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