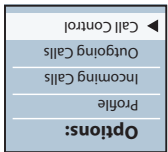
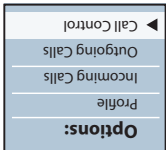


SETTING UP REMOTE OFFICE



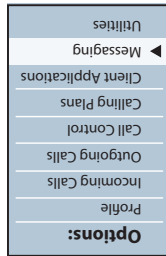
1. From the Options Menu, select **Call Control**.
2. Under the **Advanced** header, select **Remote Office**.
3. Enter the **Remote Phone Number** where you can currently be contacted.
4. Click **Remote Office** to On.
5. Click on the **OK** button.

SETTING UP BUSINESS ANYWHERE



1. From the Options Menu, select **Call Control**.
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 VOICEMAIL-TO-EMAIL



1. From the Options Menu, select **Messaging**.
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**.

LOGGING IN AND LOGGING OUT

1. Using Internet Explorer or Firefox, go to <https://bvoip.hawaiiantel.com>

2. Enter your **User ID:** _____ (10 digit telephone #)

Password: _____

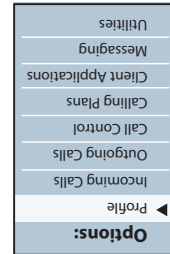
3. Click the **Login** button.

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**.

MAIN MENU



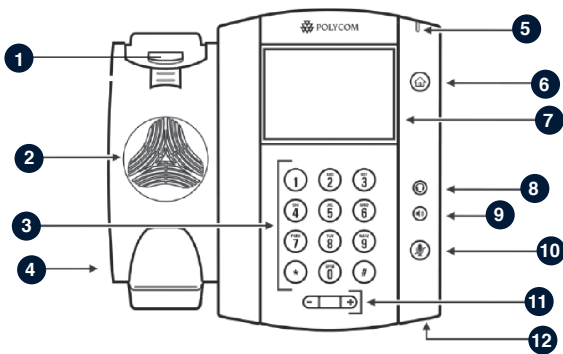
The Options menu appears on the left side of your browser once you log in.

BUSINESS ALL-IN-ONE

WEB PORTAL QUICK REFERENCE CARD

<https://bvoip.hawaiiantel.com>

POLYCOM VVX500 QUICK REFERENCE CARD



- | | | |
|-------------------------|------------------------|---------------------|
| 1. Hookswitch | 5. message indicator | 9. speakerphone key |
| 2. speaker | 6. home key | 10. mute key |
| 3. dial pad | 7. touchscreen display | 11. volume keys |
| 4. security slot (side) | 8. headset key | 12. microphone |

TOUCHSCREEN

Tap to select and highlight screen items. To scroll, touch the screen, and swipe your finger up, down, right, or left. To go back to a previous screen, tap Back.

PHONE VIEWS

Your phone has four main Views: Home, Calls, Active Call, and Lines View (the default).

To change Views:

- For Home View, press .
- From Home View, press to display either Lines, Calls, or Active Call View (if there's an active call).
- To switch between Lines View and either Calls or Active Call View, swipe the screen.

CALL TRANSFER

1. During a call, tap **Transfer** from Lines, Calls, or Active Call View (active call is placed on hold).
2. Place a new call to the party you want to transfer the call to.
3. After the ring-back sound is heard, or after the party answers, tap **Transfer** to complete the transfer.

VOICEMAIL

Message Waiting Indicator LED 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. Tap Messages from Home view, and tap Message Center.
2. Tap Connect and follow voice prompts to listen to messages.

3-WAY CONFERENCE CALLS

1. Call the first party.
2. From the Lines, Calls, or Active Call View, tap **Confrnc**.
3. Call the second party.
4. When the second party answers, tap **Confrnc** to join all parties in the conference.

From Lines or Calls View, you can:

- Tap **Hold** to hold the conference.
- Tap **End Call** to end the conference (not available if conference on hold).
- Tap **Manage** to manage each participant (if available).
- Tap **Split** to end the conference and hold all participants.