SIEMENS

HiPath 3000 HiPath AllServe Hicom 150 E/H

optiPoint 400 economy optiPoint 400 standard

Operating Instructions



Before You Begin

These operating instructions describe the telephone optiPoint 400 economy/standard 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.

Important Notes

	Do not operate the telephone in environments where there is a danger of explosions.
ORIGINAL Recessore	Use only original Siemens accessories! Using other accessories may cause a hazard and will invalidate the warranty and the CE mark.
	Never open the telephone. 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 \rightarrow page 98.

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.

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$\stackrel{\textstyle \ensuremath{\square}}{\sim}$ Team and Executive/Secretary Functions

Team and Executive/Secretary

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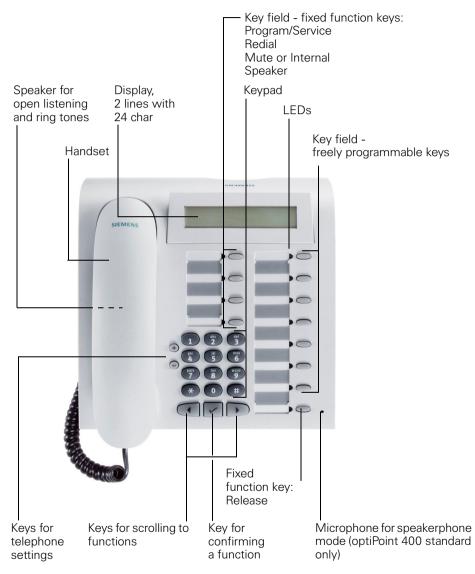
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Basic operating instructions

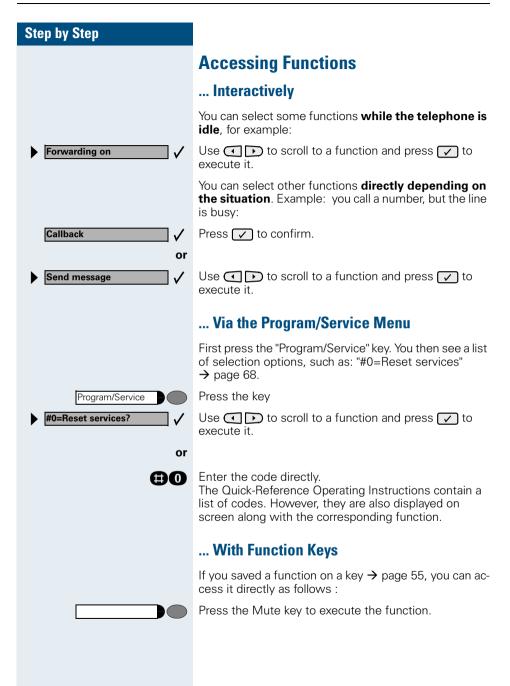
optiPoint 400 economy/standard control panel



Step by Step	
	How to Use these Operating Instructions
	You will find a graphic representation of the steps in log- ical sequence in the left column. Below is an explana- tion of the symbols:
~	Lift the handset (off-hook).
Ţ	Replace the handset (on-hook).
~	Conduct a call.
	Enter a telephone number or code.
00	Enter the code.
\oplus or \bigcirc	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 D keys, until the option appears on the screen. Then press the key to confirm your selection.
	Screen Displays

Please dial Return to held call? > Line 1 displays prompts or acknowledgment messages, depending on the situation.

Line 2 displays functions that you can confirm by pressing \checkmark . If the symbol ">" appears on the right, you can press \checkmark \blacktriangleright to access further options.



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 53).
- 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.

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 seauence).
- When you receive an external call, your telephone • rings twice in rapid succession every four seconds (dual-tone sequence).
- ٠ When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone seauence).
- If a call is waiting, you hear a short tone (beep) every ٠ 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.

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

Ending the call:

Replace the handset.

Release

Press the key.

Answering a Call with the Speaker (Speakerphone Mode)



This function is not available with optiPoint 400 economy.

The telephone rings. The caller appears on the screen.

Speaker

(+) or (-)

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

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



(+) or (-)

Speaker	
	or
Release	

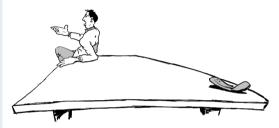
Ending the call:

Press the key. The LED goes out.

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 hand-set.

Activating ring transfer:

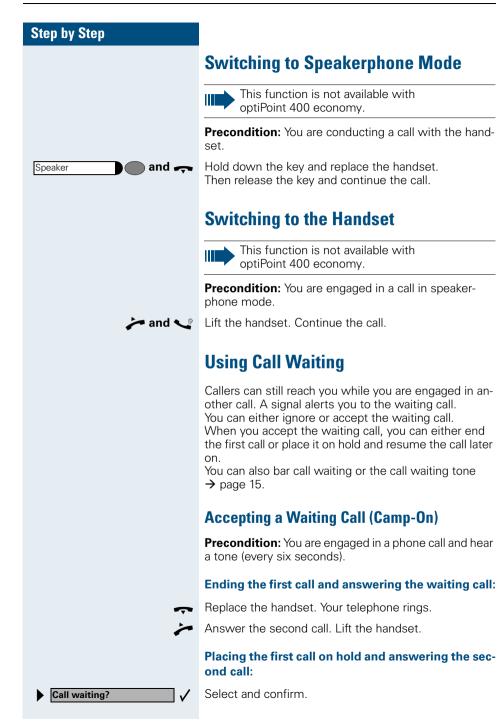
Press the key. The LED lights up.

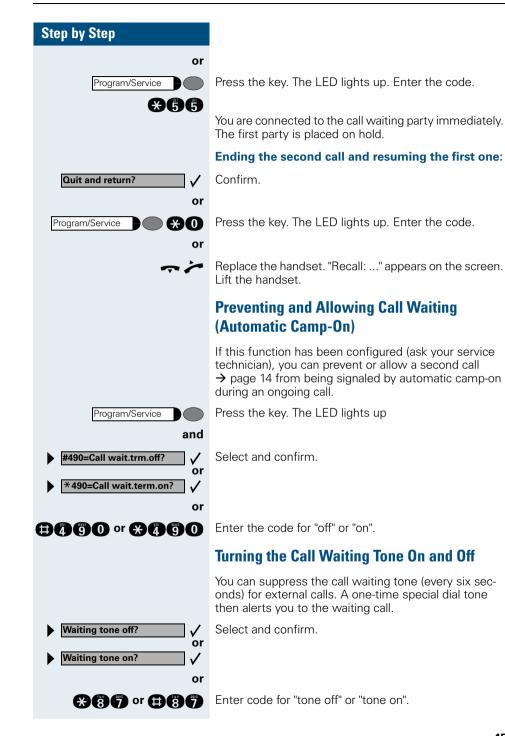
Deactivating this function:

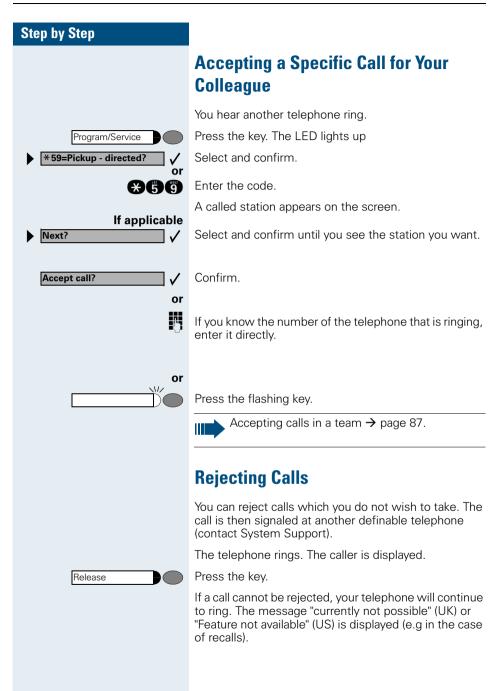
Speaker) Press

Speaker

Press the key. The LED goes out.







or
US: View messages?
UK: Display Messages?
US: Message sent?
UK: Text?
Or
US: Call voice mail?

Using Mailboxes

If you have programmed the "Mailbox" key \rightarrow page 55, 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.

Confirm.

Select and confirm.

Follow the user prompts.

Using Timed Reminders

Precondition: You must have saved a timed reminder → page 60. The current time is the time stored.

The telephone rings. The timed reminder appears on

US:	Reminder:
UK:	Reminder at:

I

Speaker or

Press the key twice.

Lift the handset and replace it again.

