

Before You Begin

These operating instructions describe the optiset E memory telephone in Version 1.0 of the Hicom 150 H system.

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 communication system 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.



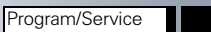
Enter a telephone number or code.



Enter the code.



Press volume controls on the telephone.



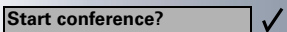
Press the key.



Press the illuminated key.

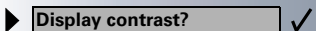


Press the flashing key.



The option appears on the screen.

Press the key to confirm your selection.

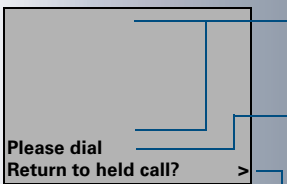


Search for an option.

Press the keys, until the option appears on the screen.

Then press the key to confirm your selection.

Screen Displays

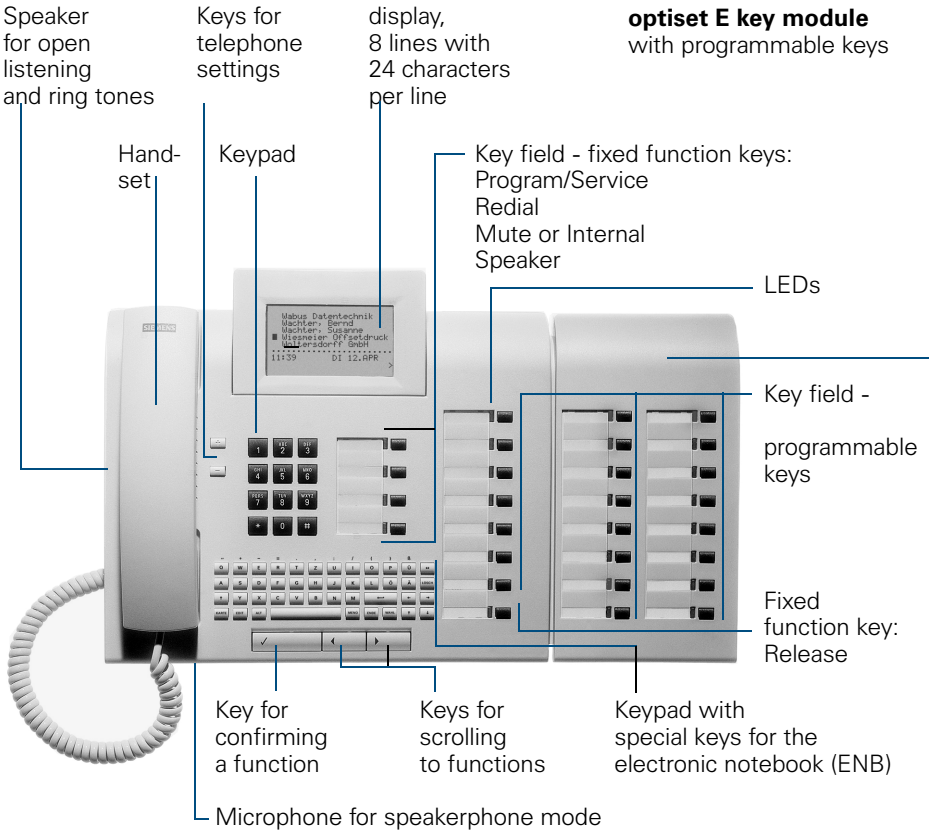


The first six lines display data from the telephone directory (→ page 59) or the caller list (→ page 38).




Line 7 displays prompts or acknowledgment messages, depending on the situation.

Line 8 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 memory Telephone and Key Module



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 telephone conforms to EU directive 1999/5/EG , as attested by the CE mark.

Step by Step

Accessing Functions

... Interactively

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

▶ Forwarding on ✓

Use to scroll to a function and press to execute it.

Callback ✓

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

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 69).

Program/Service

Press the key

▶ #0=Reset services? ✓

Use to scroll to a function and press to execute it.

or

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 55), 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 Hicom 150 H 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).
- You can save additional names, station numbers, and calling party data in the directory of your optiset E memory telephone. A well maintained directory will save a great deal of effort in searching for lost phone numbers.
- 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 46) function.

