

OPTIPOINT INSTRUCTION CARD

HiPath 4000

STANDARD and ADVANCE

OPTIGUIDE KEYS

- > Scroll Forward (right arrow) to next option.
- < Scroll Back (left arrow) to previous option.
- √ Select (check key) will start the displayed feature or function.

CALLBACK REQUEST (#1) When busy signal is heard, hit Select Callback? or press Camp key or dial #1; hang up. You will receive a triple ring when the callback extension is free. TO CANCEL: Press Camp key; scroll ≥ to Delete?; Select.

CALL LOG From an idle phone, scroll ≥ to Call Log?, Select. Select Unanswered or scroll ≥ Incoming or scroll ≥ to Outgoing, Select. The last number dialed, status of call, date and time will display; Select Output to redial number, or scroll ≥ to Next Call?; Select to see next number dialed, or scroll ≥ to Delete?; then hit Select to delete.

CONFERENCE First party is on the line; scroll ≥ to Start conference?; hit Select; dial extension or 9 + number; Select Conference?; If no answer/ busy, Select Release and return? or press the flashing CNCT button. To add additional parties Select Add Conference?. To drop last party added; Select Remove last party?

CONNECT To reconnect with a transferred call or alternate between two parties on a consultation call; select Toggle/Connect? or press the flashing CNCT button.

CONSULT To consult with a second party during a call scroll ≥, then select Consult?; dial extension or 9 + number. To alternate between parties, select Toggle/Connect? or press the flashing CNCT button.

FORWARD(#91) From idle phone; scroll to More Features?; Select; scroll to Call Forwarding?, Select; dial number to receive calls; or dial #91; dial number to receive calls; hang up; or get internal dial tone; hit FWD key; dial number to receive calls; Press Select; hang up (line key flashes). TO CANCEL: From idle phone; scroll to View Active Features?, select; FWD-ALL-BOTH-ON is displayed; scroll to FWD-ALL-BOTH-OFF, select; or dial ##91; or hit FWD key; hang up (line key no longer flashes).

HOLD Scroll to Hold?, select; or press HOLD key; hang up. To connect back to caller, press flashing line where call is being held.

LAST NUMBER REDIAL (4)** From idle phone; Lift Handset or press Line Key; display responds Last number redial?, Select or get dial tone; dial ##4.

PARK Scroll ≤ to Park to Station?, Select; dial extension to be parked on; hang up. To connect to parked call, press Pick key or dial *3; dial the extension where the call is parked.

PICKUP (*3) To answer any extension, press Pick key or dial *3; dial extension number that's ringing, parked or on hold.

GROUP PICKUP (3)** To answer any call ringing in your pickup group, press Pick key twice or dial * *3. Greet caller.

REPDIAL (Repetitive dial buttons) To Set: From idle phone; scroll ≥ to and Select Program/Service?; Select Destinations?; scroll ≥ to Redial?, Select; press repdial (R-) key; dial feature code or 9 + number; Select Save?; display responds Stored To Use: Press the repdial (R-) key.

STATION SPEED DIALING (#3)	To Set: Dial ## 3 ; display will read <u>Enter index</u> ; dial code (0-9 or 00-29); display will read <u>Please dial</u> ; dial extension or 9 + number; hang up. To Use: Dial #3 ; display will read <u>Enter index</u> ; dial code (0-9 or 00-29).
TRANSFER	During a call, Select <u>Start transfer?</u> ; dial extension number; announce caller; hang up. To connect back to caller, press <u>CONNECT</u> or press the flashing <u>CNCT</u> button; or scroll \geq to <u>Return to Held call?</u> And press Select.
VOLUME	While on a call to increase voice volume or while phone is ringing to increase ringer volume: Press + (plus) key to increase volume; Press - (minus) key to decrease volume; Press Select (check key) to save volume level.

SIEMENS XPRESSIONS (PHML) INSTRUCTIONS

Hit PHML key or Dial Direct Access **51953**

Dial _____ # (Password)

To Access PHML from another extension, dial **51950**

To Access PHML externally, dial **515-725-1950**

PHML FWD Access **51951**

The first time you log on, you'll be asked to change your password. Passwords must be at least 3 digits and cannot be repetitive or sequential numbers. Each time you log on, you will hear number of new messages then the 'Home State' menu:

Press **3** to Listen to Messages (only if messages present in mailbox);

Press **1** to Record a Message (create new message to send to another user – please do not record your greeting here);

Press **8** for Answering Options (record your greetings, your name and your referral extension here);

Press **9** for Mailbox Options (change password, message sequence);

Press **7** to Transfer Out/Disconnect.

TO RECORD PERSONAL GREETING: Press **8** for Answering Options; Press **1** to change Personal Greetings; Press **1 - 5** to choose greeting type; Press **1** to Change; Select 1st recording, **1**-record greeting; when finished press ***#**; press **73** to review greeting; press **#** when completed. (There are up to 9 recordings in Enhanced Greeting Menu. Press **8** then press **9** to change to Simple Greeting Mode.)

TO RECORD YOUR NAME: Press **8** for Answering Options; Press **4** to Record Name; Press **1** to Change; when finished press ***#**.

TO RECORD A MESSAGE: Press **1** record message; press ***#** (to indicate done recording); enter extension or distribution list; Press **#** (dial additional extensions if any), if finished Press **#**; Press **#** for Regular Delivery; Press **3** for Special Delivery (**1**-Return Receipt; **2**-Private; **3**-Urgent; **4**-Future Delivery) or press **6** to Cancel Delivery.

TO LISTEN TO MESSAGES: Press **3**; (hear header info—date, time, extension); While listening to message, Press ***** to stop a message; press ***73** to replay; press ***2** to skip; press ***98** to skip forward 8 seconds; Press ***78** to go back 8 seconds; Press **5** to increase volume or **8** to decrease; Press **9** to increase speed or **7** to decrease; Press **3** to override header.

AFTER LISTENING TO MESSAGE: Press **6** to Delete; Press **4** to Save. Press ***6** to Delete while listening to a message; Press ***4** to Save while listening to a message.

RESPOND TO MESSAGE AFTER LISTENING: Press **1** to reply back with a message to the sender; Press **9** to forward the message to someone else's mailbox - follow verbal directions; Press **70** to transfer to message sender.

TO SET REFERRAL EXTENSION: Press **8**; press **3**; press **1**-change referral extension; follow prompts.