





Vtech VSP600 Handset

MAKING A CALL:

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

ANSWERING CALLS:

You can answer an incoming call by pressing **TALK** or the  key.
You can also answer the call by pressing the **ANSWER** soft key.

ANSWERING A SECOND CALL:

While you are on a call and another call is coming in, you can press the **ANSWER** soft key and the current call will automatically be put 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 **RESUME** soft key. If you have multiple calls on hold and you need to switch between them, press the **NEXT** soft key. Once you've selected the call you want to resume, press the **RESUME** soft key.

CHECKING VOICEMAIL:

Press the **MENU** key, go to **MESSAGE**, press **SELECT**. The message screen appears. A message icon  appears at the top of the screen for any line that has a message. Using the arrows, highlight the desired line, press the **SELECT** and the handset will dial the voicemail access. Follow the voice prompts to listen to your messages.

CALL PARK :

To park a call for another handset to pick up, press the **TRANSFER** key. A screen will come up that has 2 options, either a new party or a handset party, select **A NEW PARTY**. Dial the extension you want to park the call on. Park 1 is 720, Park 2 is 721 and Park 3 is 722. Press the **TRANS.** soft key. You will then see "Call Transferred" in your display.

UNPARK A CALL:

To unpark a call you dial the same extension that the call was parked on. Park 1 is 720, Park 2 is 721, Park 3 is 722.

ADJUSTING THE RINGER VOLUME:

To adjust the ringer volume, press **MENU**. Using the arrows, scroll to **USER SETTINGS** and press **SELECT**. Using the arrows again, scroll to ringers and press **SELECT**. To change the ringer volume, highlight **RINGER VOLUME** and press **SELECT**. Use the up and arrows to adjust the volume. Press the **SET** soft key to save.

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