



**CALL**  
**901 44 00 88**

**BUSINESS 1**  
**contract**

**User guide**

# 00.

## Index

### **01. Welcome to Viva mobile business**

Welcome to Viva mobile business telephony

### **02. Calls from the Viva mobile business telephony service**

How do you make the 1st call?  
What calls can not be made?

### **03. Viva mobile business mobile telephony services**

Call identification  
Hide number  
Divert calls  
Free voicemail  
Call notice  
Call blocking  
Call waiting  
Hold call  
Text message  
International Roaming  
Change language

### **04. Customer Service**

Via the After-Sales Service

# 01.

## Welcome to **Viva mobile** business

Welcome to Viva mobile, a new mobile telephone operator which is here to satisfy your needs and make your life easier and more comfortable. A new operator that speaks your language and worries about those things that are really important to you.

Viva mobile offers you simple and inexpensive rates so that you can talk whenever you want with your client, friends and family, whether they are in Spain or abroad.

Viva mobile is a company committed to transparency and honesty in its dealings with its clients.

Our objective is to maintain a close relationship with our clients and as such we give you the opportunity to send suggestions to us about issues that interest you. Viva mobile works for you.

Viva mobile also provides you with a free Customer Services number: 222

# 02.

## Calls from the Viva mobile business service

### How do you make the first call?

1. Carefully read the instructions of your mobile phone.
2. Insert the SIM card into your mobile phone.
3. In the envelope containing your SIM card you will find the PIN and PUK codes. The PIN is the personal number which you have to enter in order to access the service and the PUK is the number to unblock the service.

#### **Warning:**

If you enter the wrong PIN code 3 times in a row the SIM card will block for security reasons. In order to unblock you have to enter the PUK and dial:

**\*\*05\*PUK\*newPIN\*newPIN#☎**

If you enter the PUK code incorrectly 10 times the card will block and can not be used again.

4. If you wish to change the number of your PIN, you can do so by following the instructions on the menu of your mobile phone or by dialing:

**\*\*04\*oldPIN\*newPIN\*newPIN#☎**

# 03.

## Calls from the Viva mobile business service

We provide you with a series of codes in order to activate and deactivate the services of the Viva mobile phone contract. These codes can be used in all mobile phones. However, consult the instruction manual for your mobile phone because these services can also be accessed via the menu on your mobile phone.

### **Call identification**

This service allows you to see on the screen of your mobile phone the number of the person who is calling you and when you call your number will appear on the screen of other mobile phones. This service is available from the beginning.

### **Hide number**

If you do not want your number to be sent in a specific call, enter the following:

*#31#number*

Remember that this operation must be repeated every time you do not want your number to be sent with the call.

## Diverting calls

Using this service you can divert the calls that you receive to your mobile phone to another national number (landline or mobile) or to your voicemail. You can not divert to special numbers – emergency numbers, free numbers, special rate numbers or international numbers.

You can activate and deactivate the diverting whenever you want and completely free of charge. Take into account that you assume the cost of the call from your mobile phone to the telephone number to which you have diverted, at the rate selected at each time. Below we present the different call diverting options with their corresponding activation codes:

### General functions:

- **Activate:**  
**\*\*divert code\*number#**①
- **Deactivate:**  
**##divert code#**①
- **Service verification:**  
**\*#divert code#**①

### Types of divert:

- **Divert all calls:**  
Allows you to divert all of the calls received on your mobile phone to the telephone number chosen by you.  
**Divert code: 21**
- **Divert if engaged:**  
If they call you when you are on the phone, this call will be diverted to the destination chosen by you.  
**Divert code: 67**
- **Divert if you do not pick up:**  
If you do not pick up the phone when called in an interval of between 5 and 35 seconds, the call will be diverted to the destination chosen by you.  
**Activation code: 61**

In order to set the time waiting time which determines when the service is activate dial the following on your mobile phone: **\*\*61 number\*\*time#**①

- **Divert when mobile phone turned off or when no network coverage:**  
When your mobile phone is turned off or when there is no network coverage you can divert the calls to the destination chosen by you.  
**Divert code:62**
- **Cancel all call diverts:**  
In order to cancel all of the diverts that you have entered, dial the following: **##002#**①

## Free voicemail:

The Viva mobile business mobile telephony service offers the voicemail service free of charge and without having to activate it, by calling 242. This service allows you to access all voice messages left on your mobile phone when it is engaged, switched off, no network coverage, or simply when you do not want to answer a call.

