

Siemens OptiPoint - Display Telephones Quick Reference Guide Hi-Path 4000

GUIDANCE KEYS

(CONTROL THE "PROMPTS" IN THE DISPLAY)

Arrow keys are used to search for features:

- Press "☒" to search for the next feature
- Press "☑" to search for the previous feature

Press "✓" to "Select" a feature

DIALING

- Lift the handset, press the "Speaker key" (or press the "Line"), to hear a dial tone.
- Internal Call- dial the "4" digit extension number.
- External Call- 9+1+(Area Code)+ 7 digit #

HOLD

To place a call on hold at your phone:

- Press the "Hold" key (line will flash)
- Hang up

To reconnect with the call:

- Press "Line key" next to flashing light

TRANSFER

To transfer a call to another extension:

- During a call, press **Transfer**
(The caller will go on hold and you will hear a dial tone)
- At the dial tone, dial the extension #
- When answered, announce the caller then hang up (or simply "hang up")

To stop the transfer:

- Press the "Connect" button

STATION PICKUP

To pick up another ringing extension, or to pick up a call placed on hold at another extension:

- Lift the handset
- Dial "*-3" (Access Code)
- Dial the extension #

CONFERENCE (8 PARTY)

To set up a conference call:

- While connected to a call, press "☒" until you see "**Start Conference?**" then press "✓"
(The caller will go on hold and you will hear a dial tone)
- At the dial tone, dial the extension number or dial the outside number.
(wait for an answer)
- Announce why you are calling, then press "✓" at the "**Conference?**" prompt

To add someone to a conference:

1. Press "✓" at the "**Add to Conference?**" prompt.
(The caller will go on hold and you will hear a dial tone)
- At the dial tone, dial the extension number or dial the outside number.
- Announce why you are calling then press "✓" at the "**Conference?**" prompt

If the party isn't going to join

- Press "**Connect**" or press "☒" until you see "**Release and return?**" then press "✓"

CALL FORWARD (LINE WILL FLICKER, WHEN ACTIVATED)

To forward your calls to another extension:

- Get a dial tone, then dial "**#-91**" (Access Code)
- Dial the extension to where you want your calls forwarded, press "✓" and hang up.
-To forward to voicemail dial "**205728**"

To cancel forwarding calls:

1. Dial "**#-#-91**" (Access Code)

GROUP PICKUP ("CONNECT" WILL FLASH)

To pick up a "ringing" call within your group (Pre-Programmed group of extensions):

- Lift the handset
- Press the "**Connect**" key

LAST NUMBER REDIAL

To redial the last call you made:

1. Get a dial tone. Screen will display "Last number redial?" Press "✓"

SAVED NUMBER REDIAL

To save a number for future redialing:

1. While on a call that you made, press "☒" until you see "Save number?" then press "✓"

To dial that number later:

- Get a dial tone. Press "☒" until you see "Saved number redial" then press "✓"

INTERCOM

To make an intercom call:

- Press the "ICM" key
- Dial the "2" digit intercom Extension you want to reach.

AUDIO SETTINGS

No dial tone needed!

To adjust ring volume:

- Press "+" key. Display will show "Ringer Volume?" Press "✓"
- Press "+" or (-) key to adjust ring volume. Press "✓" to store.

To adjust ring tone:

- Press (+) key, press "☒" until you see "Ringer Pitch?" Press "✓"
- Press (+) or (-) key to adjust ring tone. Press "✓" to store.

SPEAKER PHONE & MUTE

For a hands-free conversation:

- Press "Speaker" and hang up

To mute the microphone (Handset or Speakerphone):

- Press "Mute" (Press again to "un-mute")

STATION SPEED DIAL (Personal List)

To store a speed dial:

- Press "☒" until you see "Program/Service?" then press "✓".
 - You will then see "Destinations?", then press "✓".
 - Press "☒" until you see "Speed Dial Features?" then press "✓".
4. At "Enter index", dial index code (00-19)
 - At "Enter Destination", dial "9-1-(area code)" plus the number that you wish to store, then press "✓".

To dial your number:

- Press the "Sta-Spd" key
- At "Enter index" prompt dial index code (00-29)

TO PROGRAM R-KEY (Repdial)

To program a "1" number "Speed Dial"

1. At an idle phone, press "☒" until you see "Program/ Service?", then press "✓"
2. Press an available "R-Key" (labeled "R-")
3. Dial the number that you wish to store
4. At "Save?" press "✓"

Preview (caller I.D. for 2nd call)

If another line on your phone starts to ring (while you are on a call)

1. Press the "Preview" button (will blink red) then press the button next to the line that is ringing. (The telephone number will show in the display)

To Answer the new call

- Hang up or put 1st call on "Hold". Then make sure that the "Preview" button is not "blinking" (if it is, press it again!) Then answer the new call.