SIEMENS

HiPath 3000
HiPath AllServe
Hicom 150 E/H

optiset E standard
optiset E advance plus/comfort
optiset E advance conference/conference

Operating Instructions

Before You Begin

These operating instructions describe the optiset E standard, optiset E advance plus/comfort and optiset E advance conference/conference telephones on your HiPath 3000/ HiPath AllServe.
They describe all functions you can use from your telephone. You may find that some functions you wish to use are not available on your telephone. This may be due to one of the following reasons:

- The function has not been configured for your telephone - address any questions to Customer Support.
- Your communications platform does not support this function - contact your Siemens sales representative to upgrade your system.

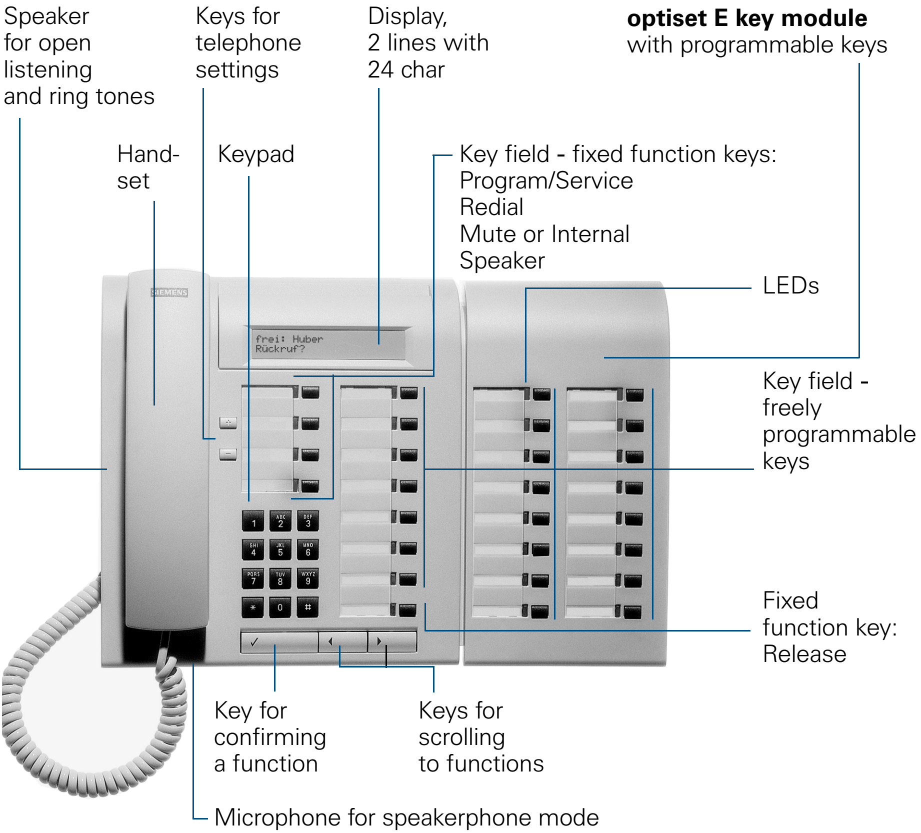
How to Use these Operating Instructions

Step by Step	**You will find a graphic representation of the steps in logical sequence in the left column. Below is an explanation of the symbols:**
☎	Lift the handset (off-hook).
☎	Replace the handset (on-hook).
☎	Conduct a call.
▦	Enter a telephone number or code.
0 0	Enter the code.
+ or –	Press volume controls on the telephone.
Program/Service ■	Press the key.
Speaker ■	Press the illuminated key.
■	Press the flashing key.
Start conference? ✓	The option appears on the screen. Press the ✓ key to confirm your selection.
▶ **Display contrast?** ✓	Search for an option. Press the ◀ ▶ keys, until the option appears on the screen. Then press the ✓ key to confirm your selection.

Screen Displays

Please dial	Line 1 displays prompts or acknowledgment messages, depending on the situation.
Return to held call? >	Line 2 displays functions that you can confirm by pressing ✓. If the symbol ">" appears on the right, you can press ◀ ▶ to access further options.

The optiset E standard, optiset E advance plus/comfort and optiset E advance conference/conference Telephones and Key Modules


Speaker for open listening and ring tones
Keys for telephone settings
Display, 2 lines with 24 char
optiset E key module with programmable keys
Hand-set
Keypad
Key field - fixed function keys: Program/Service Redial Mute or Internal Speaker
LEDs
SIEMENS
frei: Huber
Rückruf?
Key field - freely programmable keys
Fixed function key: Release
Key for confirming a function
Keys for scrolling to functions
Microphone for speakerphone mode

Important Notes

Do not operate the telephone in environments where there is a danger of explosions.

Use only original Siemens accessories → page 97. Using other accessories may cause a hazard and will invalidate the warranty and the CE mark.

Never open the telephone or a key module. If you encounter any problems, contact System Support.

Never allow the telephone to come into contact with staining or aggressive liquids such as coffee, tea, juice, or soft drinks.
For information on telephone maintenance → page 99.

CE Mark

The device conforms to the EU guideline 1999/5/EG, as attested by the CE mark.

Environmental label

This device has been manufactured in accordance with our certified environmental management system (ISO 14001). This process ensures that energy consumption and the use of primary raw materials are kept to a minimum, thus reducing waste production.

Accessing Functions

... Interactively

You can select some functions **while the telephone is idle**, for example:

▶ **Forwarding on** ✓

Use ◄ ► to scroll to a function and press ✓ to execute it.

You can select other functions **directly depending on the situation**. Example: you call a number, but the line is busy:

Callback ✓

Press ✓ to confirm.

or

▶ **Send message** ✓

Use ◄ ► to scroll to a function and press ✓ to execute it.

... Via the Program/Service Menu

First press the "Program/Service" key. You then see a list of selection options, such as: "#0=Reset services" → page 68.

Program/Service ■

Press the key

▶ **#0=Reset services?** ✓

Use ◄ ► to scroll to a function and press ✓ to execute it.

or

0

Enter the code directly.
The Quick-Reference Operating Instructions contain a list of codes. However, they are also displayed on screen along with the corresponding function.

... With Function Keys

If you saved a function on a key → page 54, you can access it directly as follows :

■

Press the Mute key to execute the function.

Functions You Can Use

Basic and Enhanced Functions

You can use all basic and enhanced communications platform functions that appear interactively on the screen, in the Program/Service menu, and when you press function keys.

Additional Team and Executive/Secretary Functions

→ page 78f.
To help working and project groups work together more efficiently, the service technician can configure a variety of team functions, depending on your preferences when working in the team. You can use these team functions in addition to the basic and enhanced functions.
In addition to call pickup, hunting groups (group call), and call distribution groups, you can also set up teams with multiple lines per telephone.
You can tell if a telephone has trunk keys if your station number and the numbers of your colleagues are programmed on trunk keys. You can access all lines and can also conduct different calls simultaneously on multiple lines.

Another team function category includes the executive/secretary functions,which are configured by the service technician. You can use executive and secretary functions in addition to the basic and enhanced functions as well as other team functions.
An executive/secretary telephone has DSS keys for the executive or secretary, trunk keys for the executive and secretary, as well as ring transfer keys.

Using the Telephone Efficiently

- You probably have certain colleagues or external parties with whom you talk on the phone especially frequently. To dial these numbers faster and more conveniently, you can save them on keys (Saving station numbers for repertory dialing on keys → page 52).
- All too often you reach a busy line when dialing a number. Amid the confusion of your working day, it’s easy to forget to try the number again later on. To avoid this, make it a habit to use the "Callback" → page 45 function.

⇩ Basic and Enhanced Functions

⇩ Team and Executive/Secretary Functions

⇩ System networking via LAN (PC network)

⇩ All About Your Telephone

⇩ Quick-Reference Operating Instructions (Appendix)

Making and Answering Calls

Special default ring signaling is set for your telephone:

- When you receive an internal call, your telephone rings once every four seconds (single-tone sequence).
- When you receive an external call, your telephone rings twice in rapid succession every four seconds (dual-tone sequence).
- When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone sequence).
- If a call is waiting, you hear a short tone (beep) every six seconds.

The number or the name of the caller appears on the display.

Answering a Call With the Handset

The telephone rings. The caller appears on the screen.

Lift the handset.

+ or – Raise or lower the volume. Keep pressing the key until the desired volume is set.

Ending the call:

Replace the handset.

or

Release — Press the key.

Answering a Call with the Speaker (Speakerphone Mode)

The telephone rings. The caller appears on the screen.

Speaker — Press the key. The LED lights up. Speakerphone mode.

+ or – Raise or lower the volume. Keep pressing the key until the desired volume is set.

Ending the call:

Speaker

Press the key. The LED goes out.

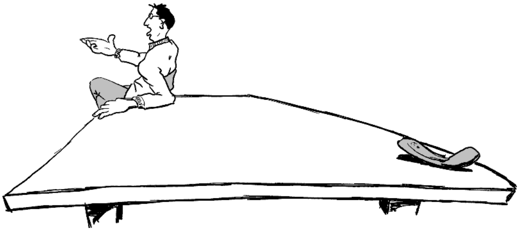
or

Release

Press the key.

Notes on speakerphone mode:

- Tell the other party that you are using speakerphone mode.
- The speakerphone works bests at a low receiving volume.
- The ideal distance between the user and the telephone set in speakerphone mode is about 50 cm (approx. 20 inches).



Open Listening in the Room During a Call

You can let other people in the room join in on the call. Let the other party know that you have turned on the speaker.

Precondition: You are conducting a call with the handset.

Activating ring transfer:

Speaker

Press the key. The LED lights up.

Deactivating this function:

Speaker

Press the key. The LED goes out.

Switching to Speakerphone Mode

Precondition: You are conducting a call with the handset.

Speaker ■ **and** ☎

Hold down the key and replace the handset. (in the U.S.: press the key once and replace the handset). Then release the key and continue the call.

Switching to the Handset

Precondition: You are engaged in a call in speakerphone mode.

☎ **and** ☎

Lift the handset. Continue the call.

Using Call Waiting

Callers can still reach you while you are engaged in another call. A signal alerts you to the waiting call.
You can either ignore or accept the waiting call.
When you accept the waiting call, you can either end the first call or place it on hold and resume the call later on.
You can also bar call waiting or the call waiting tone → page 15.

Accepting a Waiting Call (Camp-On)

Precondition: You are engaged in a phone call and hear a tone (every six seconds).

Ending the first call and answering the waiting call:

☎ Replace the handset. Your telephone rings.

☎ Answer the second call. Lift the handset.

Placing the first call on hold and answering the second call:

▶ **Call waiting?** ✓

Select and confirm.

or

Program/Service ■ * 5 5

Press the key. The LED lights up. Enter the code.

You are connected to the call waiting party immediately. The first party is placed on hold.

Step by Step

Ending the second call and resuming the first one:

Quit and return? ✓ Confirm.

or

Program/Service ■ * 0 Press the key. The LED lights up. Enter the code.

or

Replace the handset. "Recall: ..." appears on the screen. Lift the handset.

Preventing and Allowing Call Waiting (Automatic Camp-On)

If this function has been configured (ask your service technician), you can prevent or allow a second call → page 14 from being signaled by automatic camp-on during an ongoing call.

Program/Service ■ Press the key. The LED lights up

and

▶ **#490=Call wait.trm.off?** ✓ Select and confirm.

or

▶ ***490=Call wait.term.on?** ✓

or

# 4 9 0 **or** * 4 9 0 Enter the code for "off" or "on".

Turning the Call Waiting Tone On and Off

You can suppress the call waiting tone (every six seconds) for external calls. A one-time special dial tone then alerts you to the waiting call.

▶ **Waiting tone off?** ✓ Select and confirm.

or

▶ **Waiting tone on?** ✓

or

* 8 7 **or** # 8 7 Enter code for "tone off" or "tone on".

Accepting a Specific Call for Your Colleague

	You hear another telephone ring.
Program/Service	Press the key. The LED lights up
▶ ***59=Pickup - directed?** ✓	Select and confirm.
or	
* 5 9	Enter the code.
	A called station appears on the screen.
If applicable	
▶ **Next?** ✓	Select and confirm until you see the station you want.
Accept call? ✓	Confirm.
or	
	If you know the number of the telephone that is ringing, enter it directly.
or	
	Press the flashing key.