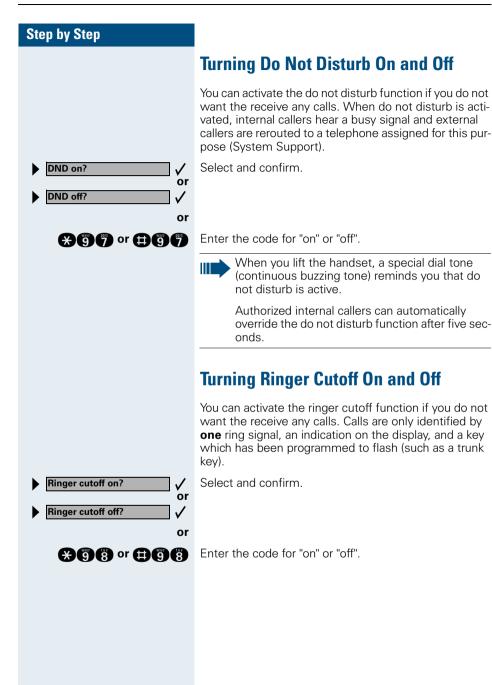


-

the screen.

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

Step by Step	
	Using the Speakerphone
	A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the an- nouncement. The other party's name or station number appears on the screen.
	You can conduct the call with the handset or in speaker- phone mode.
	Speakerphone mode is not available with optiPoint 400 economy.
*	Lift the handset and answer the call.
or Mute off? ✓	Press the "OK" key to confirm your selection and answer the call.
Mute Or	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 immedi- ately in speakerphone mode. If handsfree answerback is disabled (default set- ting), follow the procedure described above.
	Placing a speaker call to a colleague \rightarrow page 26.
	Enabling and Disabling Handsfree Answerback
HF answerback on?	Select and confirm.
or ► HF answerback off? ✓ or	
896 or 896	Enter the code for "on" or "off".
	Answering a Call With a Headset
Answer?	Your telephone rings. Confirm.
	Ending the call:
Release	Press the key. The LED goes out.





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.

Press the key. The LED lights up.

Select and confirm.

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, \rightarrow page 18).



Speakerphone mode is not available with optiPoint 400 economy.

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

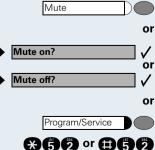
Press the key. The LED lights up.

Press the illuminated key. The LED goes out.

Select and confirm.

Press the key. The LED lights up

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:

Press the key. The LED lights up.

Select and confirm.

Enter the code.

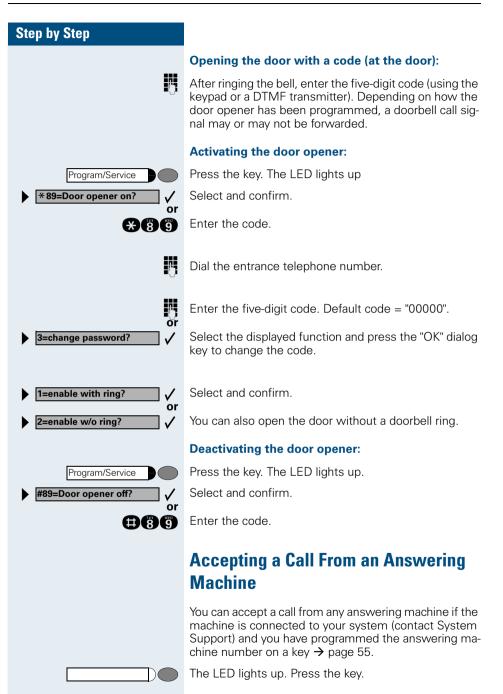


***61**

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!





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 \rightarrow page 55.

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).

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 (not available with optiPoint 400 economy).

The called party does not answer or is busy:

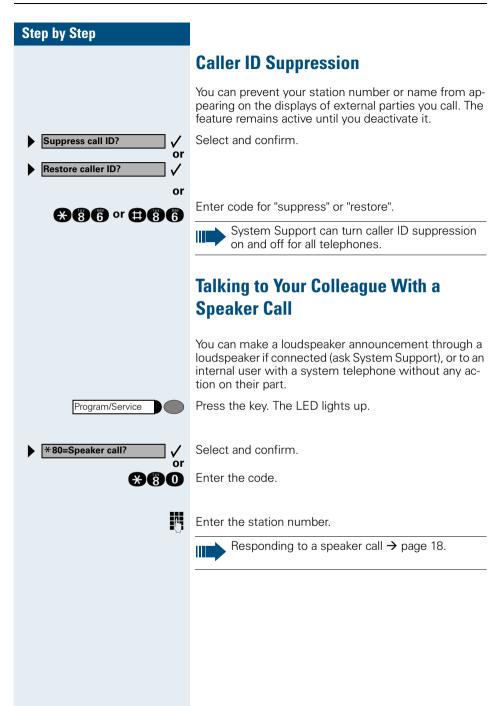
Speaker

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).

Step by Step	
	En-Bloc Sending / Correcting Numbers
	If this feature is configured (contact System Support), connection is not attempted immediately when a sta- tion number is entered. This means that you can correct the number if necessary. The station number is only dialed at your specific re- quest.
5	Internal: enter station number. External: enter external code and station number.
	Dialing entered/displayed numbers:
or	Lift the handset.
Dial?	Confirm.
	Correcting numbers entered:
▶ Delete number?	Select and confirm. The last digit entered in each case is deleted.
8	Enter the required digit(s).
	Canceling en-bloc sending:
End?	Select and confirm.
Speaker	Press the key. The LED goes out.
Release	Press the key.





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.

Press the key. The LED lights up.

Select and confirm.

Enter the code.

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

Ending the call also deactivates DTMF suffix dialing.

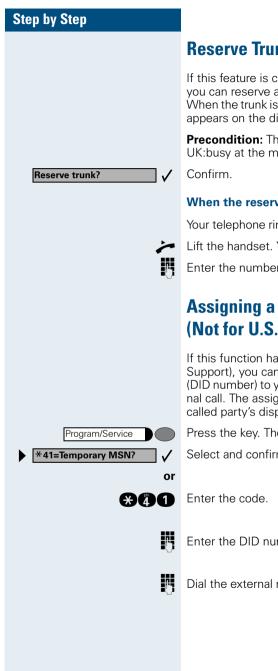
Your system may be configured so that you can start DTMF suffix-dialing immediately after setting up a connection.

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.

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.

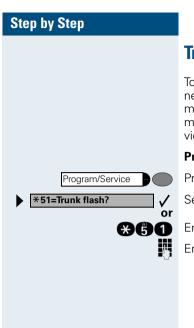
Assigning a Station Number (Not for U.S.)

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.

Press the key. The LED lights up.

Select and confirm.

- Enter the DID number you wish to use.
- Dial the external number.



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.

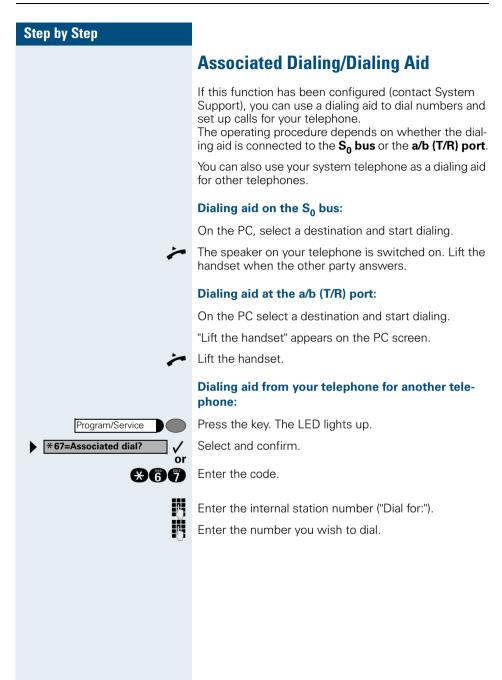
Precondition: You have set up an external connection.

Press the key. The LED lights up.

Select and confirm.

Enter the code.

Enter the service code and/or telephone number.



Calling Multiple Parties Simultaneously



Calling a Second Party (Consultation Hold)

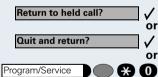
You can call a second party while engaged in a call. The first party is placed on hold.

Confirm.

 \checkmark

Call the second party.

Return to the first party:



US: Consult?

UK: Enquiry?

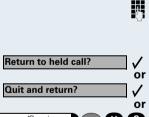
Toggle/Connect? 1 or Program/Service **X 6** Confirm.

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

Switching to the Party on Hold (Toggle)

Select and confirm.

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





Combine the calling parties into a three-party con-

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

Connecting the other parties to each other

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

Call the second station. Announce the conference.

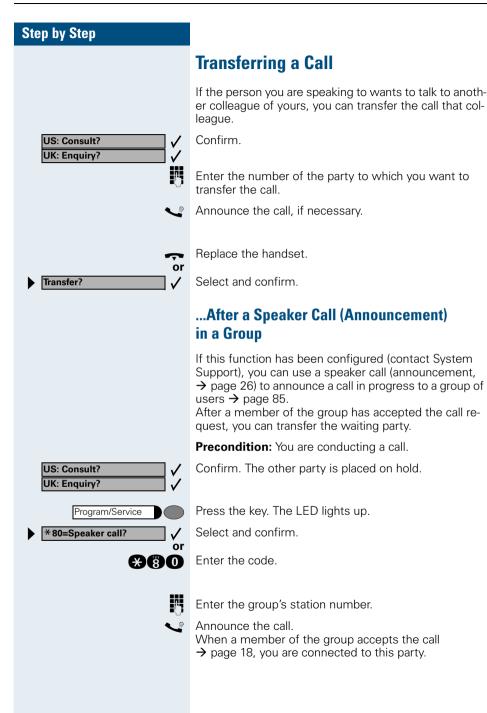
Press the key. The LED lights up. Enter the code. The

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.