Accessing Functions.....	5
... Interactively	5
... Via the Program/Service Menu	5
... With Function Keys	5
Functions You Can Use.....	6
Basic and Enhanced Functions	6
Additional Team and Executive/Secretary Functions.....	6
Using the Telephone Efficiently.....	6

 **Basic and Enhanced Functions**

Making and Answering Calls	13
Answering a Call With the Handset.....	13
Answering a Call with the Speaker (Speakerphone Mode and Open Listening).....	13
Open Listening in the Room During a Call	14
Switching to Speakerphone Mode and Open Listening	15
Switching to the Handset	15
Using Call Waiting	15
Accepting a Waiting Call (Camp-On)	15
Preventing and Allowing Call Waiting (Automatic Camp-On).....	16
Turning the Call Waiting Tone On and Off.....	16
Accepting a Specific Call for Your Colleague.....	17
Using Mailboxes	18
Accessing the Mailbox.....	18
Using Timed Reminders	18
Using the Speakerphone.....	19
Enabling and Disabling Handsfree Answerback	19
Answering a Call With a Headset	19
Turning Do Not Disturb On and Off.....	20
Turning Ringer Cutoff On and Off	20
Trace Call: Identifying Anonymous Callers " (Not for U.S.)	21
Turning the Microphone On and Off	21
Answering Calls from the Entrance Telephone and Opening the Door.....	22
Accepting a Call From an Answering Machine	23
Display Number of Waiting Calls and Overload Indication	24

Making Calls.....	25
Off-Hook Dialing	25
On-Hook Dialing	25
Caller ID Suppression	26
Talking to Your Colleague With a Speaker Call	26
Activating Tone Dialing (DTMF Suffix-Dialing).....	27

Automatic Connection Setup (Hotline) 27
Reserve Trunk 28
Assigning a Station Number (Not for U.S.) 28
Trunk Flash 29
Associated Dialing/Dialing Aid 30

**Calling Multiple Parties
Simultaneously 31**

Calling a Second Party (Consultation Hold) 31
 Switching to the Party on Hold (toggle) 31
Conducting a Conference 32
 Adding Up to Five Parties
 to the Conference (Initiator Only) 32
 Checking Which Parties Are in the Conference (Initiator Only) 33
 Removing Parties From the Conference (Initiator Only) 33
 Leaving a Conference 33
 Ending a Conference (Initiator Only) 33
 Removing the ISDN Central Office Party
 From the Conference (Only for U.S.) 33
Transferring a Call 34
 ...After a Speaker Call (Announcement) in a Group 34
Parking a Call 36
 Retrieving a Parked Call 36
Placing External Calls on Hold 37
 Picking up (Retrieving) a Held Call 37

Making Calls to Stored Destinations 38

Using a Caller List 38
 Retrieving the Caller List 38
 Ending Retrieval 38
 Displaying the Call Time and Additional Call Information 39
 Dialing a Station Number from the Caller List 39
 Removing an Entry from the Caller List 39
 Saving the Other Party's Station Number
 in the Caller List (Redial) 39
Redialing a Number 40
Dialing Numbers from the Electronic Notebook (ENB) 40
Dialing a Number From the Internal
Directory 41
Using Repertory Dialing Keys 42
Using Station and System Speed-Dial Numbers 42

Displaying and Assigning Call Charges 43

Displaying Call Charges (Not for U.S.) 43

Displaying Call Charges for Another Telephone (not for U.S.) 44
 Dialing with Call Charge Assignment 45

If You Cannot Reach a Destination... 46

Using Callback 46
 Storing a Callback 46
 Answering a Callback 46
 Checking and Canceling a Saved Callback 46
 Call Waiting (Camp-On) 47
 Busy override - Joining a Call in Progress 48

Telephone Settings 49

Adjusting the Ring Volume 49
 Adjusting the Ring Tone 49
 Adjusting the Attention Ring Volume 49
 Adjusting the Speakerphone to the Room Acoustics 50
 Adjusting the Receiving Volume During a Call 50
 Adjusting the Display to a Comfortable Reading Angle 50
 Selecting the Language of Screen Prompts 51
 Locking the Telephone to Prevent Unauthorized Use 51
 Saving Your PIN 52

Saving Station Numbers, Functions, and Appointments 53

Saving Repertory Dialing Numbers on a Key 53
 Storing Station Speed-Dial Numbers 54
 Assigning Functions to Keys 55
 Saving Appointments 58

Maintaining the Electronic Notebook (ENB) 59

Getting to Know the ENB Function Keys 59
 Saving New Entries 60
 Finding an Entry 60
 Viewing an Entry 61
 Changing an Entry 61
 Deleting an Entry 61
 Using the ENB Menu 61
 Closing the ENB 61