Accepting calls in a team → page 87.

Rejecting Calls

You can reject calls which you do not wish to take. The call is then signaled at another definable telephone (contact System Support).

	The telephone rings. The caller is displayed.
Release	Press the key.

If a call cannot be rejected, your telephone will continue to ring. The message "currently not possible" (UK) or "Feature not available" (US) is displayed (e.g in the case of recalls).

Using Mailboxes

If you have programmed the "Mailbox" key → page 54, the associated LED lights up when messages have arrived for you. If your telephone is connected to a voice mail system, the "Mailbox" key will also light up to alert you to any messages that have arrived.

Accessing the Mailbox

■	Press the illuminated "Mailbox" key.
or	
US: View messages? ✓ **UK: Display Messages?** ✓	Confirm.
▶ **US: Message sent?** ✓ ▶ **UK: Text?** ✓	Select and confirm.
or	
▶ **US: Call voice mail?** ✓ ▶ **UK: Call Voice Mail?** ✓	Follow the user prompts.

Using Timed Reminders

Precondition: You must have saved a timed reminder → page 59. The current time is the time stored.

US: Reminder: **UK: Reminder at:**	The telephone rings. The timed reminder appears on the screen.
Speaker ■	Press the key twice.
or	
☎ ☎	Lift the handset and replace it again.

➡ If you fail to answer the timed reminder, it repeats five times and is then erased.

Using the Speakerphone

A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the announcement. The other party's name or station number appears on the screen.

You can conduct the call with the handset or in speakerphone mode.

Lift the handset and answer the call.

or

Mute off? ✓ Press the "OK" key to confirm your selection and answer the call.

or

Mute ■ Press the key and answer the call.

➨ If handsfree answerback is enabled (see below), you do not need to switch on the microphone - you can answer directly. You can answer immediately in speakerphone mode.
If handsfree answerback is disabled (default setting), follow the procedure described above.

Placing a speaker call to a colleague → page 26.

Enabling and Disabling Handsfree Answerback

▶ **HF answerback on?** ✓ Select and confirm.

or

▶ **HF answerback off?** ✓

or

✱ 9 6 or # 9 6 Enter the code for "on" or "off".

Answering a Call With a Headset

Precondition: Your telephone must be equipped with an optiset E headset or headset plus adapter. The headset is connected to the adapter.

Answer? ✓ Your telephone rings. Confirm.

Ending the call:

Release ■ Press the key. The LED goes out.

Step by Step

Turning Do Not Disturb On and Off

You can activate the do not disturb function if you do not want the receive any calls. When do not disturb is activated, internal callers hear a busy signal and external callers are rerouted to a telephone assigned for this purpose (System Support).

▶ **DND on?** ✓ Select and confirm.

or

▶ **DND off?** ✓

or

* 9 7 **or** # 9 7 Enter the code for "on" or "off".

When you lift the handset, a special dial tone (continuous buzzing tone) reminds you that do not disturb is active.

Authorized internal callers can automatically override the do not disturb function after five seconds.

Turning Ringer Cutoff On and Off

You can activate the ringer cutoff function if you do not want the receive any calls. Calls are only identified by **one** ring signal, an indication on the display, and a key which has been programmed to flash (such as a trunk key).

▶ **Ringer cutoff on?** ✓ Select and confirm.

or

▶ **Ringer cutoff off?** ✓

or

* 9 8 **or** # 9 8 Enter the code for "on" or "off".

Step by Step

Trace Call: Identifying Anonymous Callers (Not for U.S.)

You can have the carrier identify malicious external callers. You can save the caller's station number during the call or for 30 seconds after the call ends. However, it is essential that you do not replace your handset during this time.

Program/Service ■	Press the key. The LED lights up.
and	
▶ ***84=Trace call?** ✓	Select and confirm.
or	
* 8 4	Enter the code.

After you have finished tracing the call, the data is stored on the carrier's system. Now contact System Support.

Turning the Microphone On and Off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone. You can also switch on the handsfree microphone to answer an announcement via the telephone speaker (speaker call, → page 18).

Precondition: You are conducting a call. The microphone is switched on.

Mute ■	Press the key. The LED lights up.
or	
Mute ■	Press the illuminated key. The LED goes out.
or	
▶ **Mute on?** ✓	Select and confirm.
or	
▶ **Mute off?** ✓	
or	
Program/Service ■	Press the key. The LED lights up
* 5 2 **or** # 5 2	Enter the code for "on or "off".

Answering Calls from the Entrance Telephone and Opening the Door

If an entrance telephone has been programmed, you can use your telephone to speak to someone at the entrance telephone and to activate a door opener.
If you have the proper authorization (contact System Support), you can activate the **door opener**, enabling visitors to open the door themselves by entering a 5-digit code (using a DTMF transmitter or installed keypad).

Speaking to visitors via the entrance telephone:

Precondition: Your telephone rings.

☎	Lift the handset within thirty seconds. You are connected to the entrance telephone immediately.
or	
☎	Lift the handset after more than thirty seconds.
▦	Dial the entrance telephone number.

Opening the door from your telephone during a call from the entrance telephone:

Open door? ✓	Confirm.

Opening the door from your telephone without calling the entrance telephone:

Program/Service ■	Press the key. The LED lights up.
▶ ***61=Open door?** ✓	Select and confirm.
or	
* 6 1	Enter the code.
▦	Dial the entrance telephone number.

Special features must be taken into consideration if your telephone operates with HiPath AllServe (system networking via PC network) → page 95!

Opening the door with a code (at the door):

▦	After ringing the bell, enter the five-digit code (using the keypad or a DTMF transmitter). Depending on how the door opener has been programmed, a doorbell call signal may or may not be forwarded.

Activating the door opener:

Program/Service ■	Press the key. The LED lights up
▶ ***89=Door opener on?** ✓	Select and confirm.
or	
* 8 9	Enter the code.
▦	Dial the entrance telephone number.
▦	Enter the five-digit code. Default code = "00000".
or	
▶ **3=change password?** ✓	Select the displayed function and press the "OK" dialog key to change the code.
▶ **1=enable with ring?** ✓	Select and confirm.
or	
▶ **2=enable w/o ring?** ✓	You can also open the door without a doorbell ring.

Deactivating the door opener:

Program/Service ■	Press the key. The LED lights up.
▶ **#89=Door opener off?** ✓	Select and confirm.
or	
# 8 9	Enter the code.

Accepting a Call From an Answering Machine

You can accept a call from any answering machine if the machine is connected to your system (contact System Support) and you have programmed the answering machine number on a key → page 54.

■	The LED lights up. Press the key.

Display Number of Waiting Calls and Overload Indication

You can show the number of external waiting calls on the display by pressing the "View number of calls" key → page 54.

Press the "Waiting calls" key.

If the number of waiting calls exceeds a preset limit while you are engaged in another call (overload), the LED on the key lights up. Contact System Support to find out the waiting call limit.

- LED off:
  No callers waiting.
- LED flashes slowly:
  You have reached the programmed threshold.
- LED flashes rapidly:
  You have exceeded the threshold value (overload).

Step by Step

Making Calls

Off-Hook Dialing

Lift the handset.

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

The called party does not answer or is busy:

Replace the handset.

On-Hook Dialing

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

The other party answers with speaker:

Lift the handset.

or On-hook: Use speakerphone mode.

The called party does not answer or is busy:

Speaker

Press the key. The LED goes out.

Your system may also be programmed so that you have to press the Internal key before you dial an internal number.
To call an external party, you have to enter an external code before dialing the party's telephone number (Prime Line is not active; contact System Support).

En-Bloc Sending / Correcting Numbers

If this feature is configured (contact System Support), a connection is not attempted immediately when a station number is entered. This means that you can correct the number if necessary.
The station number is only dialed at your specific request.

⌨ Internal: enter station number.
External: enter external code and station number.

Dialing entered/displayed numbers:

☎ Lift the handset.

or

Dial? ✓ Confirm.

Correcting numbers entered:

▶ **Delete number?** ✓ Select and confirm.
The last digit entered in each case is deleted.

⌨ Enter the required digit(s).

Canceling en-bloc sending:

▶ **End?** ✓ Select and confirm.

or

Loudspeaker ■ Press the key. The LED goes out.

or

Release ■ Press the key.

Step by Step

Caller ID Suppression

You can prevent your station number or name from appearing on the displays of external parties you call. The feature remains active until you deactivate it.

▶ **Suppress call ID?** ✓ or ▶ **Restore caller ID?** ✓	Select and confirm.
or * 8 6 or # 8 6	Enter code for "suppress" or "restore".

System Support can turn caller ID suppression on and off for all telephones.

Talking to Your Colleague With a Speaker Call

You can make a loudspeaker announcement through a loudspeaker if connected (ask System Support), or to an internal user with an optiset E system telephone without any action on their part.

Program/Service	Press the key. The LED lights up.
▶ ***80=Speaker call?** ✓	Select and confirm.
or * 8 0	Enter the code.
⠿	Enter the station number.

Responding to a speaker call → page 18.

Activating Tone Dialing (DTMF Suffix Dialing)

You can transmit dual-tone multifrequency (**DTMF**) signals to control devices such as an answering machine or automatic information system.

Program/Service ■ Press the key. The LED lights up.

▶ ***53=DTMF dialing?** ✓ Select and confirm.

or

* 5 3 Enter the code.

You can use the keys "0" through "9", "*", and "#" to transmit DTMF signals.

Ending the call also deactivates DTMF suffix dialing.
Your system may be configured so that you can start DTMF suffix-dialing immediately after setting up a connection.

Automatic Connection Setup (Hotline)

If this function is configured (contact System Support), the system automatically sets up a connection to a preset internal or external destination.

Lift the handset.
Depending on the setting, the connection is either set up **immediately** or only **after** a preset **period of time** (hotline after a timeout).

Reserve Trunk

If this feature is configured (contact System Support), you can reserve a busy trunk for your own use. When the trunk is free, you receive a call and a message appears on the display.

Precondition: The message "US:Currently busy UK:busy at the moment" appears on your screen.

Reserve trunk? ✓ Confirm.

When the reserved trunk becomes free:

Your telephone rings. The display shows " Trunk is free".

☎ Lift the handset. You hear the CO dial tone.

▦ Enter the number of the external station.

Assigning a Station Number (Not for U.S.)

If this function has been configured (contact System Support), you can selectively assign a specific number (DID number) to your telephone before making an external call. The assigned number then appears on the called party's display.

Program/Service ■ Press the key. The LED lights up.

▶ ***41=Temporary MSN?** ✓ Select and confirm.

or

* 4 1 Enter the code.

▦ Enter the DID number you wish to use.

▦ Dial the external number.

Step by Step

Trunk Flash

To activate ISDN-type services and features through the network carrier’s analog trunks or those of other communications platforms (such as "consultation hold"), you must send a signal to the trunks before dialing the service code or telephone number.

Precondition: You have set up an external connection.

Program/Service ■	Press the key. The LED lights up.
▶ ***51=Trunk flash?** ✓	Select and confirm.
or	
* 5 1	Enter the code.
▦	Enter the service code and/or telephone number.

Associated Dialing/Dialing Aid

If this function has been configured (contact System Support), you can use a dialing aid to dial numbers and set up calls for your telephone.
The operating procedure depends on whether the dialing aid is connected to the **S_0 bus** or the **a/b (T/R) port**.

You can also use your system telephone as a dialing aid for other telephones.

Dialing aid on the S_0 bus:

On the PC, select a destination and start dialing.

The speaker on your telephone is switched on. Lift the handset when the other party answers.

Dialing aid at the a/b (T/R) port:

On the PC select a destination and start dialing.

"Lift the handset" appears on the PC screen.

Lift the handset.

Dialing aid from your telephone for another telephone:

Program/Service — Press the key. The LED lights up.

▶ **∗67=Associated dial?** ✓ — Select and confirm.

or

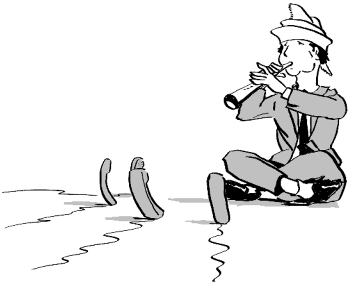
∗ 6 7 — Enter the code.

Enter the internal station number ("Dial for:").

Enter the number you wish to dial.

