



# Quick Tips for Poly Rove DECT IP Phones


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## Getting Started

### Access the Home Screen

You can access the **Home** screen from any other screen on the wireless handset.

Do one of the following:

- Press **Back** until you return to the **Home** screen.
- Press **End**  until you return to the **Home** screen.

### Power the Phone On and Off

When you remove the protective plastic tab from the battery, the phone automatically powers on. However, you may want to power on and off the phone at other times.

Do one of the following:

- To turn off the phone, press and hold the **End** key until the handset powers off.
- To turn on the phone, press and hold the **End** key again until the handset powers on.

## Placing Calls

### Place a Call Using the Default Line

Unless you choose an alternate line, the phone uses your default line when you place a call.


1 Do one of the following:

- Enter your contact's number.
- Select a contact from a directory.
- Select a contact from the recent calls list.
- Select **Messages**.

2 Press **Call** .


### Place a Call Using an Alternate Line


You can choose to use an alternate line before placing a call.

- 1 Press **Lines** and select a line.
- 2 Do one of the following:
  - Enter your contact's number.
  - Select a contact from a directory.
  - Select a contact from the recent calls list.
- 3 Select **OK**.
- 4 Press **Call** .

### Place a New Call During an Active Call



You can place new calls to contacts during active calls.

- 1 While in an active call, press **New Call**. If you're using a Rove 20, press **Options** > **New Call**.
- 2 Enter a contact's number or choose a contact from the directory or recent calls.
- 3 Do one of the following:
  - Press **Call** .

- If the handset has multiple lines, press **Options** > **Lines**, select the line to place the outbound call, enter a contact's number or choose a contact from the directory or recent calls, and then press **Call** .

### Call a Contact from a Directory

You can call any contact stored in the contact directory on the wireless handset.

- 1 Do one of the following:
  - From the **Home** screen, select **Contacts**.
  - Press **Menu**  > **Contacts** .
- 2 Choose a contact and select **Call**.

### Call a Contact Using Speed Dial

You can quickly call contacts from the wireless handset using speed dial. Save the contact as a speed dial entry.

Do one of the following:

- Press and hold the number key for your speed dial entry.
- If programmed for speed dials, press a function key for your speed dial entry.

### Call a Recent Contact

The wireless handset stores a record of all calls placed on the handset, and you can place calls from the **Calls** list.

- 1 On the **Home** screen, select **Calls**. By default, the **All Calls** screen displays.

2 Do one of the following:



- Choose a contact in the **All Calls** list and then select **Call**.
- Use the navigation keys to view the **Received Calls**, **Dialed Calls**, or **Missed Calls** lists, and then select a contact and select **Call**.

## Answering and Ending Calls

### Answer an Incoming Call

Answer an incoming call from the wireless handset.



Do one of the following:

- Select **Call** .
- Select the **Answer** softkey.
- Press the **Speakerphone**  button.

### Answer an Incoming Call During a Call

A tone plays when you receive an incoming call during an active call.

Do one of the following:

- Select **Call** .
- Select the **Answer** softkey.
- Press the **Speakerphone**  button.

The first call goes on hold automatically.

### End a Call

You can end an active call at any time.


Do one of the following:

- Select **End**.
- Place the wireless handset in its cradle or the charging cradle.

## Holding, Resuming, and Switching Between Calls

### Hold a Call

You can place up to two active calls on hold at any time.

- During a call, select **Options** > **Hold**.
- During a call, select the **Hold**  softkey.

### Resume a Call

You can resume any held call on the wireless handset.

- Select **Options** > **Resume**.
- Select the **Resume**  softkey.

### Switch Between Calls

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

- With one active call and a held call, press **Swap**. If you're using a Rove 20, press **Options** > **Swap**.

## Transferring Calls



### Transfer a Call to Another Wireless Handset

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.

- 1 During a call, select **Options** > **Transfer**.

2 Enter a number or select a contact from a directory or the recent calls list.

3 Select **Call**.

4 Talk with your contact, then select **Options** > **Transfer** again, or press the **Complete Transfer**   softkey, to complete the transfer.

### Blind Transfer a Call to a Contact

Blind transferring a call sends the call to another contact without your speaking to the contact first.

- 1 During a call, select **Options** > **Blind Transfer**.
- 2 Enter a number or select a contact from a directory or the recent calls list.
- 3 Select **Transfer**.  
The phone transfers the call when the contact answers the call.

## Getting Help

Visit [FirstLight Resources](#) for help with setting up and using your phone.

### Poly Documentation Library

For more information on phone settings, see the [Poly Rove DECT IP Phone User Guide](#).