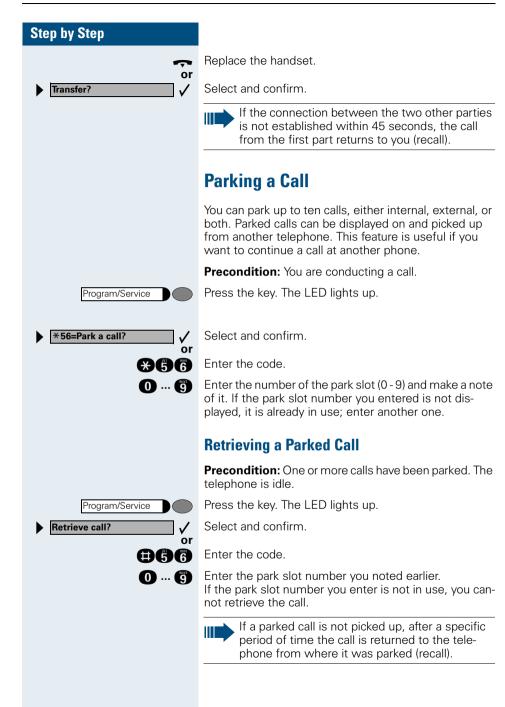
If the second party does not answer:

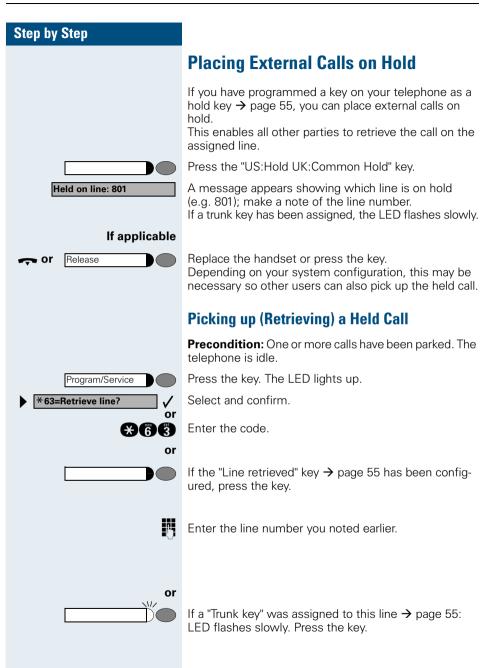
Adding Up to Five Parties to the Conference (Initiator Only)

Conference? Select and confirm. Program/Service Select and confirm. 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. • View conf parties? Select and confirm.	Step by Step	
Program/Service Press the key. The LED lights up. Enter the code. The LED goes out. View conf parties? Checking Which Parties Are in the Conference (Initiator Only) View conf parties? Select and confirm. The first station appears on the screen. Next? To exit the list: Select and confirm. Exit list? To exit the list: Select and confirm. View conf parties? Select and confirm. Next? Select and confirm. Vis: Leave conference? Select and confirm. Leaving a Conference Replace the handset. Select and confirm. Select and confirm. List Withdraw? Select and confirm. List Withdraw? Select and confirm. List Withdraw? Select and confirm. Program/Service To set the key. The LED lights up. Ente		Select and confirm.
View conf parties? 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. Next? To exit the list: Select and confirm. Next? Select and confirm. The first station appears on the screen. Next? Select and confirm. The first station appears on the screen. Next? Select and confirm. The first station appears on the screen. Next? Select and confirm. Leaving a Conference Replace the handset. Select and confirm. Select and confirm. List use conference? Select and confirm. Nik: Withdraw? Select and confirm. Pregram/Service Select and confirm. Press the key. The LED lights up. Enter the code. The LED goes out. Removing the ISDN Central Office Party		
Next? 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) Select and confirm. View conf parties? Select and confirm. Next? Confirm as often as required until the desired station appears. Remove party? Select and confirm. Leaving a Conference Replace the handset. Select and confirm. Select and confirm. Leaving a Conference Select and confirm. UK: Withdraw? Select and confirm. Ending a Conference (Initiator Only) Select and confirm. Frequence or Program/Service or Removing the ISDN Central Office Party		
play. • Exit list? • Exit list? • Exit list? To exit the list: Select and confirm. Removing Parties From the Conference (Initiator Only) • View conf parties? • Select and confirm. • Confirm as often as required until the desired station appears. • Select and confirm. • Leaving a Conference • Replace the handset. • Select and confirm. • Leaving a Conference (Initiator Only) • Select and confirm. • Ending a Conference (Initiator Only) • Select and confirm. • Program/Service • Progr	► View conf parties?	
View conf parties? View conf parties? Select and confirm. The first station appears on the screen. Next? Next? Remove party? Select and confirm. The first station appears on the screen. Confirm as often as required until the desired station appears. Select and confirm. Leaving a Conference Replace the handset. Select and confirm. End conference? VIS: Leave conference? VIS: Leave conference? VIS: Withdraw? Select and confirm. End conference? VIS: Withdraw? Program/Service Select and confirm. End conference? Frogram/Service The state key. The LED lights up. Enter the code. The LED goes out. Removing the ISDN Central Office Party	Next?	
View conf parties? (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. View conference? Select and confirm. US: Leave conference? Replace the handset. View twithdraw? Select and confirm. UK: Withdraw? Select and confirm. Program/Service or Program/Service or Removing the ISDN Central Office Party	Exit list?	To exit the list: Select and confirm.
Next? Confirm as often as required until the desired station appears. Remove party? Select and confirm. Leaving a Conference Replace the handset. VS: Leave conference? Select and confirm. UK: Withdraw? Ending a Conference (Initiator Only) End conference? Select and confirm. Program/Service Press the key. The LED lights up. Enter the code. The LED goes out. Removing the ISDN Central Office Party		
appears. Remove party? Select and confirm. Leaving a Conference Replace the handset. Select and confirm. UK: Withdraw? UK: Withdraw? Fend conference? Y Select and confirm. Ending a Conference (Initiator Only) Select and confirm. Program/Service The key. The LED lights up. Enter the code. The LED goes out. Removing the ISDN Central Office Party	► View conf parties?	
 Leaving a Conference Replace the handset. Select and confirm. Luk: Withdraw? End conference? Grogram/Service Select and confirm. Select and confirm. Select and confirm. Program/Service Select and confirm. Press the key. The LED lights up. Enter the code. The LED goes out. Removing the ISDN Central Office Party 	Next?	
Image: US: Leave conference? Image: US: Leave conference? Image: UK: Withdraw? End conference? Frogram/Service Frogram/Service End conference? Frogram/Service Frogram/Service End conference? Frogram/Service Frogram	Remove party?	Select and confirm.
US: Leave conference? UK: Withdraw? End conference? Frogram/Service Program/Service End conference Program/Service End conference End conference Frogram/Service End conference Frogram/Service End conference Frogram/Service End conference End conference Frogram/Service End conference End conference Frogram/Service Frogram/Service End conference Frogram/Service <p< th=""><th></th><th>Leaving a Conference</th></p<>		Leaving a Conference
 US: Leave conference? UK: Withdraw? End conference? Program/Service Select and confirm. Select and confirm. Press the key. The LED lights up. Enter the code. The LED goes out. Removing the ISDN Central Office Party 		Replace the handset.
Ending a Conference (Initiator Only) Ending a Conference (Initiator Only) Select and confirm. Program/Service Press the key. The LED lights up. Enter the code. The LED goes out. Removing the ISDN Central Office Party	US: Leave conference?	Select and confirm.
Program/Service Press the key. The LED lights up. Enter the code. The LED goes out. Removing the ISDN Central Office Party		Ending a Conference (Initiator Only)
Program/Service Press the key. The LED lights up. Enter the code. The LED goes out. Removing the ISDN Central Office Party		Select and confirm.
		Removing the ISDN Central Office Party From the Conference (Only for U.S.)
▶ Drop last conf. party? ✓ Select and confirm.		Select and confirm.
Program/Service Press the key. The LED lights up. Enter the code. The LED goes out.	Program/Service	



34





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.

Enter the code.

 \checkmark

or

The last call is displayed on the screen.

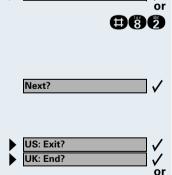
To view other calls, confirm each subsequent display.

Ending Retrieval

Select and confirm.

Press the key. The LED goes out.

