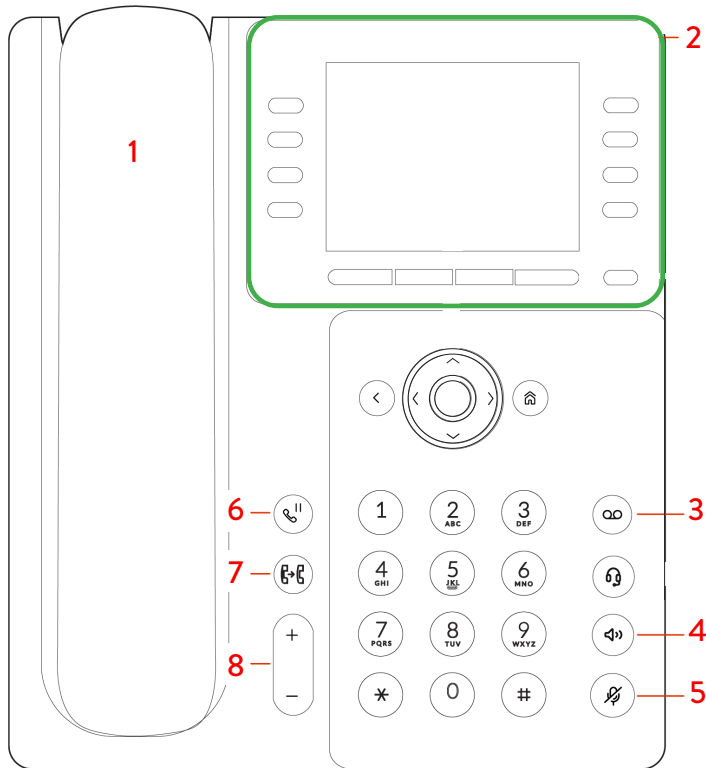


HP Poly Edge 320



1. Handset – To answer or make a phone call

- Initiating - lift the handset or press handsfree button, dial the number
- Answering – left handset or press handsfree button
- End – replace handset

2. LED Status Bar

- — — Flashing Green - Incoming Call
- — — Solid Green - Active Call
- — — Flashing Red - Call on Hold
- — — Flashing Red (Bottom only) - New Voicemail

3. Voicemail – access and manage voice messages

4. Handsfree – making/answering a call using the speaker phone

5. Mute/unmute microphone during a call.

6. Used to place a call on hold or retrieve a call from hold

7. Transfer Call

- Press transfer key, listen for dial tone, dial number
- To announce caller: you need to wait for the call to be answered, announce the caller and hang up
- If no announcement is needed you can hang up after you entered the number

8. Volume – increase/decrease call volume

How to use Voicemail

Initialization is required the first time you access voicemail. Follow the prompts to set up your 6 digit PIN, your recorded name and greeting.

LED bar will flash red (bottom) indicating you have a voice mail.

To access voicemail use the voicemail button or *99, and follow the Main Menu for options.

- To get your messages, press 1
- Once in messages - to save press #, to delete, press 3
- To change greeting press 3
- To change settings press 4
- To exit voice mail, press *

Accessing voicemail remotely, dial 902-377-7777, followed by the mailbox number and PIN.