Step by Step

Calling Multiple Parties Simultaneously



Calling a Second Party (Consultation Hold)

You can call a second party while engaged in a call. The first party is placed on hold.

US: Consult? ✓ **UK: Enquiry?** ✓	Confirm.
▦	Call the second party.

Return to the first party:

Return to held call? ✓ or	Confirm.
Quit and return? ✓ or	
Program/Service ■ ✱ 0	Press the key. The LED lights up. Enter the code. The LED goes out.

Switching to the Party on Hold (Toggle)

▶ **Toggle/Connect?** ✓ or	Select and confirm.
Program/Service ■ ✱ 2	Press the key. The LED lights up. Enter the code. The LED goes out.

Step by Step

Combine the calling parties into a three-party conference

▶ **Conference?** ✓ Select and confirm.

or

Program/Service ■ * 3 Press the key. The LED lights up. Enter the code. The LED goes out.

Connecting the other parties to each other

▶ **Transfer?** ✓ Select and confirm.

Conducting a Conference

In a conference call, you can talk to as many as four other parties at the same time. These may be internal or external users.

▦ Call the first party.

▶ **Start conference?** ✓ Select and confirm.

▦ Call the second station. Announce the conference.

▶ **Conference?** ✓ Select and confirm.

or

Program/Service ■ * 3 Press the key. The LED lights up. Enter the code. The LED goes out.

A tone sounds every 30 seconds to indicate that a conference is in progress. Contact System Support for instructions on how to turn it off.

If the second party does not answer:

Return to held call? ✓ Confirm.

or

* 0 Enter the code.

Adding Up to Five Parties to the Conference (Initiator Only)

Add party? ✓ Confirm.

▦ Call the new party. Announce the conference.

Step by Step	
▶ **Conference?** ✓	Select and confirm.
or	
Program/Service ■ * 3	Press the key. The LED lights up. Enter the code. The LED goes out.

Checking Which Parties Are in the Conference (Initiator Only)

▶ **View conf parties?** ✓	Select and confirm. The first station appears on the screen.
Next? ✓	To display other stations, confirm each subsequent display.
▶ **Exit list?** ✓	To exit the list: Select and confirm.

Removing Parties From the Conference (Initiator Only)

▶ **View conf parties?** ✓	Select and confirm. The first station appears on the screen.
Next? ✓	Confirm as often as required until the desired station appears.
▶ **Remove party?** ✓	Select and confirm.

Leaving a Conference

☎	Replace the handset.
or	
▶ **US: Leave conference?** ✓ ▶ **UK: Withdraw?** ✓	Select and confirm.

Ending a Conference (Initiator Only)

▶ **End conference?** ✓	Select and confirm.
or	
Program/Service ■ # 3	Press the key. The LED lights up. Enter the code. The LED goes out.

Removing the ISDN Central Office Party From the Conference (Only for U.S.)

▶ **Drop last conf. party?** ✓	Select and confirm.
or	
Program/Service ■ * 4 9 1	Press the key. The LED lights up. Enter the code. The LED goes out.

Step by Step

Transferring a Call

If the person you are speaking to wants to talk to another colleague of yours, you can transfer the call that colleague.

US: Consult? ✓
UK: Enquiry? ✓
Confirm.

Enter the number of the party to which you want to transfer the call.

Announce the call, if necessary.

Replace the handset.

or

▶ **Transfer?** ✓
Select and confirm.

...After a Speaker Call (Announcement) in a Group

If this function has been configured (contact System Support), you can use a speaker call (announcement, → page 26) to announce a call in progress to a group of users → page 85.
After a member of the group has accepted the call request, you can transfer the waiting party.

Precondition: You are conducting a call.

US: Consult? ✓
UK: Enquiry? ✓
Confirm. The other party is placed on hold.

Program/Service
Press the key. The LED lights up.

▶ ***80=Speaker call?** ✓
Select and confirm.

or

* 8 0
Enter the code.

Enter the group’s station number.

Announce the call.
When a member of the group accepts the call → page 18, you are connected to this party.

Step by Step

Replace the handset.

or

▶ **Transfer?** ✓ Select and confirm.

If the connection between the two other parties is not established within 45 seconds, the call from the first part returns to you (recall).

Parking a Call

You can park up to ten calls, either internal, external, or both. Parked calls can be displayed on and picked up from another telephone. This feature is useful if you want to continue a call at another phone.

Precondition: You are conducting a call.

Program/Service ■ Press the key. The LED lights up.

▶ ***56=Park a call?** ✓ Select and confirm.

or

* 5 6 Enter the code.

0 ... 9 Enter the number of the park slot (0 - 9) and make a note of it. If the park slot number you entered is not displayed, it is already in use; enter another one.

Retrieving a Parked Call

Precondition: One or more calls have been parked. The telephone is idle.

Program/Service ■ Press the key. The LED lights up.

▶ **Retrieve call?** ✓ Select and confirm.

or

5 6 Enter the code.

0 ... 9 Enter the park slot number you noted earlier.
If the park slot number you enter is not in use, you cannot retrieve the call.

If a parked call is not picked up, after a specific period of time the call is returned to the telephone from where it was parked (recall).

Placing External Calls on Hold

If you have programmed a key on your telephone as a hold key → page 54, you can place external calls on hold.
This enables all other parties to retrieve the call on the assigned line.

	Press the "US:Hold UK:Common Hold" key.
Held on line: 801	A message appears showing which line is on hold (e.g. 801); make a note of the line number. If a trunk key has been assigned, the LED flashes slowly.
If applicable	
☎ **or** Release	Replace the handset or press the key. Depending on your system configuration, this may be necessary so other users can also pick up the held call.

Picking up (Retrieving) a Held Call

Precondition: One or more calls have been parked. The telephone is idle.

Program/Service	Press the key. The LED lights up.
▶ ***63=Retrieve line?** ✓	Select and confirm.
or	
* 6 3	Enter the code.
or	
	If the "Line retrieved" key → page 54 has been configured, press the key.
	Enter the line number you noted earlier.
or	
	If a "Trunk key" was assigned to this line → page 54: LED flashes slowly. Press the key.

Making Calls to Stored Destinations

Using a Caller List

If you are unable to accept an external or internal call, the call attempt is stored in the caller list.
You can store answered calls either manually (both internal and external calls) or automatically (external calls only; contact System Support for details).
Your telephone stores up to ten calls in chronological order. Each call is assigned a time stamp. The most recent entry not yet answered in the list is displayed first. Multiple calls from the same caller do not automatically generate new entries in the caller list. Instead, only the most recent time stamp for this caller is updated and its number incremented.

Retrieving the Caller List

Precondition: System Support has set up a caller list for your telephone.

▶ **Caller list?** ✓

or

#82 Enter the code.

The last call is displayed on the screen.

Next? ✓ To view other calls, confirm each subsequent display.

Ending Retrieval

▶ **US: Exit?** ✓ Select and confirm.

▶ **UK: End?** ✓

or

Program/Service ■ Press the key. The LED goes out.

or

Speaker ■ Press the key. The LED goes out.

Displaying the Call Time and Additional Call Information

Precondition: You have retrieved the caller list and the selected call is displayed.

▶ **Time/Date sent?** ✓ Select and confirm.

or

▶ **View station no.** ✓

or

▶ **View name?** ✓

Dialing a Station Number from the Caller List

Precondition: You have retrieved the caller list and the selected call is displayed.

▶ **Call?** ✓ Select and confirm.

The caller is automatically deleted from the caller list when a connection is finally set up.

Removing an Entry from the Caller List

Precondition: You have retrieved the caller list and the selected call is displayed.

▶ **Delete?** ✓ Confirm.

Saving the Other Party's Station Number in the Caller List (Redial)

Precondition: You are engaged in a call or have called an external party.

Save number? ✓ Confirm.

or

Program/Service ■ * 8 2 Press the key. The LED lights up. Enter the code.

Redialing a Number

The last three external telephone numbers dialed are stored automatically.
You can redial them simply by pressing a key.
The station number appears on your screen for two seconds and is then dialed.

Redial ■ Press the key once to dial the number last dialed.

Press the key twice to dial the next to the last number dialed.

Press the key three times to dial the third-to-the-last number dialed.

Displaying and dialing saved station numbers

Redial ■ Press the key.

Next? ✓ Press the "OK" dialog key within two seconds to confirm your choice.

Next? ✓ The next stored number is displayed. Press the "OK" dialog key to confirm four selection.

▶ **Call?** ✓ Select and confirm.

If this feature is configured (contact System Support), account codes entered are also saved → page 44.

Step by Step

Dialing a Number From the Internal Directory

The internal directory contains all station numbers and system speed-dial numbers assigned to a name. Contact System Support to find out if one was configured for your system.

Precondition: Names have been assigned to the station numbers stored in the system.

	Lift the handset.
or	
Speaker	Press the key. The LED lights up.
Directory? ✓	Confirm. The first entry is displayed on the screen.
Scroll Next? ✓	To view further entries, confirm each subsequent display.
or	
▶ **Scroll Previous?** ✓	Select and confirm.
or	
	Enter the name you want to find, or just the first few letters, using the alphanumeric keypad.
	You can use the keypad with the digits as an alphanumeric keypad in this case and enter the names by pressing the appropriate keys one or more times as needed. For example, you can enter the letter "R" by pressing the "7" three times or the letter "E" by pressing the "3" twice. The first name with the entered letters is displayed. Enter the following letters by using the same method.
	If no entry exists for the entered letters, you will hear a short beep.
	To enter a space, press the "0". Pressing "1" automatically displays the first entry in the internal directory. The "*"and "#" keys have no function here.
If applicable	
▶ **Delete Character?** ✓	Select and confirm each letter to be deleted. The last letter entered is deleted.
If applicable	
▶ **Delete Line?** ✓	Select and confirm. All entered letters are deleted, and the first entry in the internal directory is displayed again.

The entry you wish to dial appears on the screen.

▶ **Call?** ✓ Select and confirm.

Using Repertory Dialing Keys

Precondition: You have saved a station number on a repertory dialing key → page 52.

■ Press the key on which the number is saved.
If the station number is located on the second level, first press "Shift".

You can also press the repertory dial key during a call. This automatically sets up a consultation → page 31.

Using Station and System Speed-Dial Numbers

Precondition: You have stored station speed-dial numbers → page 53 or System Support has stored system speed-dial numbers.

Program/Service ■ Press the key. The LED lights up

∗7=Use speed-dialing? ✓ Confirm.

or

∗ 7 Enter the code.

Enter a speed-dial number.
"∗0" to ∗9" = station speed-dialing.
"000" to "999" = system speed-dialing (contact System Support).

Displaying and Assigning Call Charges

Displaying Call Charges (Not for U.S.)

For the current call:

The display usually shows call charges at the end of a call (default setting).
If you wish to display charges continuously during a call in progress, System Support must request this feature from your carrier.
Some carriers also let you display toll-free external calls. The message "Free of Charge" appears on the screen either before or during the call.

> If a call is transferred, the charges are assigned to the telephone to which the call was transferred.

For all calls and the last one conducted:

The connection charges for the last chargeable call conducted are displayed first. Five seconds later, the total accumulated connection charges appear.

Program/Service	Press the key. The LED lights up.
▶ *65=Show call charges? ✓	Select and confirm.
or	
* 6 5	Enter the code.

Step by Step

Displaying Call Charges for Another Telephone (Not for U.S.)

If this function is configured (contact System Support), you can display and print the chargeable calls for other telephones (such as a pay phone)

Precondition: You have programmed the function "View call charges" on a key → page 54.

The LED lights up to indicate that a you have conducted chargeable call since the last time you viewed the charges.

Press the "View call charges" key. The chargeable call appear on the screen.

Next? ✓

To display further chargeable calls, confirm each subsequent display.

▶ **Print?** ✓

or

▶ **Delete?** ✓

or

▶ **Add'l information?** ✓

or

▶ **US: Exit?** ✓

▶ **UK: End?** ✓

Select and confirm.

Dialing with Call Charge Assignment

You can assign external calls to certain projects.

Precondition: System Support has set up account codes for you.

Program/Service ■	Press the key. The LED lights up.
▶ ***60=Account code?** ✓	Select and confirm.
or	
* 6 0	Enter the code.
⠿	Enter the account code.
and #	Press this key.
or	
US: #=Save? ✓ **UK: #=Save entry?** ✓	Confirm. May be necessary, depending on how your system is configured; contact System Support for details.
⠿	Enter the number of the external station.

