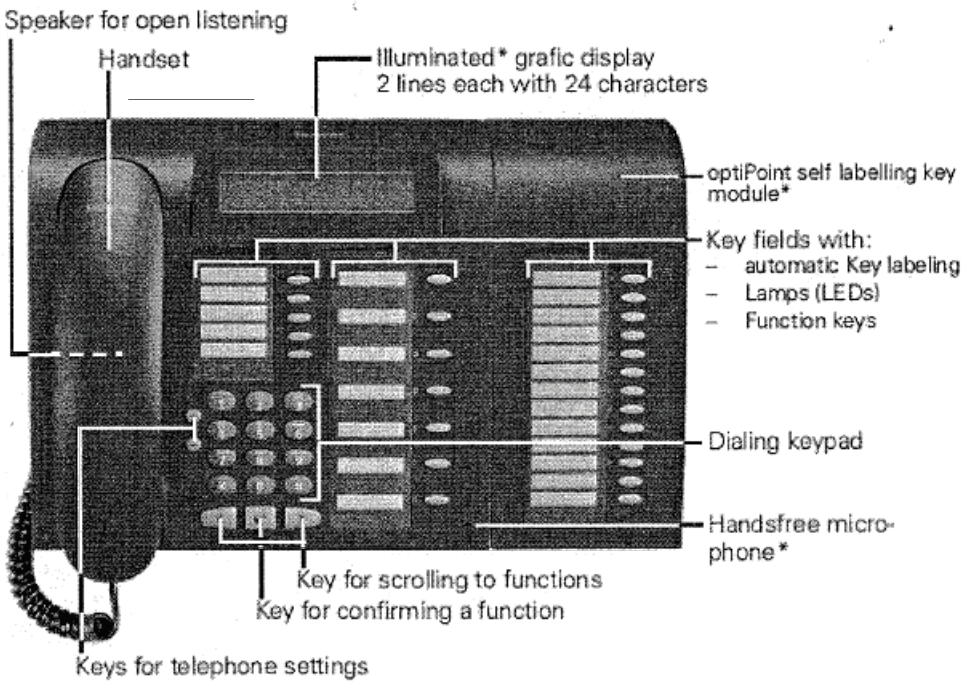
Siemens Optipoint Phone Quick Reference

Setting up Voice Mail:

- The extension number to reach the Voice Mail system is: 6-1380, DID 461-1380. (There is also a "Voice Mail" key on the handset programmed to dial 6-1380 that will also connect you to the Voice Mail System.)
- The default Security Code is: 0000
- You must complete the entire Voice Mail setup process or you will be required to change the security code each time you enter the Voice Mail setup following each non-completed setup.
- Follow all of the voice prompts, however contrary to the voice instructions, please include your name in your personal greeting.
- The "Mailbox" lamp is similar to the "Mgswt" lamp on the old system.
    a. Depressing the "Mailbox" button will not connect you to the Voice Mail service.
    b. Depressing the "Mailbox" button while the "Mailbox" lamp is illuminated by the Voice Mail system will produce the message "Mailbox not Possible" on the handset display.
    c. When the "Mailbox" lamp is illuminated by the Voice Mail system you must clear your Voice Mail messages in order to tum off the "Mailbox" lamp.
- If you experience problems with your Voice Mail system following the initial setup, please contact Telcom at 460-7114.

