

AMHERST COLLEGE

SIEMENS HIPATH 4000 OPTIPOINT TELEPHONE

TELEPHONE QUICK REFERENCE GUIDE – LCD (DISPLAY) VERSION

Welcome! The OptiPoint digital telephone gives you advanced, easy-to-use features. The display (LCD) always shows you which functions are currently available. The following documentation serves as a tutorial for the basic features of your new Siemens HiPath 4000 telephone.

	FEATURE	DESCRIPTION
1	<p>DISPLAY OPTIONS</p> <p>3 GUIDANCE KEYS</p> <p><i>(ARROW KEYS)</i></p>	<p>The OptiGuide tilttable 2 line display provides information to help you use your phone. The second line of the display shows which features are available to you depending on the phone's current state and provides prompts to guide you.</p> <p>The Guidance keys are used to scroll through the Main Feature Menu or to view features.</p> <ul style="list-style-type: none"> ◆ Press → to Scroll Forward ◆ Press ← to Scroll Backward ◆ Press ✓ to Select or Confirm the option presented on the bottom half of your display. <p>There is a MAIN MENU of features that are available through the OptiGuide. By pressing either the → or ← Guidance key when your phone is in the idle state, the Main Menu appears across the bottom line of the display as you scroll forward or backward:</p>
2	<p>AUDIO SETTINGS</p> <p>ADJUSTING RING TONES & VOLUME</p>	<p><u>To adjust RINGER VOLUME:</u></p> <ul style="list-style-type: none"> • Press the (+) key. • Bottom line of display will ask RING VOLUME? • Press ✓ to select. (Note: the phone will ring with current ring volume) • Use (+) or (-) keys to adjust ring volume to your preference, press ✓ to save. <p><u>To adjust RINGER PITCH:</u></p> <ul style="list-style-type: none"> • Press the (+) key. • Scroll (1X) →, display now asks RING TONE? • Press ✓ to select. (Note: The phone will ring with current ring tone) • Use (+) or (-) key to adjust ring tone to your preference, press ✓ to save.
3	<p>HANDSET AND SPEAKER VOLUME</p>	<p><u>To adjust HANDSET LISTENING VOLUME:</u></p> <ul style="list-style-type: none"> • While you are on a call using the handset... • Press (+) or (-) key • Save by pressing ✓ before hanging up (or volume will default to original setting) <p><u>To adjust SPEAKER VOLUME:</u></p> <ul style="list-style-type: none"> • While you are using the speakerphone... • Press (+) or (-) key to adjust speaker volume • Save by pressing ✓ before hanging up (or volume will default to original setting) <p>☛ TIP: Adjustments made to Handset and Speaker volume are saved as separate settings.</p>

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4	<p>DIALING</p>	<p><u>To dial another extension:</u></p> <ul style="list-style-type: none"> • Dial the 4 digit extension <p><u>To dial an outside number:</u></p> <ul style="list-style-type: none"> • Dial 9 + the telephone number <p>☛TIP: To dial from the HOT keypad ...you DON'T have to lift the handset OR press SPEAKER OR press your line key for a dial tone. Simply start dialing on the keypad.</p>
5	<p>SPEAKER</p> <p>(2-WAY SPEAKER)</p>	<p><u>For hands-free conversation:</u></p> <ul style="list-style-type: none"> • Answer the phone by pressing SPEAKER, OR press the ringing extension key <p>OR</p> <ul style="list-style-type: none"> • During a call.... press SPEAKER key and replace the handset. <p><u>To mute the microphone while on speaker or handset:</u></p> <ul style="list-style-type: none"> • Press MUTE - mute key lights, the caller cannot hear you but you will continue to hear them. • Press MUTE again to disable mute, lamp extinguishes
6	<p>HOLD</p> <p>AUTO HOLD</p>	<p><u>To place a call on hold at your phone:</u></p> <ul style="list-style-type: none"> • Press the HOLD key • Hang up • NOTE: The line that the call is holding on will flash slowly <p><u>To reconnect with the call:</u></p> <ul style="list-style-type: none"> • Press Line key next to flashing light <p>☛TIP: To handle multiple calls, you do not need to place the 1st line on hold to answer the 2nd line. A new function of the phone system, AUTOMATIC HOLD, lets you answer and alternate between multiple calls without placing each one on HOLD first.</p>
7	<p>TRANSFER</p>	<p><u>To transfer a call to another extension:</u></p> <ul style="list-style-type: none"> • During call....Press ✓ to select START TRANSFER? • Dial the extension you wish to transfer to • Hang up OR Wait for the person to answer, announce the caller and then hang up (or press ✓ to select TRANSFER CALL?) <p><u>To retrieve the call if no one answers:</u></p> <ul style="list-style-type: none"> • Before you hang up to complete the transfer – Notice the TOGGLE/CONNECT key flashing • Press TOGGLE/CONNECT to return to caller <p>OR</p> <ul style="list-style-type: none"> • Scroll → to RELEASE AND RETURN? press ✓ to select ❖ You now have the caller!

