > Call logs > Dialed Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Delete**.
- 3 Press **Yes** to confirm delete.

Delete All Dialed Call Entries

You can delete all dialed calls in the Dialed Calls list at one time.

To delete all dialed call entries:

- 1 Press the Right navigation key > then select **Dialed Calls**, or navigate to **Menu > Call logs > Dialed Calls**.
- 2 Press **Options**, and select **Delete All**.
- 3 Select **Yes** to confirm deletion.

Add a Dialed Entry to the Contact Directory

You can add a call entry from the Dialed Calls list to the Contact Directory.

To add a dialed call entry to the Contact Directory:

- 1 Press the Right navigation key > then select **Dialed Calls**, or navigate to **Menu > Call logs > Dialed Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Add/Edit Contact**.
- 3 Enter or edit the contact's information, then press **Save** to save the contact to the Contact Directory.

Recent Calls

Recent calls record all the recent call activities, including Missed, Received, Dialed, and Remotely Answered calls. You can call, view details for, and delete recent call entries. You can also add contacts to the Contact Directory from the Recent Calls list.

Call a Recent Calls Entry

You can call a recent contact from the Recent Calls list.

To call a recent call entry:

- 1 Press the Right navigation key > then select **Recent Calls**, or navigate to **Menu > Call logs > Recent Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Call**.

View Details for a Recent Calls Entry

You can view information for a recent call entry in the Recent Calls list.

To view details of a recent call entry:

- 1 Press the Right navigation key > then select **Recent Calls**, or navigate to **Menu > Call logs > Recent Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **View Details**.

Delete a Recent Call Entry

You can delete a recent call entry from the Recent Calls list.

To delete a recent call entry:

- 1 Press the Right navigation key > then select **Recent Calls**, or navigate to **Menu > Call logs > Recent Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Delete**.
- 3 Press **Yes** to confirm delete.

Delete All Recent Call Entries

You can delete all missed calls in the Missed Call list at one time.

To delete all recent call entries:

- 1 Press the Right navigation key > then select **Recent Calls**, or navigate to **Menu > Call logs > Recent Calls**.
- 2 Press **Options**, and select **Delete All**.
- 3 Select **Yes** to confirm deletion.

Add a Recent Call Entry to the Contact Directory

You can add a call entry from the Recent Calls list to the Contact Directory.

To add a recent call entry to the Contact Directory:

- 1 Press the Right navigation key > then select **Recent Calls**, or navigate to **Menu > Call logs > Recent Calls**.
- 2 Navigate to the desired entry, press **Options**, and select **Add/Edit Contact**.
- 3 Enter or edit the contact's information, then press **Save** to confirm.

VVX D60 Wireless Handset Settings

The VVX D60 Wireless Handset has a selection of settings that you can set to personalize the wireless handset.

Set the Time and Date Format

You can choose how the time and date display on the wireless handset.

To set the time or date format:

- 1 Navigate to **Menu > Settings > Preferences > Time & Date**.
- 2 Select **Clock Date**, and choose a format.
- 3 Select **Clock Time**, and choose a format.

Ring Type Settings

You can set the ring type for external and internal calls.

Set the Ring Type for External Calls

External calls are any incoming calls from outside your network. You can set a ring type to distinguish these calls from internal calls.

To set the ring type for external calls:

- 1 Navigate to **Menu > Settings > Preferences > Ring Type**.
- 2 Select **External Calls**, and choose a ring type.
A sample of the ring type plays as you scroll through the list

Set the Ring Type for Internal Calls

Internal calls are incoming calls from within in your network. You can set a ring type to distinguish these calls from external calls.

To set the ring type for internal calls:

- 1 Navigate to **Menu > Settings > Preferences > Ring Type**.
- 2 Select **Internal Calls**, and choose a ring type.

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

Enable or Disable Keypad Tones

By default, tones play when you press keys on the wireless handset. You can choose to disable this feature and stop tones from playing when keys are pressed on the keypad.

To enable or disable keypad tones:

- 1 Navigate to **Menu > Settings > Preferences > Keypad Tones**.
- 2 Choose **Turn on** or **Turn off**, depending on the current setting.

The preference is saved.

Set a Language

You can choose the language that displays on the wireless handset.

To set the language:

- 1 Navigate to **Menu > Settings > Preferences > Language list**.
- 2 Choose your desired language.

Set the Name of the Wireless Handset

You can create a customized name with up to 15 characters for each wireless handset.

To set a name for the wireless handset:

- 1 Navigate to **Menu > Settings > Preferences > Handset Name**.
- 2 Edit the wireless handset name, then press **Select** to save the preference.

Enable Call Forwarding

You can enable Call Forwarding on the wireless handset to forward all incoming calls to another wireless handset or contact.

To enable Call Forwarding:

- 1 Navigate to **Menu > Settings > Features > Call Forwarding**.
- 2 Choose a line, then choose **Always**, **No Answer**, or **Busy**.
- 3 Enter the number you want to forward calls to, then press **OK** to confirm.