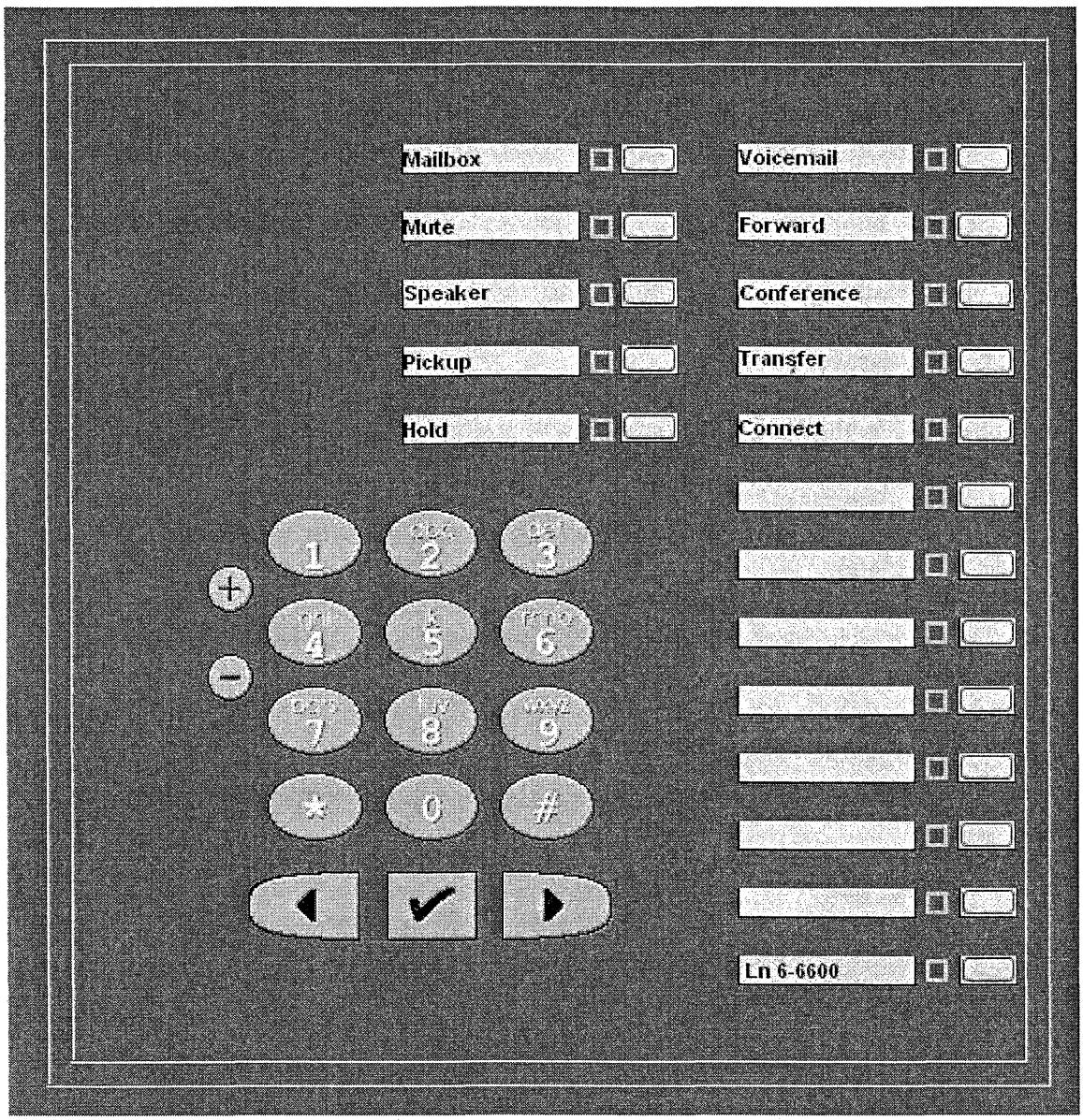
Basic Usage control panel:

The optiPoint 420 economy/economy plus/standard control panel



Standard Key Layout:

The following keys are the default setup for new Siemens Optipoint 420 phones. A complete description of each key function can be found in the online user guide at: -
http://www.southalabama.edu/csc/newphones/



Siemens optiGuide:

Features can be activated either by

- pressing a feature key
- selecting an option in the **optiGuide** menu

optiGuide is the user-friendly and intuitive user interface on optiPoint phones with Guidance keys  and LCD display.

Guidance Keys:

(√) The check mark key is used to activate a function or select a feature (ie. enter key)
(>) This key allows a user to scroll forward or access the Feature Menus.
(<) This key allows a user to scroll backwards.

When a user lifts the hand set to initiates a call, the OptiGuide display provides the user with information prompts:

Last number redial? (Appears in display)
Saved number?
Direct Call Pick Up?

While the phone is active (call placed or call received), by depressing the (>) scroll forward key the following prompts may be accessed:

Start transfer? (Appears in display)
Start Conference?
Consult?
Save Number?
Private Hold?
Direct Call Pickup?
Park To Station?