You can also enter the account code during an external call.

Step by Step

If You Cannot Reach a Destination ...

Using Callback

If a user is busy or is not answering, you can store an automatic callback. This feature saves you from having to make repeated attempts to reach the user.
You receive a callback,

- When the other party is no longer busy
- When the user who did not answer has conducted another call.

Storing a Callback

Precondition: You have reached a busy line or no one answers.

US: Callback ✓ **UK: Set Callback** ✓	Confirm.
or	
* 5 8	Enter the code.

Answering a Callback

Precondition: A callback was saved. Your telephone rings. "Callback: ..." appears on the display.

☎	Lift the handset.
or	
Speaker ■	Press the key. The LED lights up.
	You hear a ring tone.

Checking and Canceling a Saved Callback

▶ **View callbacks?** ✓	Select and confirm.
or	
# 5 8	Enter the code.
▶ **US: Next callback?** ✓ ▶ **UK: Display next?** ✓	Select the displayed function and press the "OK" dialog key to display additional entries.

Step by Step

Deleting a displayed entry:

Delete? ✓	Press the "OK" dialog key to confirm your selection

Ending callback display:

▶ **US: Exit?** ✓ ▶ **UK: End?** ✓	Select and confirm.
or	
Program/Service ■	Press the key. The LED goes out.
or	
Speaker ■	Press the key. The LED goes out.

Call Waiting (Camp-On)

Precondition: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Camp-on	Wait (approx. 5 seconds) until "Camp-on" appears on the display and the busy tone is followed by the ring tone.

The called party can then respond → page 14

The called party can prevent automatic call waiting → page 15.

If this feature is configured (contact System Support), you will hear the ring tone and the message "Camp-on" is immediately displayed.

Step by Step

Busy Override - Joining a Call in Progress

This function is only available if it has been configured by the service technician (contact System Support).

Precondition: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

▶ **Override?** ✓

Select and confirm.

or

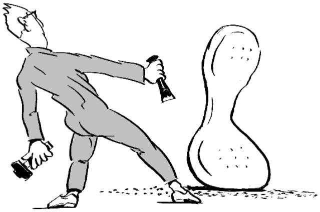
✱ 6 2

Enter the code.

The called party and person to whom this party is talking hear an alerting tone every two seconds.
If the called party has a system telephone with display, the following appears on the screen: "Override: (station no. or name)".

You can now start talking.

Telephone Settings



Adjusting the Ring Volume

+ or –	Press these keys while the phone is idle.
US: Ring volume? ✓ **UK: Ringer volume?** ✓	Confirm.
+ or –	To raise or lower the volume: Keep pressing the keys until the desired volume is set.
✓	Save.

Adjusting the Ring Tone

+ or –	Press these keys while the phone is idle.
▶ **US: Ring tone?** ✓ ▶ **UK: Ringer tone?** ✓	Select and confirm.
+ or –	To adjust the ring tone: Keep pressing the keys until the desired tone is set.
✓	Save.

Adjusting the Attention Ring Volume

If you belong to a team that uses trunk keys, the telephone can alert you to other calls in the team even when you are engaged in another call → page 83. You hear the attention ring.

+ or –	Press one of these keys while the phone is idle.
▶ **US: Attention Ring Vol?** ✓ ▶ **UK: Volume?** ✓	Select and confirm.
+ or –	To raise or lower the volume: Keep pressing the keys until the desired volume is set.
✓	Save.

Step by Step

Adjusting the Speakerphone to the Room Acoustics

To help the other party understand you clearly while you are talking into the microphone, you can adjust the telephone to the acoustics in your environment: "Quiet room", "Normal room" and "Noisy room".

+ or –	Press one of these keys while the phone is idle.
▶ **Speakerphone mode?** ✓	Select and confirm.
+ or –	To set the room type: Keep pressing these keys until the setting you want appears on the screen.
✓	Save.

Adjusting the Receiving Volume During a Call

You are engaged in a call.

+ or –	To raise or lower the volume: Keep pressing the keys until the desired volume is set.
+ – simultaneously	Save.

Adjusting the Display to a Comfortable Reading Angle

You can swivel the display unit. Adjust the display unit so that you can clearly read the screen.

Step by Step

Selecting the Language of Screen Prompts

Program/Service ■ Press the key. The LED lights up.

▶ **More features?** ✓ Confirm.

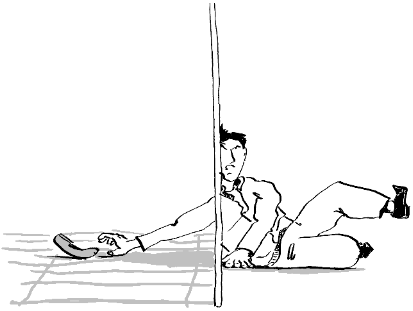
▶ ***48= Select language?** ✓ Confirm.

or

* 4 8 Enter the code.

▶ **15=Spanish?** ✓ Select the language you wish to use (such as "Spanish") and press the "OK" dialog key to confirm.

Locking the Telephone to Prevent Unauthorized Use



You can prevent unauthorized persons from using your telephone and its electronic notebook during your absence.

Precondition: You must have configured a personal identification number (PIN) for your telephone → page 51.

To lock and unlock the telephone:

▶ **Changeover on?** ✓ Select and confirm.

or

▶ **Changeover off?** ✓

or

* 6 6 **or** # 6 6 Enter the code for "on" or "off".

Enter the telephone lock PIN → page 51.

While the telephone is locked, a special dial tone sounds when you lift the handset. You can continue to dial internal numbers as usual.

Your telephone can also be locked or unlocked again by an authorized party → page 71.

Saving Your PIN

To use the functions
- to prevent unauthorized persons from using your telephone → page 50
- to use another telephone like your own → page 66
- to change your call number → page 67

you need to enter a personal identification number, which you can save yourself.

Program/Service	Press the key. The LED lights up.
▶ ***93=Change PIN?** ✓	Confirm.
or	
* 9 3	Enter the PIN.
	Enter the current five-digit PIN. If you have not yet assigned a PIN, use the PIN "00000" the first time you enter it.
	Enter the new PIN.
	Repeat the new PIN.

If you forget your PIN, contact System Support, who can reset your PIN to "00000".
An authorized party → page 71 can also lock and unlock your telephone.

Step by Step

Saving Station Numbers, Functions, Procedures and Appointments

You can save a frequently-dialed number, or frequently-used functions/procedures (comprising several operating steps) to any free key on your telephone or add-on device.
If you have programmed a Shift key, you can assign numbers and functions on two levels of the programmable keys. The second (Shift level) can accept only an external station number.

Saving Repertory Dialing Numbers on a Key

Program/Service ■	Press the key. The LED lights up.
▶ *91=Prog. feature key? ✓	Select and confirm.
or	
* 9 1	Enter the code.
If applicable ■	If the "Shift Key" has been configured → page 54, press the key.
■	Press the key. If the key is already in use, its assignment appears on the screen.
US: Change key? ✓ UK: Change feature? ✓	Confirm.
Repdial key? ✓	Confirm.
⌨	Enter the station number.
US: Save? ✓ UK: Save entry? ✓	Confirm.
or	**If you make a mistake:**
▶ Previous? ✓	Select and confirm. This deletes all entered digits.

US: Exit? ✓ **UK: End?** ✓	Confirm.
or	
▶ **US: Another key?** ✓ ▶ **UK: Program another key?** ✓	Select and confirm.

➡ Simply press the key to dial a stored telephone number → page 41.
If you have saved an internal station number (=DSS call), the corresponding LED signals various states → page 55, → page 82.

You can do this while a call is in progress.

Storing Station Speed-Dial Numbers

You can store the ten numbers which you use the most and dial them using your own station speed-dial numbers: ∗0 through ∗9 → page 41.

Program/Service ■	Press the key. The LED lights up.
▶ **∗92=Change Speed-dial?** ✓	Confirm.
or	
∗ 9 2	Enter the code.
▦	Enter the speed-dial number you wish to use (∗0 to ∗9). If the speed-dial number is already in use, the programmed station number appears on the screen.
US: Change? ✓ **UK: Change entry?** ✓	Confirm.
▦	First enter the external code and then the external station number.
US: Save? ✓ **UK: Save entry?** ✓	Confirm.
or	**If you make a mistake:**
▶ **Previous?** ✓	Select and confirm. This deletes all entered digits.

Step by Step	
US: Next? ✓ **UK: Next entry?** ✓	Confirm.
or	
▶ **US: Change?** ✓ ▶ **UK: Change entry?** ✓	Select and confirm.
or	
▶ **Delete?** ✓	Select and confirm.
or	
▶ **US: Exit** ✓ ▶ **UK: End** ✓	Select and confirm.

Assigning Functions to Keys

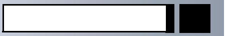
Program/Service ■	Press the key. The LED lights up.
▶ ***91=Prog. feature key?** ✓	Select and confirm.
or	
* 9 1	Enter the code.
■	Press the key. If the key is already in use, its assignment appears on the screen.
US: Change key? ✓ **UK: Change feature?** ✓	Confirm.
▶ ✓	Select and confirm the function, such as "Do not disturb". All programmable functions appear on the screen. See Quick-Reference Operating Instructions (Appendix): section ... about function keys.
If applicable	
▶ **US: Save incomplete** ✓ ▶ **UK: Store incomplete text** ✓	Select and confirm. Some functions (such as "Call forwarding") accept incomplete entries. This means you have to add more digits later on when you activate the function by pressing a key.
US: Exit? ✓ **UK: End?** ✓	Confirm.
or	
▶ **US: Another key?** ✓ ▶ **UK: Program another key?** ✓	Select and confirm.

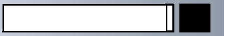
Now press the key to access the function directly. If the function can be turned on and off, such as "Do not disturb", pressing the key multiple times turns the function on and off.

Step by Step

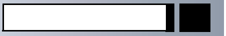
Meaning of LED Signals for Saved Functions:

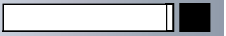
Call forwarding, Forwarding - trunk, Forward Line, US:Night answer UK:Night Service, Do not disturb, Changeover, Advisory message, Ringer cutoff, HF answerback on/off, Hunt group join/leave, Caller ID suppression, Call wait.term., Waiting tone off, Ring Transfer, Door opener on/off, Control Relay, Ringing group on, Shift Key, UCD (Available on/off, Work on/off, Night answer on/off):


Saved function is not active.

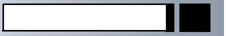

Saved function is active.

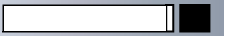
Callback:


You have not set a callback.

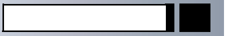

You have set a callback.

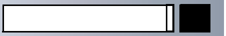
Mute (on/off):


The microphone is switched on.

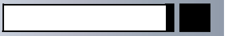

The microphone is switched off.

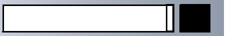
Caller list:

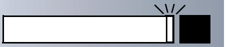

No calls saved.


Call request saved.

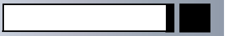
Repdial key (internal), Direct station select:

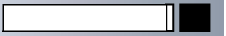

The other party is not engaged in a call.


The other party is engaged in a call or has activated do not disturb.

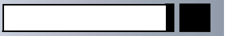

Flashing rapidly - A caller is trying to reach you, please pick up the phone.
Flashing slowly - A caller is trying to reach another party, who has not yet answered.

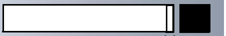
Mailbox:

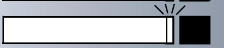

No messages present.


Message(s) present.

Call key, General call key, Trunk key, MULAP Key, Temporary MSN:


No call on assigned trunk.


Active call on assigned trunk.


Flashing rapidly- A call has arrived on this line; press the key to pick up the call.
Flashing slowly - A call on this line was placed on hold.

Trunk group key
At least one trunk is free.

All trunks in the trunk group are busy.

View call charges:
No chargeable calls have been made since the last time call charges were displayed.

Chargeable calls have been made since the last time call charges were displayed.

Call forwarding, Forward Line:

Flashing slowly - Either you or your trunk is the destination of a forwarded call.

Fax details/answering machine
No fax received or no message on answering machine.

Fax received or message on answering machine.