### To listen to the messages:

When you have messages in your voicemail an SMS will be sent to your mobile phone telling you how many messages you have in your voicemail, and will invite you to call the free number 242 in order to listen to them. You have three options:

- To listen to your voicemail messages from national territory: 242①

### To record your welcome message, delete it and save messages:

For any of these applications follow your voicemail instructions, 242.

### To divert calls to your voicemail:

To divert calls to your voicemail all you have to do is consult the divert codes table in the previous section, taking into account that where it says “number” you have to enter 242.

You can divert any of the 5 above divert modes to your voicemail.

- **Activate divert:**  
**\*\*divert code\*242#**①
- **Deactivate diverts:**  
**##divert code#**①
- **Check the service:**  
**\*#divert code#**①

## Call notice

The call notice service informs you about the calls received to your mobile phone when you were not available (switched of or no network coverage). When you connect the mobile phone you will receive an SMS containing the number which called you and the date and time of the call.

This is a free service and by default is activated in all Viva mobile business mobile phones. However it is only available for those clients who have not activated their voicemail for all of the divert codes.

## Call blocking

Thanks to this service you can restrict the calls that can be made or received on your mobile phone.

This service can be activated, deactivated and checked using your mobile phone's menu or using the tables set out below. The code to assess these services is 0000 but you can personalise the dialling code as follows:

**\*\*03\*old code\*new code\*new code#☎**

## General functions:

- **Activate:**  
*\*blocking code\*personal code#☎*
- **Deactivate:**  
*#blocking code\*personal code#☎*
- **Verification of the service:**  
*\*#blocking code#☎*

## Types of blocking:

- **Blocking all outgoing calls:**  
*No calls can be made from your mobile phone until the restriction has been lifted.*  
*Blocking code: 33*
- **Blocking all incoming calls:**  
*No calls can be received on your mobile phone until the restriction has been lifted.*  
*Blocking code: 35*
- **Blocking all outgoing international calls:**  
*No international calls can be made from your mobile phone until the restriction has been lifted.*  
*Blocking code: 331*
- **Roaming block:**  
*No calls can be made from abroad until the restriction has been lifted.*  
*Blocking code: 351*
- **Cancellation of all blocks:**  
*To cancel all of the blocked calls:*  
*#330\*personal code#☎*

## Call waiting

Your mobile phone will notify you by sending a tone if somebody calls you while you are on the phone.

- **Activate:** *\*43#☎*
- **Deactivate:** *#43#☎*
- **Verification of the service:** *\*#43#☎*

Once the service is activated you will have the following options:

- **To answer the new call, putting the current call on hold:** *Press 2☎*
- **To answer the new call, ending the current call:**  
*Press 1☎*
- **To ignore the new call and continue with the current call:** *Press 0☎*

## Call holding

This service allows you to put the current call on hold:

- **To put the current call on hold:** Press 2☎

Once the call is on hold you can make or answer new calls.

You also have the following options:

- **To go from one call to another:** Press 2☎
- **To end the current call and go back to the call on hold:** Press 1☎
- **To end both calls at the same time:** Press hang up.

## Text Messaging

Using this service you can send and receive text messages (SMS) each one with a maximum of 146 characters.

Using your Viva mobile business mobile phone you can send and receive messages to/from any national and international operator.

When you receive an SMS your mobile phone will emit a tone and an icon will appear on the screen of your mobile phone.

Your SIM card can only save a limited number of SMS. Remember to regularly delete them. If you have any doubts consult your mobile phone's manual or call Viva business mobile's free customer service number 222.

## International Roaming

Using Viva business mobile's international Roaming you can make calls from the main countries in the world. The service can be used outside of Spain in every country where there is a Roaming agreement, provided that you have this service. As such you can make and receive calls when you are abroad.

**To consult prices, coverage, etc. for each operator** and to check whether the service is activated, call the free customer service number 222.

- **How do I receive calls when abroad?**

*Connect your mobile phone and it will automatically select an associated network; if you want to select another network, follow your mobile phone's instructions manual.*

*The people calling you only have to dial the same number as they would dial if you were in Spain, for example: 688 12 34 56.*

*When you receive a call when you are abroad, you will pay the international part of the call and the person who calls you will pay the national part.*

- **How do I make calls when abroad?**

*To make any call all you have to do is dial: country code + telephone number☎*

## Change language

With Viva mobile you can choose the language for dealing with us. All you have to do is dial 262. You will then receive all of your communications in the chosen language.

Furthermore, when you need our Customer Service, our operators will speak your language.

# 04.

## Customer Services

Our Customer Services will deal with all of your queries and suggestions. Depending on where you make your call from, the customer services numbers are:

National from your mobile phone: *222*

National from another line: *901 4400 88*

Abroad: *+34 688 68 82 72*