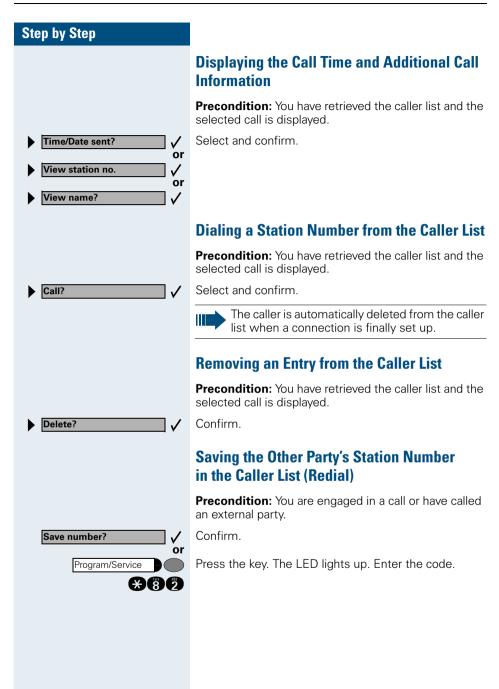
Press the key. The LED goes out.



Program/Service

Speaker

Caller list?



Step by Step	
	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 sec- onds 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" di- alog 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.

Speaker

Directory?

Scroll Next?

Scroll Previous?



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.

Press the key. The LED lights up.

Confirm.

or

√ or The first entry is displayed on the screen.

To view further entries, confirm each subsequent display.

Select and confirm.

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.

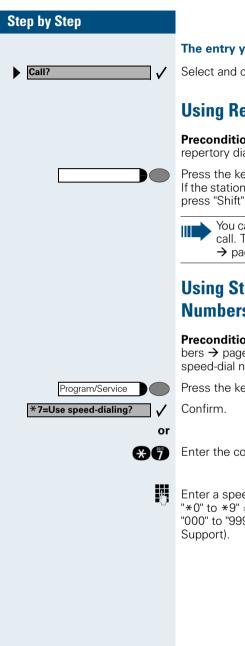
To enter a space, press the "0". Pressing "1" automatically displays the first entry in the internal directory.

The "*"and "#" keys have no function here.

If applicable ▶ Delete Character? If applicable ▶ Delete Line? ✓

Select and confirm each letter to be deleted. The last letter entered is deleted.

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.

Select and confirm.

Using Repertory Dialing Keys

Precondition: You have saved a station number on a repertory dialing key \rightarrow page 53.

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 \rightarrow page 54 or System Support has stored system speed-dial numbers.

Press the key. The LED lights up

Enter the code.

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

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.

Press the key. The LED lights up.

Select and confirm.





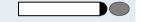
Next?

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 \rightarrow page 55.

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



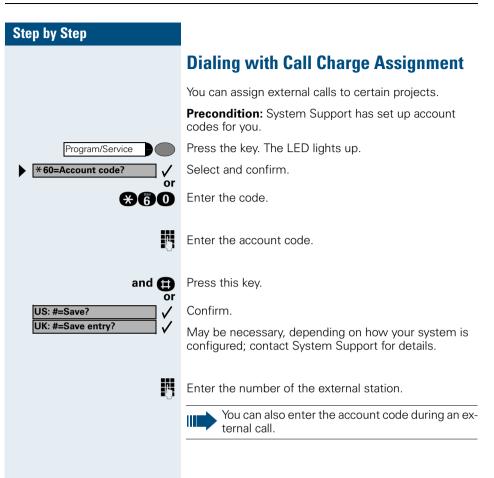
 $\boldsymbol{\mathcal{I}}$

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

To display further chargeable calls, confirm each subsequent display.

Select and confirm.

►	Print?	
,		or
▶	Delete?	
		or
	Add'l information?	
		or
►	US: Exit?	\checkmark
	UK: End?	



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.



868

Confirm.

Enter the code.

Answering a Callback

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

Lift the handset.

Press the key. The LED lights up.

You hear a ring tone.

Checking and Canceling a Saved Callback

Select and confirm.

Enter the code.

Select the displayed function and press the "OK" dialog key to display additional entries.



Step by Step	
	D
Delete?	Ρ
	E
US: Exit?	S
► UK: End?	
Program/Service	Ρ
Speaker Or	Ρ

Deleting a displayed entry:

Press the "OK" dialog key to confirm your selection.

Ending callback display:

Select and confirm.

Press the key. The LED goes out.

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.

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

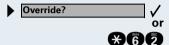
The called party can then respond \rightarrow page 14



The called party can prevent automatic call waiting \rightarrow page 15.

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

Camp-on



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.

Select and confirm.

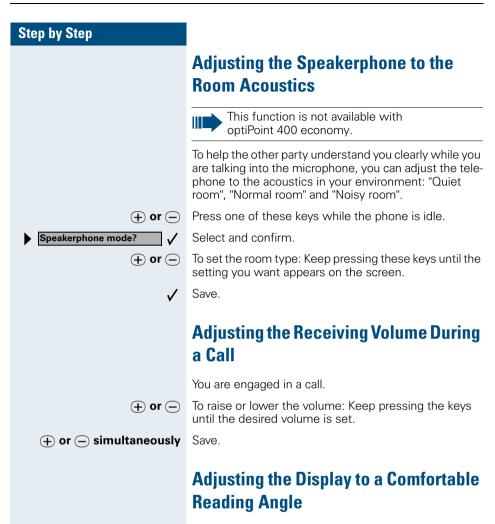
Enter the code.

no. or name)".

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

You can now start talking.

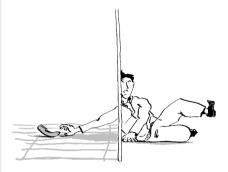
Step by Step	
	Telephone Settings
	The second se
	Adjusting the Ring Volume
\oplus or \bigcirc	Press these keys while the phone is idle.
US: Ring volume?	Confirm.
€ or ⊖	To raise or lower the volume: Keep pressing the keys until the desired volume is set.
\checkmark	Save.
\oplus or $igodot$	Adjusting the Ring Tone Press these keys while the phone is idle.
US: Ring tone?	Select and confirm.
	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 tele- phone can alert you to other calls in the team even when you are engaged in another call \rightarrow page 83. You hear the attention ring.
\oplus or \bigcirc	Press one of these keys while the phone is idle.
US: Attention Ring Vol?	Select and confirm.
	To raise or lower the volume: Keep pressing the keys until the desired volume is set.
✓	Save.



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

Step by Step	
	Adjusting the display contrast
	The display has four contrast levels that you can set ac- cording to your light conditions.
\oplus or \bigcirc	Press one of the keys while the phone is idle.
Display?	Select and confirm.
Display contrast? >	Select and confirm.
⊕ or —	Change the display contrast. Press the key repeatedly until the desired level is obtained
\checkmark	Save.
	Selecting the Language of Screen Prompts
Program/Service	Prompts
Program/Service	
 More features? ★ 48= Select language? ✓ 	Prompts Press the key. The LED lights up.
More features?	Prompts Press the key. The LED lights up. Confirm.
 More features? ★ 48= Select language? ✓ or 	Prompts Press the key. The LED lights up. Confirm. 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 52.

To lock and unlock the telephone:



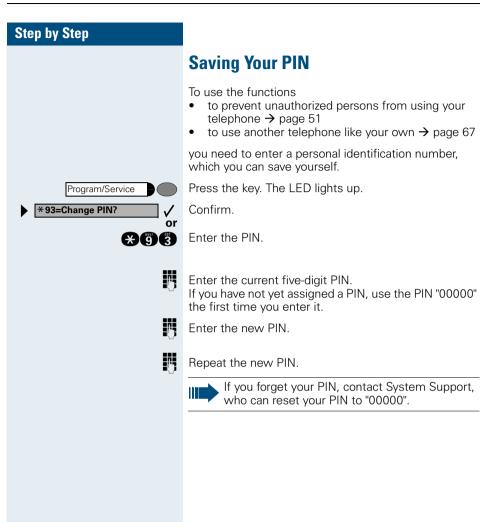


Enter the code for "on" or "off".

Enter the telephone lock PIN \rightarrow page 52.

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 \rightarrow page 71.



Saving Station Numbers, Functions, Procedures and Appointments

You can save a frequently-dialed number, or frequentlyused 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.

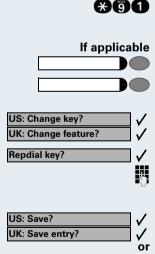
Saving Repertory Dialing Numbers on a Key

Press the key. The LED lights up.

Select and confirm.

Enter the code.

√ or



Program/Service

*91=Prog. feature key?

 \checkmark

Previous?

If the "Shift Key" has been configured \rightarrow page 55, press the key.

Press the key. If the key is already in use, its assignment appears on the screen.

Confirm.