To Access the Feature Menus, press the (>) scroll forward key:

Speed dial features? Press (√) check mark key to access the following features:
Last number redial? (to redial last number you dialed)
Station speed dial? (to set up codes to dial personal frequently dialed numbers)
Saved number redial?(to redial a number you previously saved)
System speed dial?(to use codes to dial company-wide, frequently dialed numbers)
Previous menu?

More features? Press (√) check mark key to access the following features:
Call forwarding? (to forward calls to another destination)
Do not disturb? (to temporarily block incoming calls)
Ringer cutoff? (turns telephone ringer off)
Previous menu?

View active features? Press (√) check mark key to view the following features:
Speaker Call Protect (to show whether you are blocking incoming speaker calls)

Program/Services? Press (√) check mark key to access the following features:
Destinations? (to create or change destinations)

Press (√) check mark key:

Call Forwarding? (to forward calls to another extension)
Press (>) scroll Key:
Fwd Variable All Both?
Fwd Variable All Internal?
Fwd Variable All External?
Fwd Variable Busy both?
Return?

Speed Dial Features?(to create personal speed dial list)
Saved Number Redial? (to redial a number you have saved)
Repdial? (to set up a key for one-touch dialing)
Direct Station Select? (to monitor, dial, or answer an extension)
Forward Station Number?
Return? (returns to previous menu)

Feature Settings (to display or activate features)
Camp-On? (activates delayed call forwarding)
Speaker Call Protect?
Call Forwarding?
Forwarding Station No.?
Ringer Cutoff?
Return?

Use Speed Dialing?
Station Speed Dial:
Return?

Key Function
View Feature Key?
Return?

More Features?
Display Suppress On?
Show Used Line?
Return?

Phone Test?
(Led?,Display? Key?Audio Test?Asset ID?Firmware Version?Power Level?Return?)

Cancel? (This will take you completely out of the menu)

Phone Settings? Press (√) check mark key to access the following features:
Ringer volume?
Ringer pitch?
Display contrast?
Speakerphone mode (to reduce echoing from your speakerphone)
Warning tone?
Rollover volume?
Cancel?

Telephone Reference Guide
SIEMENS HiPath 4000

FEATURE	BUTTON / CODE	OPTIGUIDE MENU
HOLD *Place a caller on hold*	• Press the **HOLD** button. *To RECONNECT:* • Press the line key of the flashing light	• Scroll (>) to and select "***Hold?***" *To RECONNECT:* • Press the line key of the flashing light
TRANSFER *Transfer a call to another extension*	• Press **TRANSFER** (after establishing a call) • Dial the extension number • Announce the call • Hang up. *To RECONNECT with original caller:* • Press blinking **CONNECT** button.	• Scroll (>) to and select "***Start Transfer?***" • Dial the extension number • Announce the call • Hang up. *To RECONNECT with original caller:* • Scroll (>) to and select "***Release and Return?***"
CONSULTATION CALL *Consult privately with another party then return to original call*	• Press **TRANSFER** to put first party on hold • Dial the second party you wish to speak with • Press **CONNECT** to return to first party (**CONNECT** may be used to "toggle" between 1st and 2nd party)	• Select "***Consult?***" • Dial the second party you wish to speak with • Terminate the call by selecting "***Release and Return?***" *or* scroll (>) to and select "***Toggle / Connect?***" to alternate between callers
CONFERENCE CALL *Include up to 8 parties into a conference call*	• During a call, press **TRANSFER** • Dial the party you want to add and wait for answer • Press **CONF** or **TRANSFER** to join the call If the party does not answer or does not want to join: • Press blinking **CONNECT** button to rejoin your conference call	• During a call, scroll (>) to and select "***Start Conference?***" • Dial the party you want to add - wait for answer • Select "***Conference?***" to join the call If the party does not answer or does not want to join: • Scroll (>) to and select "***Release and Return?***"
PICK (station) *Answer a call that is **ringing** or on **hold** at another phone*	• Press the **PICK** button (or *3) • Dial the extension of the ringing phone or the extension where the call is holding	• Get dial tone • Scroll (>) to and select "***Direct call pickup?***" • Dial the extension of the ringing phone or held call
PICK (group) *Answer a call that is **ringing** within your pickup group (set up by your administrator)*	• Press the **PICK** button twice (or **3) • It is not necessary to know the extension of the ringing phone	*Not available*
LAST NUMBER REDIAL (LNR) *Redial the last number dialed*	• Dial # # 4	• Get dial tone and select "***Last number redial?***"
SAVED NUMBER REDIAL (SNR) *Redial the last saved number*	• Dial # 4 while phone is ringing – number is stored To redial the saved number: • Dial # 4	• During the call, scroll (>) to and select "**Save Number?**" To redial the saved number: • Get dial tone • Scroll (>) to and select "***Saved Number Redial?***"
FORWARD *Temporarily redirect calls to another destination*	• Get dial tone on the line you wish to forward • Press the **FORWARD** button (or # 91) • Dial the forwarding target number • Press ✓ or # (The light will flicker next to the line you have forwarded) ***To Cancel Forwarding:*** • Press the **FORWARD** button (or # # 91)	• Scroll (>) to and select "***More Features?***" • Select "***Call Forwarding?***" and follow prompts ***To Cancel Forwarding:*** • Scroll (>) to and select "***View Active Features?***" • Select "***Deact Call Forwarding?***"
SYSTEM SPEED *System wide directory of frequently dialed numbers*	• Press # 61 • Dial the index code *Note: Applicable only if enabled by your administrator*	• Scroll (>) to and select "***Speed Dial Features?***" • Scroll (>) to and select "***System Speed Dial?***" • Dial the index code

