

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 "5" 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:

1. During a call, press "✓" at the "Start Transfer?" prompt.
(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" button

CONFERENCE (8 PARTY)

To set up a conference call:

1. 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)
2. At the dial tone, dial the extension number or dial the outside number.
(wait for an answer)
3. 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:

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

-To forward to voicemail dial "816245"

To cancel forwarding calls:

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

STATION PICKUP

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

1. Lift the handset
2. Dial ***-3** (Access Code)
3. Dial the extension #

GROUP PICKUP ("CONNECT" WILL FLASH)

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

1. Lift the handset
2. 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:

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

STATION SPEED DIAL (Personal List)

To store a speed dial:

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

To dial your number:

1. Press the **"Sta-Spd"** key
2. 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.

AUDIO SETTINGS

No dial tone needed!

To adjust ring volume:

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

To adjust ring tone:

1. Press (+) key, press "▶" until you see "**Ringer Pitch?**" Press "✓"
2. 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")