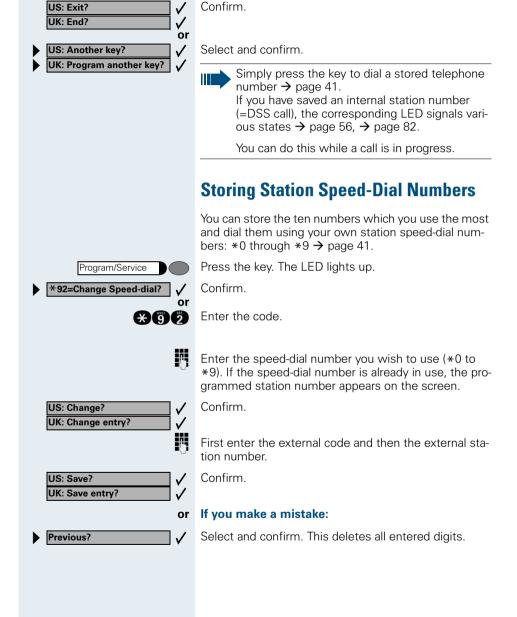
Confirm.

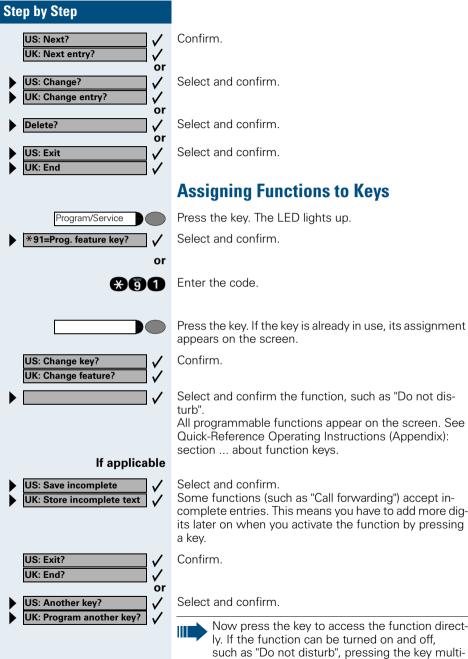
Enter the station number.

Confirm.

If you make a mistake:

Select and confirm. This deletes all entered digits.





complete entries. This means you have to add more digits later on when you activate the function by pressing

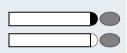
Now press the key to access the function directly. If the function can be turned on and off, such as "Do not disturb", pressing the key multiple times turns the function on and off.

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):



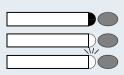












Saved function is not active.

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.

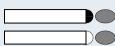
Active call on assigned trunk.

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.

Saving Station Numbers, Functions, Procedures and Appointments

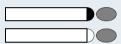
Step by Step

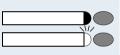












Trunk group key

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:

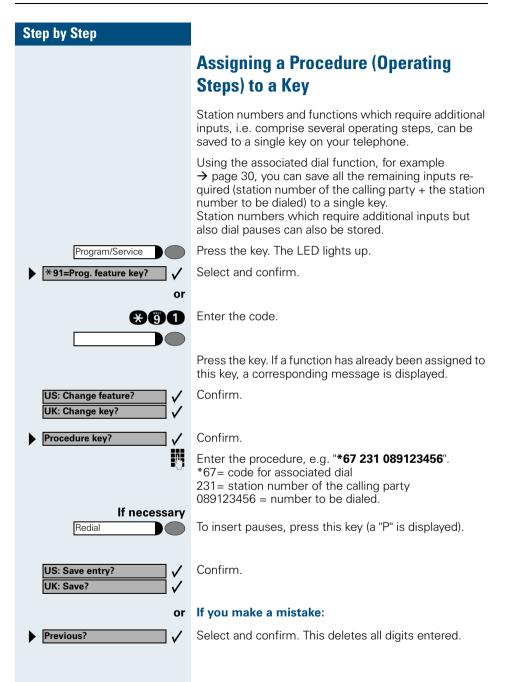
No callers waiting

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

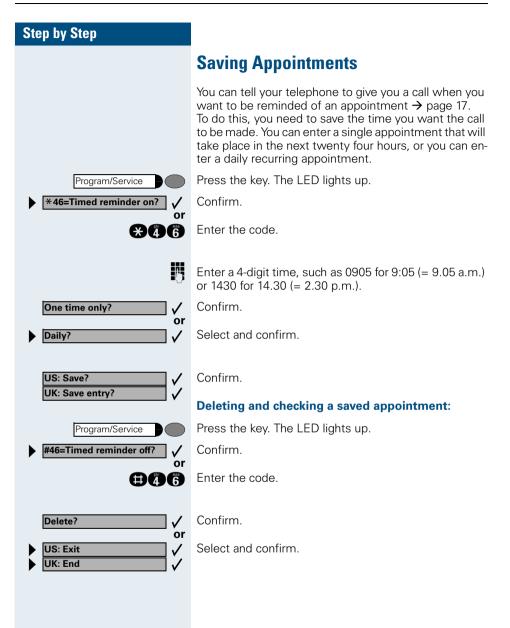
Flashing slowly - Callers waiting (a certain number was reached).

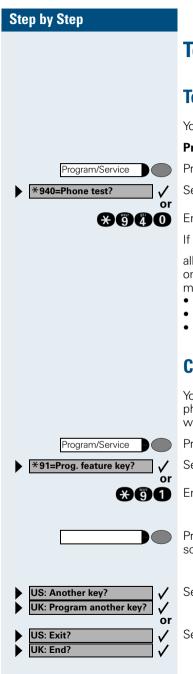
The following functions are assigned to keys which have no LED:

Repdial key (external), Procedure key, Trace call, Speeddial, 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



Step by Step US: End? UK: Exit?	Confirm.
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 \rightarrow page 27.





Testing the Telephone

Testing the Telephone Functions

You can test your telephone functions.

Precondition: Your telephone is idle.

Press the key. The LED lights up.

Select and confirm.

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.

Press the key. The LED lights up.

Select and confirm.

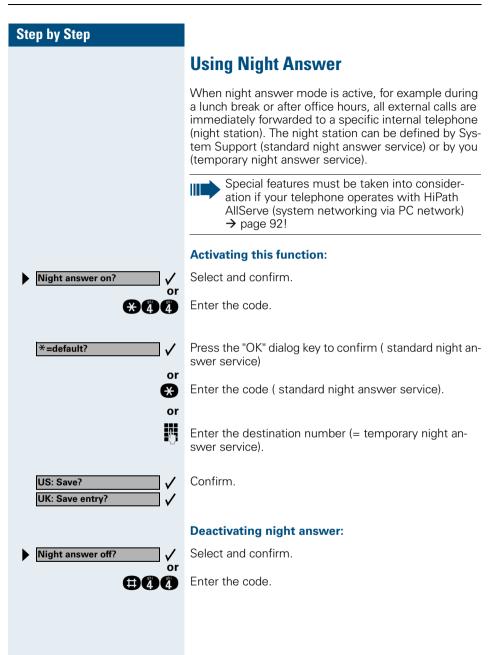
Enter the code.

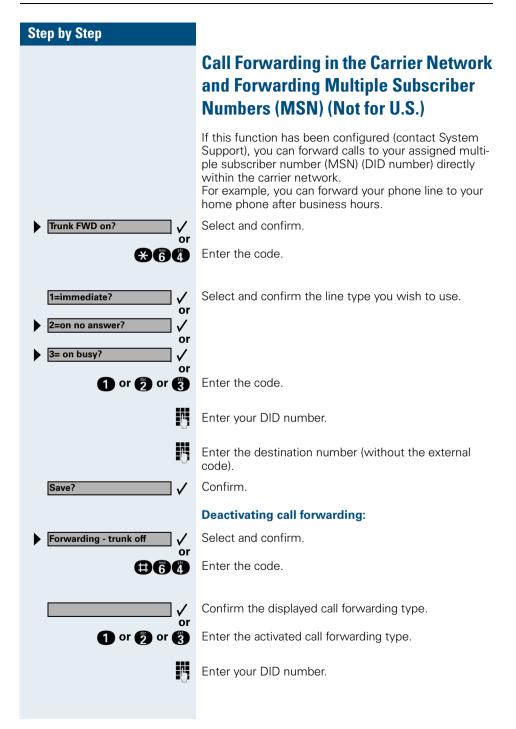
Press the key. The key assignment appears on the screen.

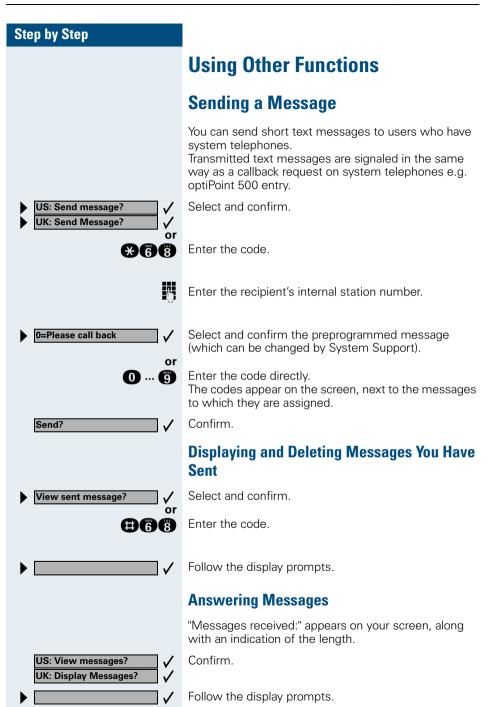
Select and confirm.

