

Siemens OptiPoint-Entry Non Display Telephone

DIALING – • Lift the handset, press the "Speaker key"
(or press the "Line"), to hear a dial tone.

- **Internal Call**- dial the "5" digit extension number.
- **External Call**- 9+1+(Area Code)+ 7 digit #

HOLD –

- PRESS THE "HOLD" KEY (LINE WILL FLASH) HANG UP

TO RECONNECT WITH THE CALL:

- PRESS "LINE KEY NEXT TO THE FLASHING LIGHT

TRANSFER

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

To stop the transfer:

- Press the "**Connect**" key

CONFERENCE (8 PARTY)

1. During a call, press "**Transfer**"
(The caller will go on hold and you will hear a dial tone)
2. At the dial tone, dial the extension # or outside number
3. When answered, press transfer

- To add another party, repeat above steps.
- If party is not joining, press "Transfer".

CALL FORWARD –

TO FORWARD YOUR CALLS TO ANOTHER EXTENSION

1. GET DIAL TONE, THEN DIAL "#91" (ACCESS CODE)
2. DIAL THE EXTENSION TO WHERE YOU WANT YOUR CALLS FORWARDED, PRESS THE # SIGN AND HANG UP

TO CANCEL FORWARDED CALLS:

1. DIAL "# -# 91" (ACCESS CODE)

STATION & GROUP PICKUP – HEAR PHONE IN YOUR GROUP RINGING – DIAL * * 3

LAST NUMBER REDIAL

- Lift handset, press Last # Redial key

AUDIO SETTINGS – DO NOT LIFT HANDSET!

To adjust ring volume or ring tones:

1. Press "+" key.
2. Press "1" for volume, "2" for tones
3. Press "+" or "-" key to adjust
4. Press "+" & "-" keys (**together**) to save

STATION SPEED DIAL (Personal List)

1. Lift handset, press ##3
2. **Enter index**", dial index code (00-19)
3. **Enter Destination**", dial "9-1-(area code)" plus the number that you wish to store
4. Replace Handset To dial your number:

1. Press the "**Sta-Spd**" key
2. Enter index code (00-19) of destination you wish to dial

