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