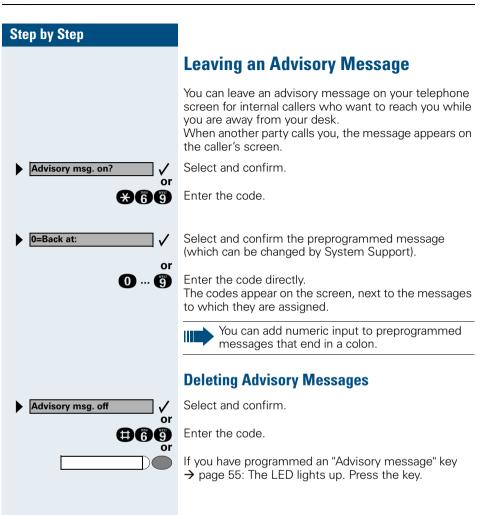
Select and confirm.

Step by Step	
	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 consider- ation if your telephone operates with HiPath AllServe (system networking via PC network) → page 91!
Forwarding on?	Select and confirm.
es or	Enter the code.
1=all calls? ✓ or ✓ 2=external calls only? ✓ Or > 3=internal calls only? ✓	Select and confirm.
or Or Or	Enter the code.
8	Enter the number of the telephone that is ringing.
US: Save? V UK: Save entry? V	Confirm.
	Deactivating call forwarding:
Forwarding off?	Select and confirm.
or ()	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 Another Telephone Like Your Own

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

Press the key. The LED lights up.

Select and confirm.

Enter the code.

Enter the other user's station number.

Enter the other user's telephone lock PIN. \rightarrow page 52.

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.

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 \rightarrow page 55, 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

Press the key. The LED lights up.

Select and confirm.

Enter the code.

AO



68



Enter the code.

Silent Monitor

Enter the internal station number.

ternal station and listen in unnoticed.

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.

If this function has been configured (contact System Support), you can join a call already in progress at an in-

Calling this telephone lets you hear what is going on in the room.

Activating the telephone to be monitored:

Press the key. The LED lights up.

Select and confirm.

Enter the code.

You can either leave the telephone in speakerphone mode (not available with optiPoint 400 economy) or lift the handset and leave it directed towards the noise source.

Deactivating the telephone to be monitored:



Press the illuminated key. The LED goes out.

or

μ.

Replace the handset.

Monitoring the room:

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





1

or





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 62
- Locking and unlocking telephone, code: *66/#66 → page 51
- Group ringing, code: *81/#81 → page 85
- Leaving an advisory message, code: *69/#69 → page 66
- 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 63
- Timed reminders, code *65 → page 60

Press the key. The LED lights up.

Confirm.

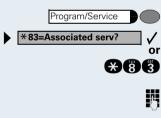
Enter the code.

μ.

Enter the internal number of the telephone for which vou 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.



Step by Step ten their PINs. Program/Service Confirm. *943=Lock all phones? or Enter the code. X943 **R**. Confirm. *=Lock phone? \checkmark or #=Unlock phone? \checkmark or Enter the code. 😭 or 🔂

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.

Press the key. The LED lights up.

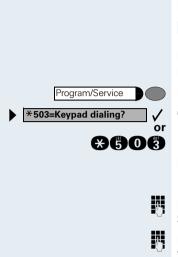
Enter the internal number of the telephones that you want to lock or unlock.

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 62
- Lock and unlock all phones, code: *66/#66 → page 51
- Save PIN, code: *93 → page 52
- Send a message, code: *68/#68 → page 65

Step by Step	
	 Leave an advisory message, code: *69/#69 → page 66 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.
8	Set up a call to the system. Enter the station number (contact System Support).
10	Wait for a continuous tone (if necessary switch the tele- phone to tone dialing), then enter the internal number that has been assigned to you and the associated PIN.
θ	Enter the code (necessary only if programmed in the system).
or	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).
U.	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 con- nection is released as soon as either of the par- ties ends the call.



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.

Press the key. The LED lights up.

Confirm.

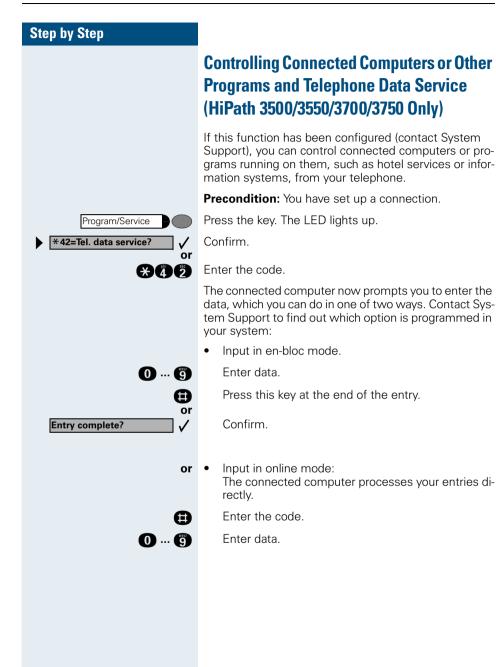
Enter the code.

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 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 consider- ation if your telephone operates with HiPath AllServe (system networking via PC network) → page 94!
 ★ *90=Control Relay On? ✓ or ★ #90=Control Relay Off? ✓ 	Select and confirm.
or 890 or #90	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 \rightarrow page 87, call forwarding \rightarrow page 62, 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.

Enter the code.

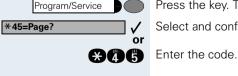
Enter your own station number.

Enhanced Paging Equipment (HiPath 3700/ 3750 Only)

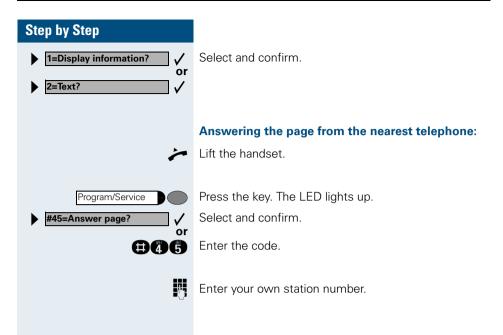
Paging:

Press the key. The LED lights up.

Select and confirm.



Enter the number of the party you want to page.



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") \rightarrow page 55. 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.

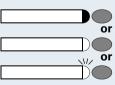
Meaning of LED Indications on Trunk Keys:

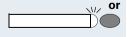
Trunk key LED is off - Trunk is free and can be used.



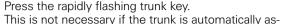
Trunk key LED is flashing **rapidly** - A call on the trunk needs to be answered.

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









trunk kev is flashing rapidly.

Answering Calls With Trunk Keys

signed to you when you lift the handset or press the "Speaker" key; in this case the assigned trunk key lights up.

Precondition: Your telephone is ringing and/or the

Lift the handset.

With on-hook dialing: Use speakerphone mode (not available with optiPoint 400 economy) and open listening.

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.

With on-hook dialing: Use speakerphone mode (not available with optiPoint 400 economy) and open listening.

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 \rightarrow page 55.

Placing a call on hold:



Release

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

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.

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.

Press the key. The LED lights up.

Select and confirm.

Enter the code.





Program/Service

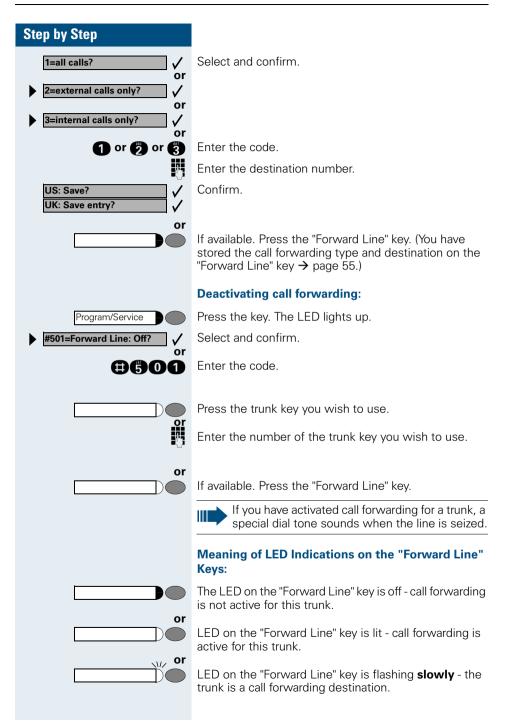
*501=Forward Line: On?

Press the trunk key you wish to use.