View number of calls:
No callers waiting

Flashing rapidly - Callers waiting (a certain number is exceeded).
Flashing slowly - Callers waiting (a certain number was reached).

The following functions are assigned to keys which have no LED:
Repdial key (external), Procedure key, Trace call, Speed-dial, Release call, Clear, Lock all phones, Send message, US:Directory UK:Phonebook, Call waiting, US:Connect/Toggle UK:Shuttle, Conference, Speaker call, Retrieve line, Reserve trunk, Release trunk, Temporary Phone, Override, US:Park UK:Call Park, Pickup - directed, Pickup - group, Account code, Show call charges, Radio paging equip, Answer page, Timed reminder, Open door, DTMF dialing, Recall key, Room monitor, Hold key, Consultation, Associated dial, Associated serv., Tel. data service, Relocate

Step by Step

Assigning a Procedure (Operating Steps) to a Key

Station numbers and functions which require additional inputs, i.e. comprise several operating steps, can be saved to a single key on your telephone.

Using the associated dial function, for example → page 30, you can save all the remaining inputs required (station number of the calling party + the station number to be dialed) to a single key.
Station numbers which require additional inputs but also dial pauses can be stored.

Program/Service ■	Press the key. The LED lights up.
▶ ***91=Prog. feature key?** ✓	Select and confirm.
or	
* 9 1	Enter the code.
■	Press the key. If a function has already been assigned to this key, a corresponding message is displayed.
US: Change feature? ✓ **UK: Change key?** ✓	Confirm.
▶ **Procedure key?** ✓	Confirm.
▦	Enter the procedure, e.g. "***67 231 089123456**". *67= code for associated dial 231= station number of the calling party 089123456 = number to be dialed.
If necessary Redial ■	To insert pauses, press this key (a "P" is displayed).
US: Save entry? ✓ **UK: Save?** ✓	Confirm.
or	**If you make a mistake:**
▶ **Previous?** ✓	Select and confirm. This deletes all digits entered.

Step by Step

US: End? ✓
UK: Exit? ✓

Confirm.

or

▶ **US: Program another key?** ✓
▶ **UK: Another key?** ✓

Select and confirm.

Select the stored procedure by pressing a key. Procedures containing functions which can be switched on/off can be activated by pressing the key, and deactivated by pressing the same key again.

You can also press a procedure key during a call. The stored digits are automatically sent as DTMF signals → page 27.

Step by Step

Saving Appointments

You can tell your telephone to give you a call when you want to be reminded of an appointment → page 17. To do this, you need to save the time you want the call to be made. You can enter a single appointment that will take place in the next twenty four hours, or you can enter a daily recurring appointment.

Program/Service ■	Press the key. The LED lights up.
► **＊46=Timed reminder on?** ✓	Confirm.
or	
＊ 4 6	Enter the code.
▦	Enter a 4-digit time, such as 0905 for 9:05 (= 9.05 a.m.) or 1430 for 14.30 (= 2.30 p.m.).
One time only? ✓	Confirm.
or	
► **Daily?** ✓	Select and confirm.
US: Save? ✓ **UK: Save entry?** ✓	Confirm.

Deleting and checking a saved appointment:

Program/Service ■	Press the key. The LED lights up.
► **#46=Timed reminder off?** ✓	Confirm.
or	
# 4 6	Enter the code.
Delete? ✓	Confirm.
or	
► **US: Exit** ✓ ► **UK: End** ✓	Select and confirm.

Step by Step

Testing the Telephone

Testing the Telephone Functions

You can test your telephone functions.

Precondition: Your telephone is idle.

Program/Service ■	Press the key. The LED lights up.
▶ **✱940=Phone test?** ✓	Select and confirm.
or	
✱ 9 4 0	Enter the code.

If everything is OK,

- all LEDs on the telephone start flashing, including the ones on the key module (only the Program/Service menu LED lights up);
- your station number appears on the screen;
- all pixels in the display are activated;
- the ringer signal sounds.

Checking the Key Assignment

You can check the assignment of keys on your telephone to see which functions are programmed on which keys.

Program/Service ■	Press the key. The LED lights up.
▶ **✱91=Prog. feature key?** ✓	Select and confirm.
or	
✱ 9 1	Enter the code.
■	Press the key. The key assignment appears on the screen.
▶ **US: Another key?** ✓ ▶ **UK: Program another key?** ✓	Select and confirm.
or	
▶ **US: Exit?** ✓ ▶ **UK: End?** ✓	Select and confirm.

Call Forwarding

Using Variable Call Forwarding

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system.)

Special features must be taken into consideration if your telephone operates with HiPath AllServe (system networking via PC network) → page 91!

▶ **Forwarding on?** ✓	Select and confirm.
or	
* 1	Enter the code.
1=all calls? ✓	Select and confirm.
or	
▶ **2=external calls only?** ✓	
or	
▶ **3=internal calls only?** ✓	
or	
1 or 2 or 3	Enter the code.
▦	Enter the number of the telephone that is ringing.
US: Save? ✓ **UK: Save entry?** ✓	Confirm.

Deactivating call forwarding:

▶ **Forwarding off?** ✓	Select and confirm.
or	
# 1	Enter the code.

When call forwarding is active, a special dial tone sounds when you lift the handset.

If DID DTMF is active (contact System Support), you can also forward calls to this destination. Destinations: fax = 870, DID = 871, fax DID = 872.

Using Night Answer

When night answer mode is active, for example during a lunch break or after office hours, all external calls are immediately forwarded to a specific internal telephone (night station). The night station can be defined by System Support (standard night answer service) or by you (temporary night answer service).

Special features must be taken into consideration if your telephone operates with HiPath AllServe (system networking via PC network) → page 92!

Activating this function:

▶ **Night answer on?** ✓	Select and confirm.
or	
* 4 4	Enter the code.
***=default?** ✓	Press the "OK" dialog key to confirm (standard night answer service)
or	
*	Enter the code (standard night answer service).
or	
	Enter the destination number (= temporary night answer service).
US: Save? ✓ **UK: Save entry?** ✓	Confirm.

Deactivating night answer:

▶ **Night answer off?** ✓	Select and confirm.
or	
# 4 4	Enter the code.

Call Forwarding in the Carrier Network and Forwarding Multiple Subscriber Numbers (MSN) (Not for U.S.)

If this function has been configured (contact System Support), you can forward calls to your assigned multiple subscriber number (MSN) (DID number) directly within the carrier network.
For example, you can forward your phone line to your home phone after business hours.

▶ **Trunk FWD on?** ✓	Select and confirm.
or	
* 6 4	Enter the code.
1=immediate? ✓	Select and confirm the line type you wish to use.
or	
▶ **2=on no answer?** ✓	
or	
▶ **3= on busy?** ✓	
or	
1 or 2 or 3	Enter the code.
▦	Enter your DID number.
▦	Enter the destination number (without the external code).
Save? ✓	Confirm.

Deactivating call forwarding:

▶ **Forwarding - trunk off** ✓	Select and confirm.
or	
# 6 4	Enter the code.
✓	Confirm the displayed call forwarding type.
or	
1 or 2 or 3	Enter the activated call forwarding type.
▦	Enter your DID number.

Step by Step

Using Other Functions

Sending a Message

You can send short text messages to users who have system telephones.
Transmitted text messages are signaled in the same way as a callback request on the optiset E entry and optiset E basic models.

▶ **US: Send message?** ✓ ▶ **UK: Send Message?** ✓	Select and confirm.
or	
* 6 8	Enter the code.
▦	Enter the recipient’s internal station number.
▶ **0=Please call back** ✓	Select and confirm the preprogrammed message (which can be changed by System Support).
or	
0 ... 9	Enter the code directly. The codes appear on the screen, next to the messages to which they are assigned.
Send? ✓	Confirm.

Displaying and Deleting Messages You Have Sent

▶ **View sent message?** ✓	Select and confirm.
or	
# 6 8	Enter the code.
▶ ✓	Follow the display prompts.

Answering Messages

"Messages received:" appears on your screen, along with an indication of the length.

US: View messages? ✓ **UK: Display Messages?** ✓	Confirm.
▶ ✓	Follow the display prompts.

Step by Step

Leaving an Advisory Message

You can leave an advisory message on your telephone screen for internal callers who want to reach you while you are away from your desk.
When another party calls you, the message appears on the caller's screen.

▶ **Advisory msg. on?** ✓	Select and confirm.
or	
✱ 6 9	Enter the code.
▶ **0=Back at:** ✓	Select and confirm the preprogrammed message (which can be changed by System Support).
or	
0 … 9	Enter the code directly. The codes appear on the screen, next to the messages to which they are assigned.

You can add numeric input to preprogrammed messages that end in a colon.

Deleting Advisory Messages

▶ **Advisory msg. off** ✓	Select and confirm.
or	
# 6 9	Enter the code.
or	
▭ ■	If you have programmed an "Advisory message" key → page 54: The LED lights up. Press the key.

Step by Step

Using Another Telephone Like Your Own

Other people can temporarily use your telephone for outgoing calls as though it were their own.

Program/Service ■	Press the key. The LED lights up.
▶ ***508=Temporary Phone?** ✓	Select and confirm.
or	
* 5 0 8	Enter the code.
	Enter the other user's station number.
	Enter the other user's telephone lock PIN.→ page 51.
If applicable	
Change password	Users who have not yet selected a personal identification number are prompted to do so on their own telephones.
	Dial the external number.
	This state is canceled at the end of the call.

Change call number (relocate)

You can put your call number on every other available telephone when it is set up (ask System Support). Your previous telephone then receives the old call number of your new telephone. The call number together with the settings (e.g. programmed keys) of the telephone are changed.

Precondition: Your old and new telephone are the first telephones at each connection. The telephone are in idle state.

The following procedure is carried out on the new telephone.

Program/Service ■	Press the key. The LED lights up.
▶ ***9419=Relocate?** ✓	Select and confirm.
or	
* 9 4 1 9	Enter the code.
⠿	Enter your own call number.
⠿	Enter code (telephone lock) → page 51. (This is not necessary if you have not determined a code yet).
Complete Relocate ✓	Confirm.
or	
# 9 4 1 9	Enter the code.

If you exchange call numbers from different system telephones, all programmed keys are replaced with the default assignment.
You can, however, connect your telephone to another connection and carry out the procedure.

Fax Details and Message on Answering Machine

If a fax or answering machine is connected to your system and you have assigned the "Fax details" function to a programmable key → page 54, the key lights up when a fax or a message has been received.

Deactivating indication:

Press the illuminated "Fax details" key. The LED goes out.

Resetting Services and Functions (System-Wide Cancellation for a Telephone)

There is a general reset procedure for activated functions. The following functions are canceled, if they were activated:

- Forwarding on
- Advisory msg. on
- Ringing group on
- Hunting group off
- Suppress call ID
- Waiting tone off
- DND on
- Ringer cutoff on
- Messages received:
- View callbacks

Program/Service ■ Press the key. The LED lights up.

▶ **#0=Reset services?** ✓ Select and confirm.

or

0 Enter the code.

Step by Step

Silent Monitor

If this function has been configured (contact System Support), you can join a call already in progress at an internal station and listen in unnoticed.

* 9 4 4	Enter the code.
▦	Enter the internal station number.

Monitoring a Room

A telephone can be used to monitor a room. The function must be activated on the telephone that you want to monitor.
Calling this telephone lets you hear what is going on in the room.

Activating the telephone to be monitored:

Program/Service ■	Press the key. The LED lights up.
▶ ***88=Room monitor?** ✓	Select and confirm.
or	
* 8 8	Enter the code.
	You can either leave the telephone in speakerphone mode or lift the handset and leave it directed towards the noise source.

Deactivating the telephone to be monitored:

Program/Service ■	Press the illuminated key. The LED goes out.
or	
☎	Replace the handset.

Monitoring the room:

▦	Enter the internal number if the telephone in the room you wish to monitor.

Activating Functions for Another Telephone

If this function has been configured (contact System Support), you can turn the following functions on and off for other telephones. This feature is also known as associated service.