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8	<p>CONFERENCE CALLS</p> <p><i>(UP TO 8 PEOPLE)</i></p>	<p><u>To set up a Conference Call:</u></p> <ul style="list-style-type: none"> • During a call... • Scroll (1 X) → to START CONFERENCE? and press ✓ to select • Dial the extension or 9 + external number, when party answers... • Press ✓ to select CONFERENCE? <p><u>To Add another party to the Conference:</u></p> <ul style="list-style-type: none"> • See ADD TO CONFERENCE? in the display, press ✓ to select • Dial the extension or 9+ external number, when party answers... • Press ✓ to select CONFERENCE? <p>☛ TIP: If the party isn't going to join, scroll to RELEASE AND RETURN? press ✓ to select and rejoin the conference call without them.</p>
9	<p>STATION PICKUP DIRECTED</p> <p><i>LETS YOU ANSWER EXTENSIONS THAT ARE RINGING WHICH DO NOT APPEAR ON YOUR PHONE</i></p>	<p><u>To PICKUP any extension ringing OR on hold:</u></p> <ul style="list-style-type: none"> ❖ Hear a phone ringing in your area <ul style="list-style-type: none"> • Lift handset and dial *3 • Dial the extension that is ringing OR dial extension where caller is holding • Say hello! You will have the caller on your phone
10	<p>GROUP PICKUP</p> <p><i>LETS YOU ANSWER EXTENSIONS WITHIN YOUR PRE PROGRAMMED GROUP</i></p>	<p><u>To PICKUP a call ringing for a member of your pre-programmed group</u></p> <ul style="list-style-type: none"> ❖ Hear a phone ringing in your area ❖ NOTE: (Optional) Your display may show, i.e., "CALL FOR: MARY SMITH" <ul style="list-style-type: none"> • Press flashing PICKUP key OR lift handset and dial **3 • Say hello! You will have the caller on your phone
11	<p>FORWARDING YOUR EXTENSION</p> <p><i>THIS FEATURE LETS YOU TEMPORARILY DIRECT YOUR CALLS TO ANOTHER DESTINATION.</i></p> <p>- Code Access: All Calls Activate: # 91 + ext + ✓ Cancel: ## 91</p> <p>- Code Access: External Activate: # 92 + ext + ✓ Cancel: ## 91</p> <p>- Code Access: Internal Activate: # 93 + ext + ✓ Cancel: ## 91</p>	<p>☛ NOTE: The Call Forward feature controls the Prime Line only. Call forwarding can only be canceled at the phone.</p> <p><u>To set up Call Forward – Using the OptiGuide:</u></p> <ul style="list-style-type: none"> • Scroll (5 X) → PROGRAM SERVICE? and press ✓ • Press ✓ to select DESTINATIONS? • Press ✓ to select CALL FORWARDING? • See Call Forward Variable Both - Off • Scroll (1 X) → (See Enter Destination) • Dial the ext. you wish to forward to; (if Voicemail dial 6245) • Press ✓ to select SAVE? <p>NOTE: The forwarded extension flutters while extension is forwarded.</p> <p><u>To Cancel Call Forward – Using the OptiGuide:</u></p> <ul style="list-style-type: none"> • Scroll (5 X) → PROGRAM SERVICE? and press ✓ • Press ✓ to select DESTINATIONS? • Press ✓ to select CALL FORWARDING? • See Call Forward Variable Both - On • Scroll (2 X) → (See DEACTIVATE?) • Press ✓ to select <p>NOTE: Fluttering line extinguishes.</p>