Enter the number of the trunk you wish to use.



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 \rightarrow page 55.)



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.

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

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

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

Using DSS Keys to Answer Calls

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

Press the flashing DSS key.

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



or

or

or MZ

M/ Or

Lift the handset.

With on-hook dialing: Use speakerphone mode (not available with optiPoint 400 economy) and open listening.

Calling a Team Member Directly

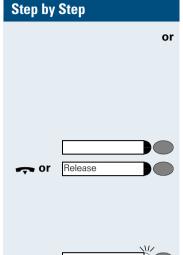
Press the direct station selection key.

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.







With on-hook dialing: Use speakerphone mode (not available with optiPoint 400 economy) and open listening.

Transferring a Call in Progress

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

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

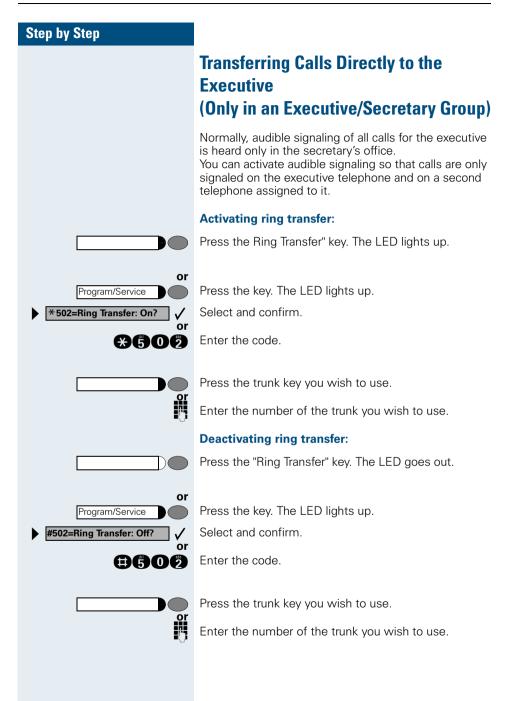
With on-hook dialing: Use speakerphone mode (not available with optiPoint 400 economy) and open listening.

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 \rightarrow page 85.

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



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 \rightarrow page 78.

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

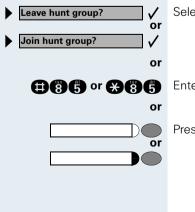
You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group (including an executive/secretary team).

If the LED on a programmed "Hunt group join/leave" key \rightarrow page 55 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!

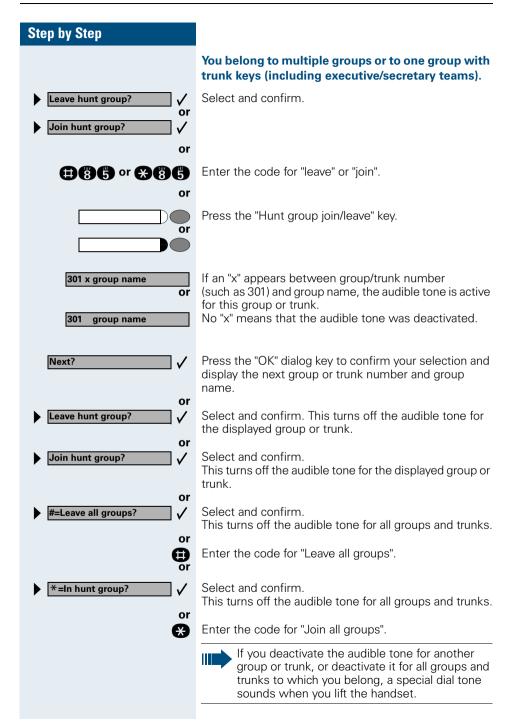
You belong to a hunt group or a group call:

Select and confirm.



Enter the code for "leave" or "join".

Press the Hunt group join/leave key.





866



Press the key. The LED lights up.

pickup group has been configured.

Enter the code.

of Your Team

Activating and Deactivating a Ringing Group

Accepting a Call for Another Member

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

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

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:

Press the key. The LED lights up.

Select and confirm.

Enter the code.

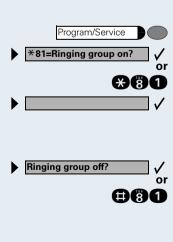
Follow the display prompts (enter the internal station number).

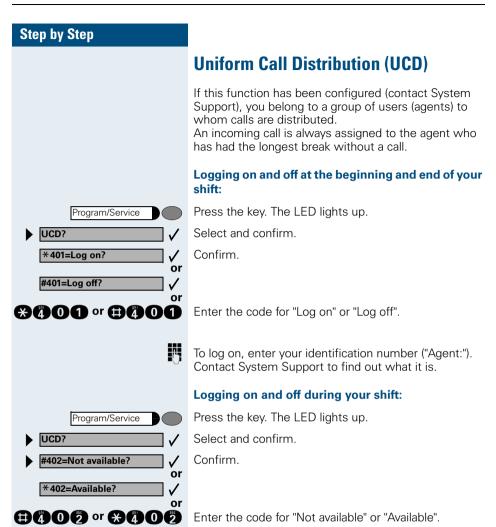
Removing all telephones in call ringing group:

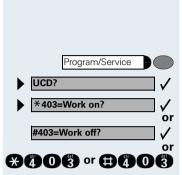
Select and confirm.

Enter the code.









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.

Press the key. The LED lights up.

Select and confirm.

Confirm.

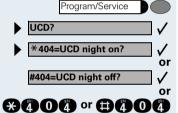
Enter the code for "on" or "off".

Turning the night service on and off for UCD:

Press the key. The LED lights up.

Select and confirm.

Confirm.



Program/Service

*405=Calls in queue?

UCD?

Enter the code for "on" or "off".

Display the number of waiting calls:

Press the key. The LED lights up.

Select and confirm.

Confirm.

√ √

or

*406

Enter the code for "on" or "off".



If your telephone is operating in a HiPath AllServe environment, multiple HiPath 3000 systems are interconnected via a LAN (Local Area Network, 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:

Select and confirm.

Enter the code.

Enter the (DISA) call number of the other HiPath 3000.

Confirm the entry.

Enter the (DISA) call number of your telephone.

Confirm the entry.

Select and confirm.

Enter the code for "leave" or "join".

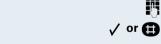
You belong to multiple groups of another HiPath 3000:

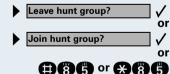
Enter the group number for "Join/Leave, directed".



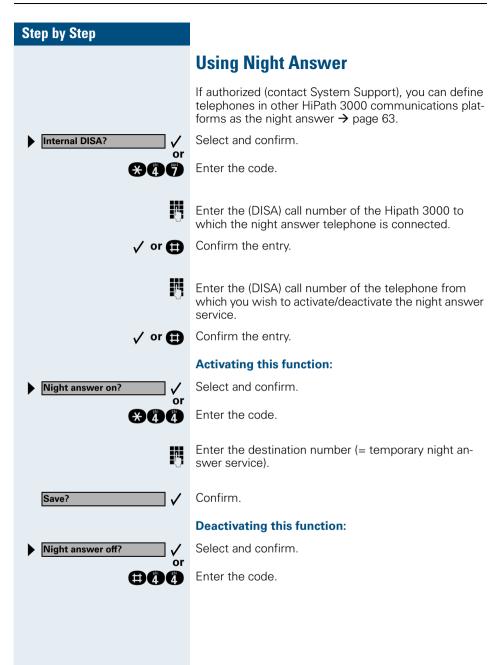


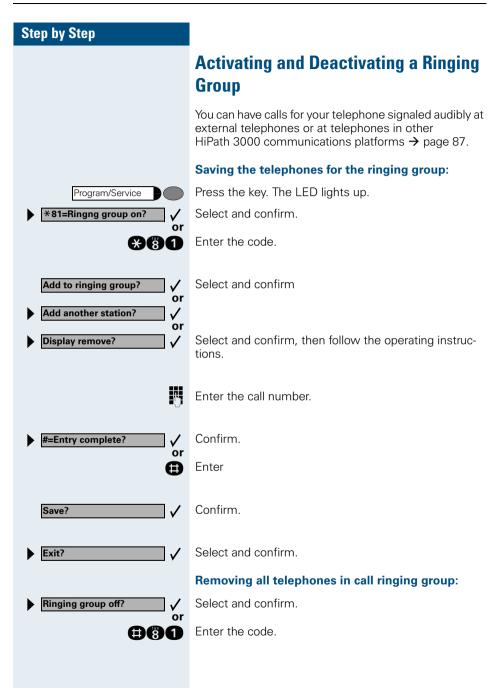
Π.