- Do not disturb, code: ∗97/#97 → page 19
- Call forwarding, code: ∗11, ∗12, ∗13/#1 → page 61
- Locking and unlocking telephone, code: ∗66/#66 → page 50
- Group ringing, code: ∗81/#81 → page 85
- Leaving an advisory message, code: ∗69/#69 → page 65
- Group call, code: ∗85/#85 → page 85
- Reset services and functions, code: #0 → page 68
- Control relay, code: ∗90/#90 → page 75
- Night service, code: ∗44/#44 → page 62
- Timed reminders, code ∗65 → page 59

Program/Service ■	Press the key. The LED lights up.
▶ ∗83=Associated serv? ✓	Confirm.
or	
∗ 8 3	Enter the code.
▦	Enter the internal number of the telephone for which you want to activate the function.
▦	Enter the code, such as ∗97 for do not disturb.
	Follow the prompts on the screen for any further input.

Locking Another Telephone to Prevent Unauthorized Use

If this function has been configured (contact System Support), you can lock other telephones to prevent unauthorized use and then unlock them again later.

You can use this function to unlock the telephone for users who have locked their telephones and then forgotten their PINs.

Program/Service ■ Press the key. The LED lights up.

▶ **∗943=Lock all phones?** ✓ Confirm.

or

∗ 9 4 3 Enter the code.

▦ Enter the internal number of the telephones that you want to lock or unlock.

∗=Lock phone? ✓ Confirm.

or

#=Unlock phone? ✓

or

∗ **or** # Enter the code.

Using System Functions from the Outside (DISA: Direct Inward System Access)

If this function has been configured (contact System Support), you can set up external outgoing calls from outside the system, just like an internal user. You can also activate and deactivate the following functions in your system:

- Reset services and functions,
  code: #0 → page 68
- Call forwarding, code: ∗1/#1 → page 61
- Lock and unlock all phones,
  code: ∗66/#66 → page 50
- Save PIN,
  code: ∗93 → page 51
- Send a message,
  code: ∗68/#68 → page 64

Step by Step

- Leave an advisory message, code: *69/#69 → page 65
- Group ringing, code: *81/#81 → page 85
- Group call, code: *85/#85 → page 85
- Suppress caller ID, code: *86/#86 → page 26
- Waiting tone, code: *87/#87 → page 15
- Open door, code: *61 → page 21
- Door opener on/off, code: *89/#89 → page 22
- Control relay, code: *90/#90 → page 75
- Do not disturb, code: *97/#97 → page 19
- Ringer cutoff function, code: *98/#98 → page 19
- Speed-dialing, code: *7 → page 41
- Associated service, code: *83 → page 70

Precondition: You have a telephone that uses tone dialing (DTMF dialing) or you can switch your telephone to tone dialing. The telephone is not connected to the system.

Set up a call to the system. Enter the station number (contact System Support).

Wait for a continuous tone (if necessary switch the telephone to tone dialing), then enter the internal number that has been assigned to you and the associated PIN.

Enter the code (necessary only if programmed in the system).

Wait for a dial tone and then enter the code, such as *97 for Do not disturb on. Make other inputs as necessary; (refer to the operating instructions for pulse and DTMF telephones).

or

Dial the external number.

You can only execute one function at a time, or set up only one outgoing connection.
The connection is immediately released after successful activation of a function.
In the case of an external-external call, the connection is released as soon as either of the parties ends the call.

Step by Step

Using functions in ISDN via code dialing (keypad dialing)

If authorized (contact System Support), you can set ISDN functions via code dialing in some countries.

Program/Service ■	Press the key. The LED lights up.
▶ ***503=Keypad dialing?** ✓ **or** * 5 0 3	Confirm. Enter the code.
▦	Enter the number of the trunk you wish to use (contact System Support).
▦	Entering a code for required ISDN function (contact System Support).

Contact your network provider to find out which ISDN functions can be code-controlled in your country.

Siemens AG shall not be liable for damages/costs which may be incurred by fraudulent activities or remote operation (e.g. toll fraud).

Step by Step

Controlling Connected Computers or Other Programs and Telephone Data Service (HiPath 3500/3550/3700/3750 Only)

If this function has been configured (contact System Support), you can control connected computers or programs running on them, such as hotel services or information systems, from your telephone.

Precondition: You have set up a connection.

Program/Service ■	Press the key. The LED lights up.
▶ **∗42=Tel. data service?** ✓	Confirm.
or	
∗ 4 2	Enter the code.
	The connected computer now prompts you to enter the data, which you can do in one of two ways. Contact System Support to find out which option is programmed in your system:
	• Input in en-bloc mode.
0 ... 9	Enter data.
#	Press this key at the end of the entry.
or	
Entry complete? ✓	Confirm.
or	• Input in online mode: The connected computer processes your entries directly.
#	Enter the code.
0 ... 9	Enter data.

Controlling Relays

If this function has been configured (contact System Support), you can turn up to four relays on and off to control different facilities (such as a door opener). Depending on how they are programmed, you can switch the relays on and off or switch them on and have them switched off automatically after a timeout.

> Special features must be taken into consideration if your telephone operates with HiPath AllServe (system networking via PC network) → page 94!

▶ ***90=Control Relay On?** ✓ Select and confirm.

or

▶ **#90=Control Relay Off?** ✓

or

✱ 9 0 **or** # 9 0 Enter the code for "on" or "off".

1 ... 4 Enter the relay.

Sensors (HiPath 3300/3350/3500/3550 Only)

If this function has been configured (contact System Support), sensors detect signals, causing your phone to ring and a message to appear on your screen.

Radio Paging (Not for U.S.)

If paging equipment is connected to your system (contact System Support), you can contact people via their pocket receivers.

The pocket receiver indicates to the person you are looking for that someone is trying to get in touch. The person you page can then go to the nearest telephone and call you.

The operating procedures differ according to the type of radio paging equipment connected (simple or enhanced paging equipment).

Simple Paging Equipment

Paging:

To be paged, you must have activated a call ringing group → page 87, call forwarding → page 61, or call redirection (service technician) to the internal station number of your paging equipment.
A call request is then signaled automatically.

Answering the page from the nearest telephone:

☎ Lift the handset.

***** **5** **9** Enter the code.

▦ Enter your own station number.

Enhanced Paging Equipment (Hipath 3700/ 3750 Only)

Paging:

Program/Service ■ Press the key. The LED lights up.

▶ *45=Page? ✓ Select and confirm.

or

***** **4** **5** Enter the code.

▦ Enter the number of the party you want to page.

Step by Step

▶ **1=Display information?** ✓ or ▶ **2=Text?** ✓	Select and confirm.

Answering the page from the nearest telephone:

☎	Lift the handset.
Program/Service ■	Press the key. The LED lights up.
▶ **#45=Answer page?** ✓ or	Select and confirm.
# 4 5	Enter the code.
▦	Enter your own station number.

Step by Step

Team and Executive/Secretary Functions With Trunk Keys

If this function has been configured (contact System Support), you belong to a team of users for whom special keys were programmed:

- Trunk keys (MULAP keys)
- Direct station selection keys
- Group call key
  (not on the executive telephone in an executive/secretary team)
- Ring transfer keys
  (only in an executive/secretary team)

As a team member, you can also program these keys yourself ("MULAP key", "Direct station select", "Hunt group join/leave", "Ring transfer: on/off") → page 54. You can also program a call forwarding key ("Forward Line") for each line.

Using Trunk Keys

A separate trunk is assigned to each team member. All other team members have the same trunk keys for these trunks on their telephones. This means that every team member can use all programmed trunk keys. Each team member can also be reached under a separate station number, if one was assigned.

Meaning of LED Indications on Trunk Keys:

Trunk key LED is off - Trunk is free and can be used.

or

Trunk key LED is lit - Trunk is in use.

or

Trunk key LED is flashing **rapidly** - A call on the trunk needs to be answered.

or

Trunk key LED is flashing **slowly** - A call on hold is waiting.

Step by Step

Answering Calls With Trunk Keys

Precondition: Your telephone is ringing and/or the trunk key is flashing rapidly.

Press the rapidly flashing trunk key.
This is not necessary if the trunk is automatically assigned to you when you lift the handset or press the "Speaker" key; in this case the assigned trunk key lights up.

Lift the handset.

or

With on-hook dialing: Use speakerphone mode.

Making Calls with Trunk Keys

Press the free trunk key that you want to use to set up your call.
This is not necessary if the trunk is automatically assigned to you when you lift the handset or press the "Speaker" key; in this case the assigned trunk key lights up.

Dial the station number.

When the other party answers: Lift the handset.

or

With on-hook dialing: Use speakerphone mode.

Using a Trunk Key to Place a Call on Hold and Retrieve It Again

Precondition: You are conducting a call over a trunk in your group. The "US:Hold UK:Common Hold" key has been programmed on your telephone → page 54.

Placing a call on hold:

Press the "US:Hold UK:Common Hold" key.

or Release

Replace the handset or press the key.
Depending on the configuration (contact System Support), this may be necessary so other team members can also pick up the call on hold.

Retrieving the call:

Press the slowly flashing trunk key.

Step by Step

Switching Between Phone Calls on Multiple Trunks

Precondition: You are conducting a call over a trunk in your group. Another trunk key starts flashing.

Press the flashing trunk key. The first party is placed on hold on the other trunk.

Press the slowly flashing trunk key. The second party is placed on hold.

You can switch between the two call as many times as you wish. Always press the slowly flashing trunk key.

Forwarding Calls on Lines

You can immediately forward internal or external calls on your lines to different internal or external telephones (destinations); even external destinations are possible in certain system configurations.
Activating call forwarding for one trunk activates the function for all trunk keys assigned to this trunk in your group.

Program/Service — Press the key. The LED lights up.

▶ *501=Forward Line: On? ✓ — Select and confirm.

or

* 5 0 1 — Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk you wish to use.

or

If available. Press the "Forward Line" key.
(You have stored the incomplete "Forward Line" function on the key, excluding the call forwarding type and destination → page 54.)

Step by Step

1=all calls? ✓ Select and confirm.

or

▶ **2=external calls only?** ✓

or

▶ **3=internal calls only?** ✓

or

1 or 2 or 3 Enter the code.

Enter the destination number.

US: Save? ✓ Confirm.

UK: Save entry? ✓

or

If available. Press the "Forward Line" key. (You have stored the call forwarding type and destination on the "Forward Line" key → page 54.)

Deactivating call forwarding:

Program/Service Press the key. The LED lights up.

▶ **#501=Forward Line: Off?** ✓ Select and confirm.

or

5 0 1 Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk key you wish to use.

or

If available. Press the "Forward Line" key.

If you have activated call forwarding for a trunk, a special dial tone sounds when the line is seized.

Meaning of LED Indications on the "Forward Line" Keys:

The LED on the "Forward Line" key is off - call forwarding is not active for this trunk.

or

LED on the "Forward Line" key is lit - call forwarding is active for this trunk.

or

LED on the "Forward Line" key is flashing **slowly** - the trunk is a call forwarding destination.

Step by Step

Using DSS Keys

Each team member has a DSS key for every other member in the team.
This enables every team member to reach all other members of the team directly, simply by pressing a key.

Meaning of LED Indications on DSS Keys

LED on the DSS key is off - the team member is not engaged in a phone call.

or

LED on the DSS key is lit - the team member is engaged in a phone call or has activated do not disturb.

or

LED on the DSS key is flashing **rapidly** - a call has arrived for you and needs to be answered.

or

LED on the DSS keys is flashing **slowly** - a caller is trying to reach another member of your team, who has not yet answered.

Using DSS Keys to Answer Calls

Precondition: Your telephone is ringing and/or a DSS key is flashing.

If appl. Press the flashing DSS key.
This is not necessary if you are receiving a DSS call and the DSS key is flashing rapidly.

Lift the handset.

or

With on-hook dialing: Use speakerphone mode.

Calling a Team Member Directly

Press the direct station selection key.

or

If the team member you wish to reach is engaged in another call, the DSS key on your telephone is illuminated. You can make the call even in this case.

When the other party answers: Lift the handset.

or

With on-hook dialing: Use speakerphone mode.

Transferring a Call in Progress

Press the DSS key and announce the call, if desired.

or Release

Replace the handset or press the key.

Accepting a Call for Another Team Member

Press the flashing DSS key or trunk key.

Lift the handset.

or

With on-hook dialing: Use speakerphone mode.

Joining or Leaving a Group Call (Not for the Executive Telephone in an Executive/Secretary Team)

By default, your telephone rings when a call arrives on your line.
If you want your phone to ring even when calls arrive on other lines, you can turn your ringer on and off for each line in your group → page 85.