FEATURE	BUTTON / CODE	OPTIGUIDE MENU
STATION SPEED *Personal directory of frequently dialed EXTERNAL numbers*	**To Program:** • Press # # 3 • Enter the index code (00-29) • Enter desired number • Press ✓ to save **To Call:** • Press #3 • Dial the index code (00-29)	**To Program:** • Scroll (>) to and select "***Program/Service?***" • Select "***Destinations?***" • Select "***Speed Dial Features?***" • Dial index code (00-29) • Enter desired number • Press ✓ to save **To Call:** • Scroll (>) to and select "***Speed Dial Features?***" • Select "***Station Speed Dial?***" • Dial the index code (00-29)
DO NOT DISTURB (DND) *Disables ringer and sends callers directly to voicemail*	• Press the **DND** button **To Cancel DND:** • Press the **DND** button	• Scroll (>) to and select "**More Features?**" • Scroll to and select "***Do Not Disturb?***" **To Cancel DND:** • Scroll (>) to and select "***View Active Features?***" • Select "***Do Not Disturb Off?***"
CALLBACK REQUEST *Automatic callback notification when busy line becomes free*	• Listen for busy signal • Dial # 1 • Hang up • Phone will call back with triple rings • Answer phone – originally dialed extension will be dialed again To cancel callback request: • Dial # # 1 – hang up	• Listen for busy signal and select "***Callback?***" • Phone will call back with triple rings • Answer phone – originally dialed extension will be dialed again To cancel callback request: • Scroll (>) to and select "***View Active Features?***" • Scroll (>) to and select "***View Callbacks Sent?***" • Follow prompts to cancel callback request
REPDIAL *Program a frequently dialed number or feature code into a blank button*	• Program using the OptiGuide menu To dial a programmed number: • Press the corresponding **REPDIAL** key	• Scroll (>) to and select "***Program/Service?***" • Press a blank Repdial button • Dial the number or feature code • Select "***Save?***"

AUDIO SETTINGS ♫	
RING VOLUME	• Press the + or – button next to the keypad • Press **1** or ✓ • Press the + or – button for the desired volume • Press ✓ to save
RING PITCH	• Press the + or – button next to the keypad • Press **2** or ✓ • Press the + or – button for the desired ring pitch (16 to choose from) • Press ✓ to save

optiGuide	
	• All display phones contain optiGuide, an application organizing phone features into visible menu items and options
	• Use the left and right arrows for scrolling through the options.
	• Use the checkmark to select an option.