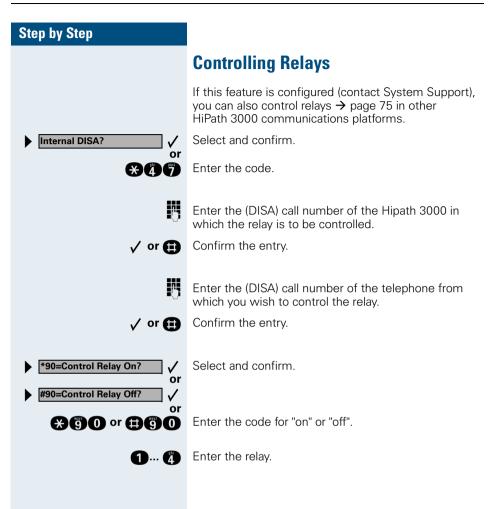




Step by Step	
	Transferring Call Forwarding
	You can activate/deactivate call forwarding \rightarrow page 62 for your telephone from other HiPath AllServe telephones.
Internal DISA?	Select and confirm.
er e	Enter the code.
8	Enter the (DISA) call number of the HiPath 3000 to which your telephone is connected.
🗸 or 🖨	Confirm the entry.
US.	Enter the (DISA) call number of your telephone.
√ or 🖨	Confirm the entry.
	Activating this function:
Call forwarding on?	Select and confirm.
er er	Enter the code.
1=all calls? ✓ or ≥ 2=external calls only? ✓ or or	Select and confirm.
► 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	Enter the code.
90	







Step by Step	
	Opening the Door
	If this feature is configured (contact System Support), you can also activate the door opener \rightarrow page 21 in other HiPath 3000 communications platforms.
Internal DISA?	Select and confirm.
or ♥ ④ ⑦	Enter the code.
Ö	Enter the (DISA) call number of the HiPath 3000 in which the door is to be opened.
🗸 or 🖽	Confirm the entry.
15	Enter the (DISA) call number of the telephone from which you wish to activate the door opener.
🗸 or 🖽	Confirm the entry.
▶ Open door? ✓ or	Select and confirm.
*61	Enter the code.
ת <mark>1</mark>	Enter the call number of the entrance telephone.

Labeling and Documentation

Labeling Key Fields

You can chose from the following options to label the keys with the functions/call numbers saved (\rightarrow page 8, \rightarrow page 53):

Labeling

by hand:

Labeling strips are deliverd with your optiPoint. Write the function or a name on the matching strips within the white field and attach them to your optiPoint.

- with a computer: You have avail of a CD Rom (ask System Support) with the electronic operating instructions for your HiPath 3000/HiPath AllServe
 → page 97. You can label your keypads for each PC.
- with a computer via the Internet:

You will find the "Online Key Labelling Tool" along with the user interface under http://www.hipath.com "Downloads" \rightarrow "Software". Special labeling sheets, which can be ordered, are available with the corresponding labeling strips for this procedure.

Labeling sheets can be ordered from the details of the article number from Siemens' Sales Organisation or via the following internet address: http://www.click4business-supplies.de

Article number-labeling sheets: A31003-H8400-B993-*-6Z19

for optiPoint basic/standard/advance paper size - DINA4

Put the labeled strips in the relevant key pad on your optiPoint and place the transparent cover over them (mat page above).



Attaching a Station Number Label

Self-adhesive call-number labels are also delivered with your optiPoint.

Write on the call-number label (fire brigade, police, own telephone numbers), then remove and stick it in the recess on the telephone when the handset is lifted.

Documentation

You can find these operating instructions in the Internet in PDF format under

http://www.hipath.com

and on CD-ROM (ask System Support) in HTML and PDF format.

The CD-Rom (7 languages) or a printout of these operating instructions can be ordered from the details of the article number from Siemens' Sales Organisation of via the following Internet address.

http://www.click4business-supplies.de

CD-ROM article number: P31003-H1012-C130-*-6Z19 Article number of these operating instructions: A31003-H1012-C122-2-7619

In order to look at and print the operating instructions in PDF format, you need a computer on which the free Acrobat Reader software package is installed by Adobe.

To look at the operating instructions in HTML format you need a computer with a www browser, e.g. Microsoft Internet Explorer.

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 \rightarrow 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 \rightarrow page 51.

To correct any other problem:

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

US: Invalid entry UK: Incorrect entry

US: Not authorized

UK: Access denied

Responding to Error Messages on the Screen

Possible cause:

The station number is incorrect.

Possible response:

Enter a correct station number.

Possible cause:

You tried to activate a disabled function.

Possible response:

Ask System Support to authorize you to use the function.

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.

Possible cause:

You dialed your own station number.

Possible response:

Enter a correct station number.

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.

UK: Number cannot be dialed

US: Currently not possible UK: Feature not available

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

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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			With function keys
			Code	
Account code		\checkmark	*60	Х
Advisory msg. on Advisory msg. off	√ √	√ √	*69 #69	X X
Associated dial		\checkmark	*67	Х
Associated serv.		\checkmark	*83	Х
Call waiting Waiting tone off Waiting tone on Call wait.term.on Call wait.trm.off	× × ×	\checkmark	*55 *87 #87 *490 #490	X X X X X
Caller List Save number	√ √	√ √	#82 *82	X X
Changeover on Changeover off Change PIN	* *	✓ ✓ ✓	*66 #66 *93	X X
Conference Start conference Adding a party to the conference End conference View conf parties Remove party Drop last conf. party (only for U.S.)	* * * *	√ √	*3 #3 *491	X
Consult Return to held call Quit and return Transfer/US:Accept call UK:Accept		\checkmark	*0 *0	
Control Relay On Control Relay Off		√ √	*90 #90	X X
US:Directory UK:Phonebook	✓			Х
DISA				
Internal DISA	✓	√	*47	Х
En-bloc sending Dial	~			

Overview of Functions and Codes (Alphabetical)

-unctions display)	Inter- actively	Via the Program/Service menu Program/Service		With function keys
		$\bigcirc \bigcirc$	Code	
DND on DND off	✓ ✓	√ √	*97 #97	X X
Door opener on Door opener off		√ √	*89 #89	X X
DTMF dialing		√	*53	Х
Forwarding on 1=all calls 2=external calls only 3=internal calls only Forwarding off Trunk FWD on Trunk FWD out Forward Line: On Forward Line: Off	 ✓ 		*1 *12 *13 #1 *64 #64 *501 #501	X X X X X X X X X
Headset Answer call	✓			
HF answerback on HF answerback off	✓ ✓	√ √	*96 #96	X X
Hotline				
Join hunt group Leave hunt group Rejoin all groups Leave all groups	* * *	✓ ✓ ✓	*85 #85 *85* #85#	X X X X
Lock all phones		✓	*943	Х
Monitoring			*944	
Mute on Mute off	✓ ✓	✓ ✓	*52 #52	X X
Night answer on Night answer off	✓ ✓	√ √	*44 #44	X X
Open door		√	*61	Х
Override	✓	✓	*62	Х
Page Answer page (not for U.S.)		\checkmark	*45 #45	X X

I

Functions (display)	Inter- actively			With function keys
			Code	
Park a call Retrieve call		√ √	*56 #56	Х
Phone Test		✓	*940	
Pickup - directed Pickup - group Accept call	* *	√ √	*59 *57	X X
Prog. feature key		√	*91	Х
Redial				Х
Reject call Release				Х
Reserve trunk	✓			Х
Reset services		✓	#0	Х
Retrieve line		✓	*63	Х
Ring Transfer: On Ring Transfer: Off		√ √	*502 #502	X X
Ringer cutoff on Ringer cutoff off	√ √	√ √	*98 #98	X X
Ringing group on Ringing group off		√ √	*81 #81	X X
Room monitor		√	*88	Х
Select language		√	*48	
Send message View sent message US: View messages UK: Display Messages Mailbox	* * *	√ √ √	*68 #68 #68	X X X X
Keypad dialingl		✓	*503	
Shift Key				Х
Show call charges (own telephone) View call charges (other party's telephone)		~	*65	X X
Speaker call		✓	*80	Х
Suppress call ID Restore caller ID	√ √	√ √	*86 #86	X X
Tel. data service			*42	
Temporary MSN (not for U.S.)	 ✓ 	✓	*41	Х
Temporary Phone		✓	*508	Х
Timed reminder on Timed reminder off		√ √	*46 #46	X X

Х

Overview of Functions and Codes (Alphabetical)

Functions (display)	Inter- actively	Via the Program/Service menu Program/Service		With function keys
		$\mathbf{}$	Code	
Toggle/Connect	✓	✓	*2	Х
Trace call		✓	*84	Х
Transfer	✓			
Trunk Flash		✓	* 51	Х
UCD Log on Log off Available Not available Work on Work off UCD night on UCD night off Calls in queue			*401 #401 *402 #402 *403 #403 *404 #404 *405	X X X X X X X X X X
US:Callback UK:Set Callback View callbacks/Delete	✓ ✓	√ √	*58 #58	Х
Use speed-dialing Change Speed-dial (station)		√ √	*7 *92	X X

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The information in this document contains general descriptions of the technical options available, which do not always have to be present in individual cases.

The required features should therefore be specified in each individual case at the time of closing the contract.

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