Your telephone rings (one time only or every four seconds) even when you are engaged in another call (attention ring volume → page 48).

Step by Step

Transferring Calls Directly to the Executive (Only in an Executive/Secretary Group)

Normally, audible signaling of all calls for the executive is heard only in the secretary’s office.
You can activate audible signaling so that calls are only signaled on the executive telephone and on a second telephone assigned to it.

Activating ring transfer:

Press the Ring Transfer" key. The LED lights up.

or

Program/Service — Press the key. The LED lights up.

▶ ***502=Ring Transfer: On?** ✓ — Select and confirm.

or

* 5 0 2 — Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk you wish to use.

Deactivating ring transfer:

Press the "Ring Transfer" key. The LED goes out.

or

Program/Service — Press the key. The LED lights up.

▶ **#502=Ring Transfer: Off?** ✓ — Select and confirm.

or

5 0 2 — Enter the code.

Press the trunk key you wish to use.

or

Enter the number of the trunk you wish to use.

Step by Step

Using Other Team Functions

Turning Group Call On and Off

If this function has been configured (contact System Support), you belong to one or more groups of users who can each be reached under a hunt group or group call number.
Incoming calls are signaled on all group member telephones in the order in which they are received (hunt group) or simultaneously (= group call) until one member of the group accepts the call.
You can also belong to a team (including executive/secretary ones) in which station numbers are programmed on trunk keys → page 78.

Each member of the group remains available under his or her own station number.

You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group (including an executive/secretary team).
If the LED on a programmed "Hunt group join/leave" key → page 54 is illuminated, this means that the audible tone was activated for at least one group.

Special features must be taken into consideration if your telephone operates with HiPath AllServe (system networking via PC network) → page 90!

You belong to a hunt group or a group call:

▶ **Leave hunt group?** ✓ Select and confirm.

or

▶ **Join hunt group?** ✓

or

8 5 or * 8 5 Enter the code for "leave" or "join".

or

Press the Hunt group join/leave key.

or

Step by Step

You belong to multiple groups or to one group with trunk keys (including executive/secretary teams).

▶ **Leave hunt group?** ✓	Select and confirm.
or	
▶ **Join hunt group?** ✓	
or	
# 8 5 **or** * 8 5	Enter the code for "leave" or "join".
or	
▭ ■	Press the "Hunt group join/leave" key.
or	
▭ ■	
301 x group name	If an "x" appears between group/trunk number (such as 301) and group name, the audible tone is active for this group or trunk. No "x" means that the audible tone was deactivated.
or	
301 group name	
Next? ✓	Press the "OK" dialog key to confirm your selection and display the next group or trunk number and group name.
or	
▶ **Leave hunt group?** ✓	Select and confirm. This turns off the audible tone for the displayed group or trunk.
or	
▶ **Join hunt group?** ✓	Select and confirm. This turns off the audible tone for the displayed group or trunk.
or	
▶ **#=Leave all groups?** ✓	Select and confirm. This turns off the audible tone for all groups and trunks.
or	
#	Enter the code for "Leave all groups".
or	
▶ ***=In hunt group?** ✓	Select and confirm. This turns off the audible tone for all groups and trunks.
or	
*	Enter the code for "Join all groups".

If you deactivate the audible tone for another group or trunk, or deactivate it for all groups and trunks to which you belong, a special dial tone sounds when you lift the handset.

Step by Step

Accepting a Call for Another Member of Your Team

You can accept calls for other telephones in your team from your telephone even while engaged in another call. To do this, contact System Support to find out if a pickup group has been configured.

Precondition: You telephone rings briefly. The following message appears on the display: "Call for:".

Pickup - group? ✓	Confirm.
or	
Program/Service ■	Press the key. The LED lights up.
* 5 7	Enter the code.

Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at up to five other internal phones. The person who answers first receives the call.

Special features must be taken into consideration if your telephone operates with HiPath AllServe (system networking via PC network) → page 93!

Saving, displaying, and deleting telephones for the ringing group:

Program/Service ■	Press the key. The LED lights up.
▶ ***81=Ringing group on?** ✓	Select and confirm.
or	
* 8 1	Enter the code.
▶ ✓	Follow the display prompts (enter the internal station number).

Removing all telephones in call ringing group:

▶ **Ringing group off?** ✓	Select and confirm.
or	
# 8 1	Enter the code.

Step by Step

Uniform Call Distribution (UCD)

If this function has been configured (contact System Support), you belong to a group of users (agents) to whom calls are distributed.
An incoming call is always assigned to the agent who has had the longest break without a call.

Logging on and off at the beginning and end of your shift:

Program/Service ■	Press the key. The LED lights up.
▶ **UCD?** ✓	Select and confirm.
***401=Log on?** ✓	Confirm.
or	
#401=Log off? ✓	
or	
* 4 0 1 **or** # 4 0 1	Enter the code for "Log on" or "Log off".
⠿	To log on, enter your identification number ("Agent:"). Contact System Support to find out what it is.

Logging on and off during your shift:

Program/Service ■	Press the key. The LED lights up.
▶ **UCD?** ✓	Select and confirm.
▶ **#402=Not available?** ✓	Confirm.
or	
***402=Available?** ✓	
or	
# 4 0 2 **or** * 4 0 2	Enter the code for "Not available" or "Available".

Requesting and activating a work time:

If you want to follow-up on the last call you answered without being disturbed, you can request and activate a work time. This removes your telephone from the call distribution cycle for a programmable period of time until you log back on.

Program/Service ■	Press the key. The LED lights up.
▶ UCD? ✓	Select and confirm.
▶ *403=Work on? ✓ or #403=Work off? ✓ or	Confirm.
* 4 0 3 or # 4 0 3	Enter the code for "on" or "off".

Turning the night service on and off for UCD:

Program/Service ■	Press the key. The LED lights up.
▶ UCD? ✓	Select and confirm.
▶ *404=UCD night on? ✓ or #404=UCD night off? ✓ or	Confirm.
* 4 0 4 or # 4 0 4	Enter the code for "on" or "off".

Display the number of waiting calls:

Program/Service ■	Press the key. The LED lights up.
▶ UCD? ✓	Select and confirm.
▶ *405=Calls in queue? ✓ or	Confirm.
* 4 0 5	Enter the code for "on" or "off".

Special Functions in the LAN (PC Network)

If your telephone is operating in a HiPath AllServe environment, multiple HiPath 3000 systems are interconnected via a LAN (**L**ocal **A**rea **N**etwork, e.g. proprietary PC network). Your telephone calls are conducted via the LAN (PC network).
If this is the case, you must take certain special features into consideration when performing various functions. These are described below.

Leaving a Hunt Group/Group Call

Precondition: you belong to a hunt group/group call → page 85 of another HiPath 3000:

▶ **Internal DISA?** ✓	Select and confirm.
or	
* 4 7	Enter the code.
▦	Enter the (DISA) call number of the other HiPath 3000.
✓ **or** #	Confirm the entry.
▦	Enter the (DISA) call number of your telephone.
✓ **or** #	Confirm the entry.
▶ **Leave hunt group?** ✓	Select and confirm.
or	
▶ **Join hunt group?** ✓	
or	
# 8 5 **or** * 8 5	Enter the code for "leave" or "join".

You belong to multiple groups of another HiPath 3000:

▦	Enter the group number for "Join/Leave, directed".

Step by Step

Transferring Call Forwarding

You can activate/deactivate call forwarding → page 61 for your telephone from other HiPath AllServe telephones.

▶ **Internal DISA?** ✓	Select and confirm.
or	
✻ 4 7	Enter the code.
▦	Enter the (DISA) call number of the HiPath 3000 to which your telephone is connected.
✓ or #	Confirm the entry.
▦	Enter the (DISA) call number of your telephone.
✓ or #	Confirm the entry.

Activating this function:

▶ **Call forwarding on?** ✓	Select and confirm.
or	
✻ 1	Enter the code.
1=all calls? ✓	Select and confirm.
or	
▶ **2=external calls only?** ✓	
or	
▶ **3=internal calls only?** ✓	
or	
1 or 2 or 3	Enter the code.
▦	Enter the destination number.
Save? ✓	Confirm.

Deactivating this function:

▶ **Call forwarding off?** ✓	Select and confirm.
or	
# 1	Enter the code.

Using Night Answer

If authorized (contact System Support), you can define telephones in other HiPath 3000 communications platforms as the night answer → page 62.

▶ **Internal DISA?** ✓	Select and confirm.
or	
* 4 7	Enter the code.
▦	Enter the (DISA) call number of the Hipath 3000 to which the night answer telephone is connected.
✓ or #	Confirm the entry.
▦	Enter the (DISA) call number of the telephone from which you wish to activate/deactivate the night answer service.
✓ or #	Confirm the entry.

Activating this function:

▶ **Night answer on?** ✓	Select and confirm.
or	
* 4 4	Enter the code.
▦	Enter the destination number (= temporary night answer service).
Save? ✓	Confirm.

Deactivating this function:

▶ **Night answer off?** ✓	Select and confirm.
or	
# 4 4	Enter the code.

Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at external telephones or at telephones in other HiPath 3000 communications platforms → page 87.

Saving the telephones for the ringing group:

Program/Service ■	Press the key. The LED lights up.
▶ ***81=Ringng group on?** ✓	Select and confirm.
or	
* 8 1	Enter the code.
Add to ringing group? ✓	Select and confirm
or	
▶ **Add another station?** ✓	
or	
▶ **Display remove?** ✓	Select and confirm, then follow the operating instructions.
▦	Enter the call number.
▶ **#=Entry complete?** ✓	Confirm.
or	
#	Enter
Save? ✓	Confirm.
▶ **Exit?** ✓	Select and confirm.

Removing all telephones in call ringing group:

▶ **Ringing group off?** ✓	Select and confirm.
or	
# 8 1	Enter the code.

Controlling Relays

If this feature is configured (contact System Support), you can also control relays → page 75 in other HiPath 3000 communications platforms.

▶ **Internal DISA?** ✓ or	Select and confirm.
* 4 7	Enter the code.
▦	Enter the (DISA) call number of the Hipath 3000 in which the relay is to be controlled.
✓ **or** #	Confirm the entry.
▦	Enter the (DISA) call number of the telephone from which you wish to control the relay.
✓ **or** #	Confirm the entry.
▶ ***90=Control Relay On?** ✓ **or**	Select and confirm.
▶ **#90=Control Relay Off?** ✓ **or**	
* 9 0 **or** # 9 0	Enter the code for "on" or "off".
1 ... 4	Enter the relay.

Opening the Door

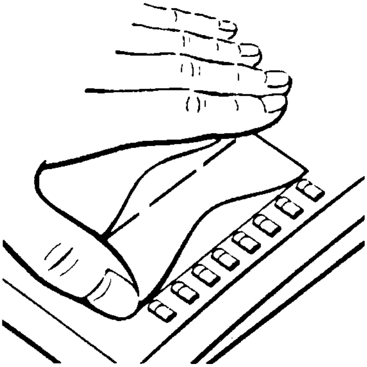
If this feature is configured (contact System Support), you can also activate the door opener → page 21 in other HiPath 3000 communications platforms.

▶ **Internal DISA?** ✓	Select and confirm.
or	
✱ 4 7	Enter the code.
▦	Enter the (DISA) call number of the HiPath 3000 in which the door is to be opened.
✓ or #	Confirm the entry.
▦	Enter the (DISA) call number of the telephone from which you wish to activate the door opener.
✓ or #	Confirm the entry.
▶ **Open door?** ✓	Select and confirm.
or	
✱ 6 1	Enter the code.
▦ ♪	Enter the call number of the entrance telephone.

Labeling, Documentation and Accessories

Labeling Key Fields

Key labeling sheets containing pre-cut cards are supplied with each telephone and key module in an accessory pack. These cards can be used on both sides, and are inserted into the telephone.



To label the fixed function keys → page 3, punch out the **small** pre-printed labeling card. Insert the card and cover it with the plastic foil supplied (matt side up), as shown in the drawing.

Use one **large** card for labeling the programmable keys → page 3. Punch out the card, write down the stored functions and/or station numbers (in the white area), insert it, and cover it with the plastic foil supplied (matt side up), as shown in the drawing.

If you are using the "dual key assignment" function → page 52, use the back of the large card for labeling or assigning the two levels. Use the plastic foil with the narrow strips as a protective cover.

