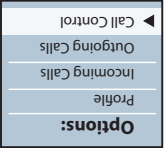


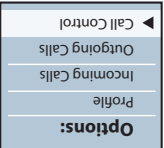
SETTING UP REMOTE OFFICE

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



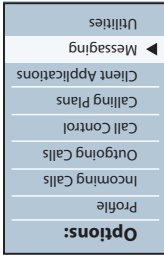
SETTING UP BUSINESS ANYWHERE

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



SETTING UP VOICEMAIL-TO-EMAIL

- From the Options Menu, select **Messaging**.
- Under the **Basic** header, select **Voice Management**.
- 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.
- Click **OK**.

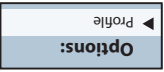


LOGGING IN AND LOGGING OUT

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

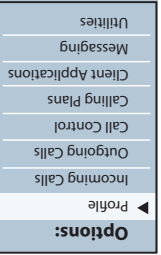
CHANGING YOUR PASSWORD

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



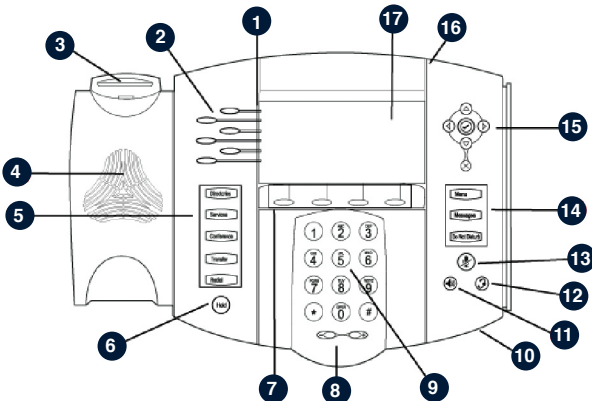
MAIN MENU

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



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

Hawaiian Telcom POLYCOM 560/650/670 QUICK REFERENCE CARD POLYCOM



- | | | | |
|--------------------------|-----------------|---------------------------|------------------------|
| 1. line indicators | 5. feature keys | 9. dial pad | 13. microphone mute |
| 2. line/speed dial keys* | 6. hold | 10. hands-free microphone | 14. feature keys |
| 3. hookswitch | 7. soft keys | 11. speakerphone | 15. navigation cluster |
| 4. speaker | 8. volume keys | 12. headset | 16. message indicator |
| | | | 17. graphic display |

*Polycom SoundPoint models may have different numbers of line/speed dial keys.

CALL TRANSFER

- During a call, press **TRANSFER** or the **Transfer** soft key (the active call is placed on hold).
- If a blind transfer is required, press the **Blind** soft key.
- 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.
- 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:**
- Press **MESSAGES** to access voice messaging
 - Follow voice prompts to listen to messages.

3-WAY CONFERENCE CALLS

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

DISPLAY CONTROL KEYS

- speed dial
- received calls*
- missed calls*
- placed calls*



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