



Vtech VSP650 Handset

MAKING A CALL :

Dial the number like you would on a cell phone, then press the **DIAL** soft key, or you can press the  key to have the call on speaker.

ANSWERING CALLS:

You can answer an incoming call by pressing the **ANSWER** soft key or the flashing line key (L1 to L4).



ANSWERING A SECOND CALL:

While you are on a call and another call is coming in, you can press the **ANSWER** soft key or you press the flashing line key (L1 to L4). This will put the current call automatically on hold.

PUTTING A CALL ON HOLD:

To put a call on hold, press the  button.

TAKING A CALL OFF HOLD:

To take a call off hold, press the **CALLS** soft key, then press **RESUME**. If you have multiple calls on hold, press the flashing line key (L1 to L4) of the call you want to resume.

TO ANSWER A CALL ON HOLD ON ANOTHER HANDSET :

Once the call is on hold on (handset1), on (handset2) press the flashing line key.

CHECKING VOICEMAIL:

Press **MENU**. With **MESSAGE** highlighted, press the **SELECT** soft key. The message screen appears. Press the down arrow to highlight the desired account you want to check messages on. Press the **SELECT** soft key, this will dial the voicemail access number. Follow the voice prompts to listen to your messages.

CHANGING THE RINGER/CALL VOLUME:

When the phone is idle, use the volume adjustment arrows on the right hand side of the phone to adjust your ringer volume. When you are on a call and want to adjust the call volume, use these same arrows.

If you have any questions, please call us at 786-565-4450 option 2

For service requests, create a service ticket at <https://www.voiptel4u.com/customers> or email us at support@voiptel4u.com