Labeling Key Fields Using the PC

If you have the user instructions for your HiPath 3000/HiPath AllServe on CD → page 97, you can label keys conveniently at the PC.

Attaching a Station Number Label

A sheet with station number labels is supplied with each telephone.

Fill out the label (fire, police, your own station number) and punch it out. Lift the handset and attach the label in the recess of the telephone.

Ordering Operating Instructions (Not for U.S.)

Additional copies of these operating instructions can be ordered from the Siemens sales department:

- Printed copy in an accessory pack, order number A31003-M1550-B831-5-7619 (also available in other languages),
- On CD in HTML and PDF format, order number P31003-H1012-C130-*-6Z19 (7 languages included).

Contact system Support for information and ordering instructions.

Operating Instructions in the Internet

You can download these operating instructions as a file from the Internet:
http://www.hipath.com

The operating instructions are available in PDF format. To read them, you need the Adobe Acrobat Reader, which is available free of charge.

To download files from the Internet you need a computer with Internet access and a Web browser such as Netscape Communicator or Microsoft Internet Explorer.

Ordering Accessories

The following accessories help you customize your telephone to your individual preferences:

optiset E key module:
Key module with programmable keys. You can connect up to four key modules to your telephone.

optiset E data adapter:
Connects a PC to the V.24 interface.

optiset E ISDN adapter:
Connects an ISDN device, such as an ISDN fax machine, video recorder or PC to the S_0 interface.

optiset E privacy module:
Key module for encrypting voice signals in calls.

optiset E headset/headset plus adapter:
Connects a headset or tape recorder.

optiset E contact adapter (not for U.S.):
Provides an additional bell for signaling calls in loud environments and similar situations and controls illuminated display panels, such as "Please do not enter" at the entrance to a room.

optiset E control adapter:
Connects a headset to a telephone with a PC link.

optiset E phone adapter:
Connects a second optiset E telephone. Callers can reach the second optiset E telephone under a separate station number.

optiset E analog adapter:
Connects an additional analog telephone, fax machine or PC with a modem card.

optiset E acoustic adapter (not for U.S.):
Connects a desk microphone, external speaker or second handset.

PNT E (not for U.S.):
A desktop unit (optionally available with PSU for power supply) for connecting up to 2 S_0 terminals (e.g. PC and FAX).

Headset:
Headset for frequent telephone users.

Desk microphone (not for U.S.):
For speakerphone mode under poor acoustic conditions.

External speaker (not for U.S.):
Improves the sound quality with open listening.

Second handset (not for U.S.):
Allows you to hear better in noisy environments.

BLF (Busy Lamp Field):
An add-on module with 90 LEDs and function keys. Use preferably in conjunction with optiPoint Attendant.

optiLog 4me (for me):
add-on module for digital voice recording.

You will find details about the individual products in the optiset E telephone data sheets.

Fixing Problems

Telephone Maintenance

- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use cleaners containing alcohol, cleaners that corrode plastic, or abrasive powders.

Troubleshooting

Pressed key does not respond:

Check whether the key is stuck.

Telephone does not ring:

Check whether the do not disturb function was activated on your telephone (" Do not disturb" appears on the screen). If so, deactivate it → page 19.

You cannot dial an external number:

Check whether you telephone is locked ("US:Not authorized UK:Access denied" appears on the screen). If so, unlock the telephone → page 50.

To correct any other problem:

First contact System Support. If System Support is unable to correct the problem, contact Customer Service.

Responding to Error Messages on the Screen

US: Invalid entry
UK: Incorrect entry

Possible cause:

The station number is incorrect.

Possible response:

Enter a correct station number.

US: Not authorized
UK: Access denied

Possible cause:

You tried to activate a disabled function.

Possible response:

Ask System Support to authorize you to use the function.

US: Currently not possible
UK: Feature not available

Possible cause:

The station number you dialed does not exist. The telephone you are trying to call is unplugged.

Possible response:

Enter a correct station number. Try calling the telephone again later on.

US:Invalid station number
UK: Number cannot be dialed

Possible cause:

You dialed your own station number.

Possible response:

Enter a correct station number.

US: Key memory is full
UK: Max.no.of keys exceeded

Possible cause:

All memory locations for external station numbers are currently in use.

Possible response:

Try again later on.

Contacts for Resolving Problems

If you encounter a problem that lasts longer than five minutes, contact System Support.

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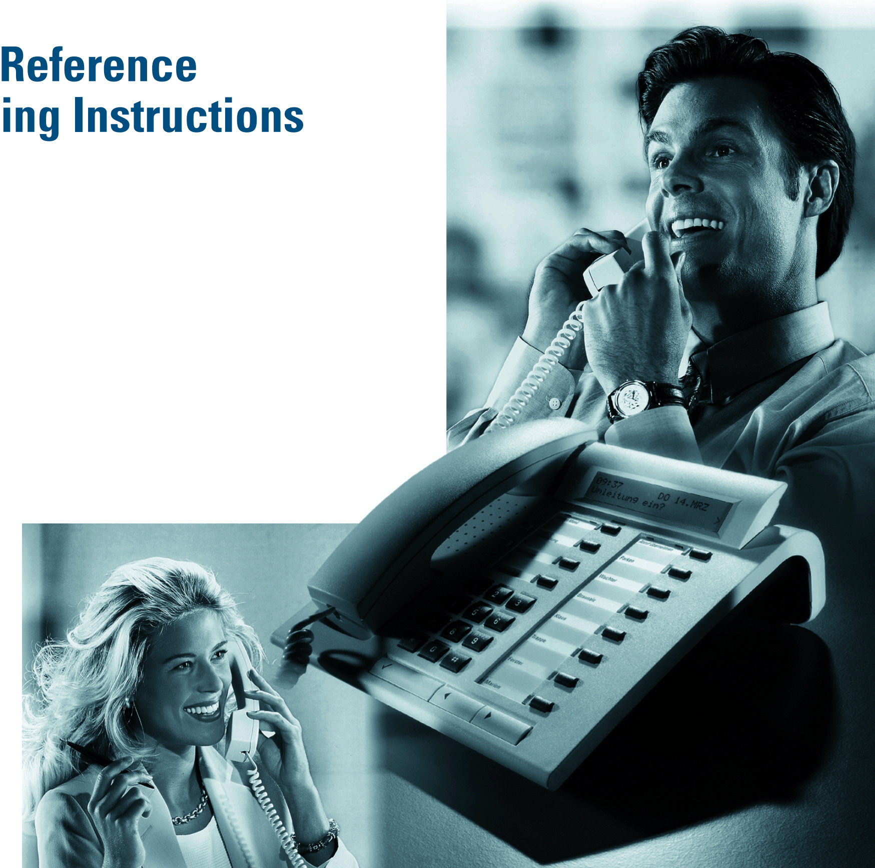
Ref. No.: A31003-H1012-C105-3-7619 • Printed in the Federal Republic of Germany• BA 25.02.2002

HiPath 3000
HiPath AllServe
Hicom 150 E/H

optiset E standard
optiset E advance plus/comfort
optiset E advance conference/conference

Quick-Reference
Operating Instructions



Overview of Functions and Codes (Alphabetical)

The table below lists all available functions as they appear on the display. Functions that have been configured (contact System Support) can be activated interactively (select + save) via the Program/Service menu (select + save or enter a code), or by pressing function keys, provided that the functions have been configured (contact System Support).

Functions (display)	**... Inter-actively**	**... Via the Program/Service menu** Program/Service ■		**... With function keys**
	◄ ►	◄ ►	Code	
Account code		✓	*60	X
Advisory msg. on	✓	✓	*69	X
Advisory msg. off	✓	✓	#69	X
Associated dial		✓	*67	X
Associated serv.		✓	*83	X
Call waiting	✓	✓	*55	X
Waiting tone off	✓	✓	*87	X
Waiting tone on	✓	✓	#87	X
Call wait.term.on		✓	*490	X
Call wait.trm.off		✓	#490	X
Caller List	✓	✓	#82	X
Save number	✓	✓	*82	X
Changeover on	✓	✓	*66	X
Changeover off	✓	✓	#66	X
Change PIN		✓	*93	
Conference	✓	✓	*3	X
Start conference	✓			
Adding a party to the conference	✓			
End conference	✓	✓	#3	
View conf parties	✓			
Remove party	✓			
Drop last conf. party (only for U.S.)			*491	
Consult	✓			
Return to held call	✓	✓	*0	
Quit and return	✓	✓	*0	
Transfer/US:Accept call UK:Accept	✓			
Control Relay On		✓	*90	X
Control Relay Off		✓	#90	X
US:Directory UK:Phonebook	✓			X
DISA				
Internal DISA	✓	✓	*47	X
En-bloc sending				
Dial	✓			
DND on	✓	✓	*97	X
DND off	✓	✓	#97	X
Door opener on		✓	*89	X
Door opener off		✓	#89	X
DTMF dialing		✓	*53	X

Functions (display)	... Inter-actively	... Via the Program/Service menu		... With function keys
	◀ ▶	Program/Service ■ ◀ ▶	Code	
Forwarding on	✓	✓	*1	X
1=all calls	✓	✓	*11	X
2=external calls only	✓	✓	*12	X
3=internal calls only	✓	✓	*13	X
Forwarding off	✓	✓	#1	X
Trunk FWD on	✓	✓	*64	X
Trunk FWD out	✓	✓	#64	X
Forward Line: On		✓	*501	X
Forward Line: Off		✓	#501	X
Headset				
Answer call	✓			
HF answerback on	✓	✓	*96	X
HF answerback off	✓	✓	#96	X
Hotline				
Join hunt group	✓	✓	*85	X
Leave hunt group	✓	✓	#85	X
Rejoin all groups	✓	✓	*85*	X
Leave all groups	✓	✓	#85#	X
Lock all phones		✓	*943	X
Monitoring			*944	
Mute on	✓	✓	*52	X
Mute off	✓	✓	#52	X
Night answer on	✓	✓	*44	X
Night answer off	✓	✓	#44	X
Open door		✓	*61	X
Override	✓	✓	*62	X
Page		✓	*45	X
Answer page (not for U.S.)		✓	#45	X
Park a call		✓	*56	X
Retrieve call		✓	#56	
Phone Test		✓	*940	
Pickup - directed		✓	*59	X
Pickup - group	✓	✓	*57	X
Accept call	✓			
Prog. feature key		✓	*91	X
Redial				X
Reject call				
Release				X
Relocate		✓	*9419	X
Complete Relocate	✓		#9419	
Reserve trunk	✓			X
Reset services		✓	#0	X
Retrieve line		✓	*63	X

Functions (display)	**... Inter-actively**	**... Via the Program/Service menu**		**... With function keys**
	◀ ▶	Program/Service ■ ◀ ▶	Code	
Ring Transfer: On		✓	*502	X
Ring Transfer: Off		✓	#502	X
Ringer cutoff on	✓	✓	*98	X
Ringer cutoff off	✓	✓	#98	X
Ringing group on		✓	*81	X
Ringing group off		✓	#81	X
Room monitor		✓	*88	X
Select language		✓	*48	
Send message	✓	✓	*68	X
View sent message	✓	✓	#68	X
US: View messages UK: Display Messages	✓	✓	#68	X
Mailbox				X
Keypad dialingl		✓	*503	
Shift Key				X
Show call charges (own telephone)		✓	*65	X
View call charges (other party’s telephone)				X
Speaker call		✓	*80	X
Suppress call ID	✓	✓	*86	X
Restore caller ID	✓	✓	#86	X
Tel. data service			*42	
Temporary MSN (not for U.S.)	✓	✓	*41	X
Temporary Phone		✓	*508	X
Timed reminder on		✓	*46	X
Timed reminder off		✓	#46	X
Toggle/Connect	✓	✓	*2	X
Trace call		✓	*84	X
Transfer	✓			
Trunk Flash		✓	*51	X
UCD		✓		
Log on		✓	*401	X
Log off		✓	#401	X
Available		✓	*402	X
Not available		✓	#402	X
Work on		✓	*403	X
Work off		✓	#403	X
UCD night on		✓	*404	X
UCD night off		✓	#404	X
Calls in queue		✓	*405	X
US:Callback UK:Set Callback	✓	✓	*58	X
View callbacks/Delete	✓	✓	#58	
Use speed-dialing		✓	*7	X
Change Speed-dial (station)		✓	*92	X