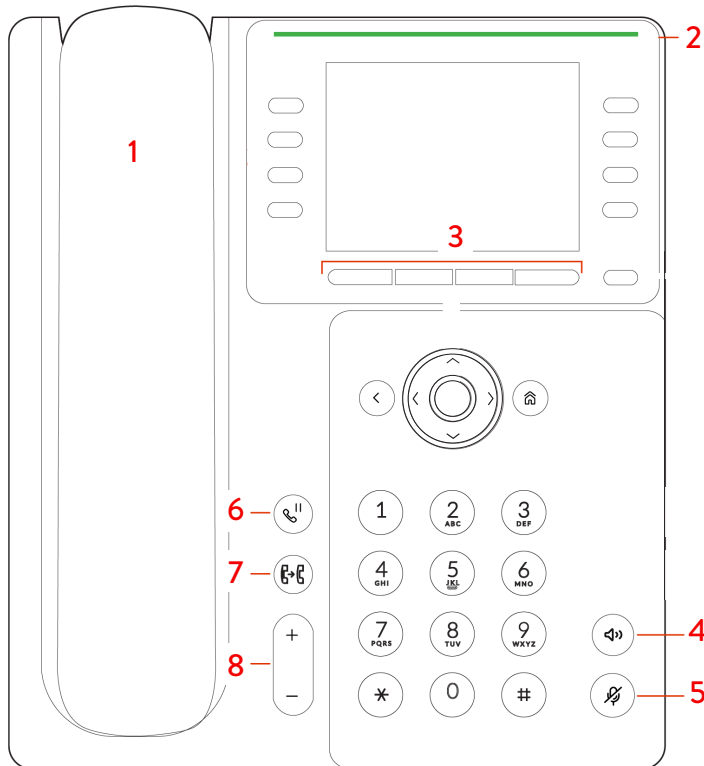


# HP Poly Edge E220



## 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.