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12	<p>STATION PARK</p> <p><i>Need to take the call in a quieter room or page someone to retrieve this call? This feature allows you to move a call and place it on hold on another phone.</i></p> <p>Code Access: * 6 + ext.</p>	<p>To PARK a call:</p> <ul style="list-style-type: none"> • During the call, Scroll (5 X) → to PARK TO STATION? and press ✓ • Dial the extension you want to PARK the caller on • Hang up <p>To RETRIEVE parked call:</p> <ul style="list-style-type: none"> • Go to the extension where the caller is PARKED • Press the flashing line key where the call is holding • You are connected with that call <p>OR - From any ext. , dial * 3 plus the extension where caller is holding</p>
13	<p>PREVIEW</p> <p>ALLOWS YOU TO ID THE CALLER PRIOR TO ANSWERING THE 2ND LINE</p>	<p>☛ TIP #1: You DO NOT need to put your current call on hold.</p> <p>☛ TIP #2: You will NOT loose your current call.</p> <p>To view the caller ID of a ringing line</p> <ul style="list-style-type: none"> • While on a call, press PREVIEW key • This key will start to flash • Press the ringing line key • The display will show the Caller ID <p>To cancel the Preview:</p> <ul style="list-style-type: none"> • Press PREVIEW key again <p>NOTE: The flashing preview lamp extinguishes</p>
14	<p>STATION SPEED (Personal List)</p> <p>LETS YOU STORE UP TO 30 PERSONAL NUMBERS</p> <p>Program Code Access: # # 3 + (00 – 29)</p>	<p>To program Station Speed Dial:</p> <ul style="list-style-type: none"> • Scroll (5 X) → to PROGRAM SERVICE? Press ✓ to select • At DESTINATIONS? Press ✓ • Scroll (2 X) → to SPEED DIAL FEATURES? Press ✓ to select • At ENTER INDEX: Enter two digit index (00 thru 29) • Enter the number you wish to store (9 + number if external) • Press ✓ to select SAVE? <p>To speed dial your number:</p> <ul style="list-style-type: none"> • Lift handset, Scroll (1 X) → SPEED DIAL FEATURES? press ✓ to select • Enter 2 digit index (00 – 29) <p>OR</p> <p>Dial # 3 and enter 2 digit index (00 thru 29)</p>
15	<p>TO PROGRAM AN AUTODIAL-KEY (REPDIAL)</p>	<p>❖ Some phones have keys labeled with A -. These are one-touch speed dial keys. You can program ONE number to each available A- key.</p> <p>To program:</p> <ul style="list-style-type: none"> • Scroll (5 X) → to PROGRAM SERVICE? • At DESTINATIONS? ...Press the A - key you wish to program • Enter the extension or 9 + external number you wish to store • Press ✓ to select SAVE? <p>To Use:</p> <ul style="list-style-type: none"> • Press the programmed AutoDial key you want to dial <p>☛ TIP: Remove plastic overlay to label your Autodial keys.</p>

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16	<p>LAST NUMBER REDIAL</p>	<p><u>To REDIAL the last number dialed at your phone:</u></p> <ul style="list-style-type: none"> ❖ Lift handset and press ✓ to select LAST NUMBER REDIAL?
17	<p>V-MAIL (Access to Voicemail)</p>	<p><u>To access your OCTEL Mailbox:</u></p> <ul style="list-style-type: none"> • Press V-MAIL key when lit • Follow prompts <p>OR</p> <ul style="list-style-type: none"> • Dial 6245 • Follow Prompts
19	<p>CALL LOG</p> <p><i>ALLOWS YOU TO VIEW LAST 12 INCOMING CALLS AND LAST 6 OUTGOING CALLS</i></p>	<p><u>To View your Call Log:</u></p> <ul style="list-style-type: none"> • Press CALL LOG key OR Scroll → to Call Log? Press ✓ to select • Press ✓ to select Incoming Calls? OR Scroll → to Outgoing Calls? Press ✓ to select • First Call in Log is displayed • Press ✓ to select Next Call? To continue viewing additional calls <p>☛ TIP: While viewing a specific all you may scroll → to select additional options such as Delete? or Output?</p>

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NOTES:	