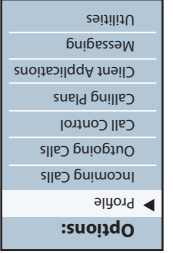


**WEB PORTAL QUICK REFERENCE CARD BUSINESS ALL-IN-ONE** <https://bvqip.hawaiiantel.com>

**POLYCOM 330/331 QUICK REFERENCE CARD**  

The Options menu appears on the left side of your browser once you log in.



**MAIN MENU**

1. From the Options Menu, select **Profile**.
2. Under the **Basic** header, select **Passwords**.
3. Enter your current password, your new password (twice) and click **OK**.

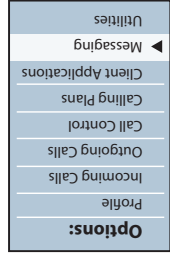


**LOGGING IN AND LOGGING OUT**

1. Using Internet Explorer or Firefox, go to <https://bvqip.hawaiiantel.com>
2. Enter your **User ID:** (10 digit telephone #)
3. Click the **Login** button.

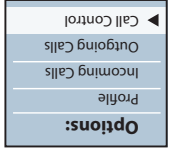
**LOGGING IN AND LOGGING OUT**

2. Under the **Basic** header, select **Voice Management**.
3. Check **E-mail a carbon copy of the message** to and enter the email address where you would like to receive a copy of your voice messages.
4. Click **OK**.



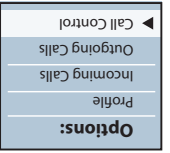
**SETTING UP VOCEMAIL-TO-EMAIL**

2. Under the **Advanced** header, select **Business Anywhere**.
3. Click the **Add** button.
4. Enter the **Phone Number** where you would like to receive calls and give it a **Description** (for example, "My Mobile Phone").
5. Make sure the **Enable this Location** checkbox is selected.
6. Select **OK**.
7. Calls will now ring simultaneously on this number.



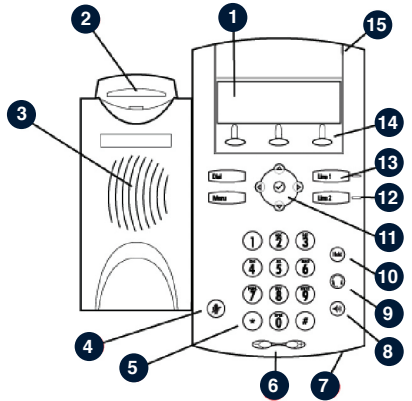
**SETTING UP BUSINESS ANYWHERE**

1. From the Options Menu, select **Call Control**.
2. Under the **Advanced** header, select **Remote Office**.
3. Enter the **Remote Phone Number** where you can currently be contacted.
4. Click **Remote Office** to On.
5. Click on the **OK** button.



**SETTING UP REMOTE OFFICE**

1. graphic display
2. hookswitch
3. speaker
4. microphone mute
5. dial pad
6. volume keys
7. hands-free microphone
8. speakerphone
9. headset
10. hold
11. navigation cluster
12. line indicators
13. line speed dial keys
14. soft keys
15. message indicator



**CALL TRANSFER**

1. During a call, press **TRANSFER** or the **Transfer** soft key (the active call is placed on hold).
2. If a blind transfer is required, press the **Blind** soft key.
3. Call the number to which you want to transfer the call or access the number from a call list, and press the **Dial** soft key.
4. After the ring-back sound is heard, or after the party answers, press **TRANSFER** to complete the transfer.

**VOICEMAIL**

- Message Waiting Indicator LED & individual line LED indicators on the phone will flash. A stutter dial tone will replace the normal dial tone to indicate that message(s) are waiting at the message center.
- listen to voice messages:**
1. Press **MESSAGES** to access voice messaging
  2. Follow voice prompts to listen to messages.

**3-WAY CONFERENCE CALLS**

- Creating a three-way conference call:**
1. Call the first party.
  2. Press **CONFERENCE** or the **Confnc** soft key to create a new call (the active call is placed on hold).
  3. Call the second party.
  4. When the second party answers, press **CONFERENCE** or the **Confnc** soft key again to join all parties in the conference.
  5. When a conference has been established, press the **Split** soft key to split the conference into two calls on hold.

**DISPLAY CONTROL KEYS**

1. received calls (includes missed calls)\*
2. placed calls\*
3. missed calls\*
4. placed calls\*



\*scroll through call lists and use the Dial soft key to quickly dial any of the numbers