



Saint Vincent and the Grenadines

Government

DIRECTORY

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



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Quick Start Guide




- **Answer a Call**
Press the flashing amber line button
- **Make a Call**
Enter a number and pick up the handset.
- **Make a Call with the Speakerphone**
 1. Enter a number using the keypad.
 2. Press Speakerphone 
- **Put a Call on Hold**
 1. Press Hold. 
 2. To resume a held call, press Hold again.
- **Mute Your Audio**
 1. Press Mute. 
 2. Press Mute again to turn mute off.
- **Transfer a Call to Another Person**
 1. From a call that is not on hold, press Transfer. 
 2. Enter the other person's phone number.
 3. Press Transfer again.
- **Add Another Person to a Call**
 1. From a connected call that is not on hold, press Conference. 
 2. Press Active calls to select a held call.
 3. Press Conference again.


- ① Incoming call or voicemail indicator
- ② Feature and session buttons
- ③ Softkeys
- ④ Back, Navigation cluster, and Release
- ⑤ Hold, Transfer, and Conference
- ⑥ Headset, Speakerphone, and Mute
- ⑦ Volume
- ⑧ Voicemail, Applications, and Directory

- **Forward All Calls**
 1. Select a line and press Forward all.
 2. Dial the number that you want to forward to, or press Voicemail.
 3. To receive calls again, press Forward off.
- **Adjust the Volume in a Call**
Press Volume  left or right to adjust the handset, headset, or speakerphone volume when the phone is in use.
- **Adjust the Ringtone Volume**
Press Volume  left or right to adjust the ringer volume when the phone is not in use.
- **Adjust the Screen Brightness**
 1. Press Applications. 
 2. Select Settings > Brightness.
 3. Press the Navigation cluster left to decrease, or right to increase, the brightness.
 4. Press Save.
- **Change the Font Size**
 1. Press Applications. 
 2. Select Settings > Font Size.
 3. Select a font size.
 4. Press Save.


- **Change the Ringtone**

1. Press Applications 
2. Select Settings > Ringtone.
3. Select a line.
4. Scroll through the list of ringtones and press Play to hear a sample.
5. Press Set and Apply to save a selection.


- **Listen to Your Voice Messages**

Press **Messages**  and follow the voice prompts. The default pin is 55766. To check messages for a specific line, press the line button first.

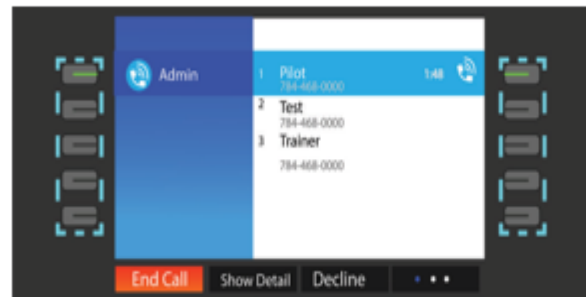
- **View Your Recent Calls**

1. Press Applications 
2. Select Recent
3. Select a line to view.

- **Use Directory**







1. Press Directory 
2. Select Corporate Address Book
3. Select Search to see full directory
4. To search for a person, select the “last name” field, enter the department’s name followed by the person’s position then select search

- **Feature and Session Buttons**



- Use feature buttons (left side) to view calls on a line or access features such as Speed Dial. Use session buttons (right side) to perform tasks such as resuming a held call. If you use a locale that reads right to left, the feature and session button locations are swapped.

Buttons illuminate to indicate status:

-  Green, steady: Active call
-  Green, flashing: Held call
-  Amber, steady: Private line in use
-  Amber, flashing: Incoming call
-  Red, steady: Remote line in use
-  Red, flashing: Remote line on hold

PBX Directory

PBX Operators

PBX Operator 1	2301
PBX Operator 2	2302

Administrative Building Security

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Security Booth	3528

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Director	3905
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Case Worker 6	3910
Case Worker 7	3911
Deputy Director	3912
Case Worker 8	3913
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Housing	4688
Minister	4680

Permanent Secretary	4681
Assistant Secretary	4682
Chief Technical Officer	4683
Executive Officer	4684
Project Accounts Officer	4685
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Development Officer	4687
Senior Assistant Secretary	4689
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Counselor	3921
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Director	3924f
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Minister	3861
Senior Assistant Secretary	3862
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Gender Affairs Coordinator	3871
Assistant Secretary	3872
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Consumer Affairs Officer	5088
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Director	5082
Administrative Officer	5085
Co-Ordinator	5084
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Coordinator	5447
Intake Officer	5448
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Permanent Secretary	5079
Senior Assistant Secretary	5080
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Assistant Secretary	5083
Administrative Assistant	5084
Executive Officer	5090
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Secretary	5061
Supervisor of Elections	5060
Deputy Supervisor of Elections	5062
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Crown Counsel iv	4656
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Crown Counsel vii	4663
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CEO	5527
MCA Chief Licensing Officer	5528
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Permanent Secretary	3802
Senior Assistant Secretary	3803
Minister's Secretary	3804
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Director	5112
Secretary	5113
Deputy Director	5114
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Assistant Secretary	5117
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Office 3	5119
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PM's Executive Assistant	4753
Senior Assistant Secretary	4755
Assistant Secretary	4756
Parliamentary Secretary	4757
Press Secretary	4758
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Senior Project Officer	5042
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Deputy	5103
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NCO	4936
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None Commissioned Officer	5167
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Assistant Secretary	4723
Cash Office	4724
Land Management Officer	4725
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Planning Officer 2	4707
Assistant Secretary	4708
Planning Technician	4709
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Minister	3944
Permanent Secretary	3945
PS Secretary	3946
Senior Assistant Secretary	3948
Transport Officer	3949
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Assistant Secretary	3952
Chief Engineer Jr Clerk	3955
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Sustainable Development	
Director SDU	3619
SDU Officer	3620
Ozone Officer	3621
Environmental Analyst 1	3622
Culture	
Front Desk	3456
Cultural Officer	3457
Admin Officer	3458
Dance Officer	3459
Drama Officer	3460
Research Officer	3461
Ministry of Urban Development, Energy, Airports, Seaports, Grenadines Affairs, and Local Government	
Energy Unit	
Director	5072
Deputy Director	5073
Energy Unit	5074
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Receptionist	3472
Accounts	3471
Senior Assistant Secretary	3473
Assistant Secretary	3474
Project Officer	3475
Executive Officer	3476
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Permanent Secretary	3480
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Local Government Officer 1	3477
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