Testing the Telephone 62

Testing the Telephone Functions 62
 Checking the Key Assignments 62

Call Forwarding63
Using Variable Call Forwarding 63
Using Night Answer 64
Call Forwarding in the Carrier Network
and Forwarding Multiple Subscriber Numbers (MSN) (Not for USA) .. 65

Using Other Functions.....66
Sending a Message..... 66
 Displaying and Deleting Messages You Have Sent..... 66
 Answering Messages 66
Leaving an Advisory Message..... 67
 Deleting Advisory Messages..... 67
Using Another Telephone Like Your Own..... 67
Moving Your Telephone (Relocate Procedure) 68
Fax Details and Message on Answering Machine 69
Resetting Services and Functions
(System-Wide Cancellation for a Telephone) 69
Silent Monitor (U.S. Only) 70
Monitoring a Room 70
Activating Functions for Another Telephone..... 71
Locking Another Telephone to Prevent Unauthorized Use 72
Using System Functions from the Outside
(DISA: Direct Inward System Access)..... 72
Controlling Connected Computers or
Other Programs and Telephone Data Service OfficeCom/Pro Only) ... 74
Controlling Relays 75
Sensors (OfficePoint/Com Only) 75
Radio Paging (not for U.S.) 75
 Simple Paging Equipment 76
 Enhanced Paging Equipment (OfficePro Only) 76

 **Team and Executive/Secretary Functions**

**Team and Executive/Secretary
Functions With Trunk Keys78**
Using Trunk Keys 78
 Answering Calls With Trunk Keys 79
 Making Calls with Trunk Keys 79
 Using a Trunk Key to Place a Call on Hold and Retrieve It Again... 79
 Switching Between Phone Calls on Multiple Trunks..... 80
Forwarding Calls on Lines 80
Using DSS Keys 82
 Using DSS Keys to Answer Calls..... 82

Calling a Team Member Directly	82
Transferring a Call in Progress.	83
Accepting a Call for Another Team Member.	83
Joining or Leaving a Group Call (Not for the Executive Telephone in an Executive/Secretary Team) . . .	83
Transferring Calls Directly to the Executive (Only in an Executive/Secretary Group)	84

Using Other Team Functions 85

Turning Group Call On and Off	85
Accepting a Call for Another Member of Your Team	87
Activating and Deactivating a Ringing Group.	87
Uniform Call Distribution (UCD).	88

System networking via LAN (PC network)

Special Function in the LAN (PC Network) 90

Leaving a Hunt Group/Group Call	90
Transferring Call Forwarding	91
Using Night Answer	92
Activating and Deactivating a Ringing Group.	93
Controlling Relays	94
Opening the Door	95

All About Your Telephone

Labeling, Documentation, and Accessories. 96

Labeling Key Fields	96
Attaching a Station Number Label.	96
Using the Key Labeling Program.	96
Ordering Operating Instructions	97
Operating Instructions in PDF Format.	97
Ordering Accessories	97

Fixing Problems 99

Telephone Maintenance	99
Troubleshooting.	99
Responding to Error Messages on the Screen	100
Contacts for Resolving Problems	100

Index.....101
..... 104

 **Quick-Reference Operating Instructions
(Appendix)**

Step by Step

Making and Answering Calls

Your telephone rings with a specific call signal:

- 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.



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

Ending the call:

Replace the handset.



Press the key.

Answering a Call with the Speaker (Speakerphone Mode and Open Listening)

The telephone rings. The caller appears on the screen.

Press the key. The LED lights up. Speakerphone mode and open listening.



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

Step by Step

Speaker

or

Release

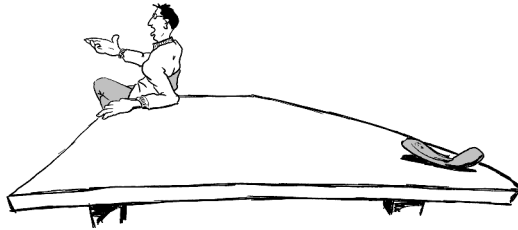
Ending the call:

Press the key. The LED goes out.

Press the key.

Notes on speakerphone mode and open listening:

- Tell the other party that you are using speakerphone mode and open listening.
- The speakerphone works best 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.

Step by Step

Switching to Speakerphone Mode and Open Listening

Precondition: You are conducting a call with the handset.

Speaker  and 

Hold down the key and replace the handset. (In 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 with open listening.

 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 16).

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:

▶ ✓

Select and confirm.

or

 * 5 5

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

Step by Step

Quit and return? ✓

or

Program/Service  * 0

or



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

Ending the second call and resuming the first one:

Confirm.

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

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 prevent or allow a second call (→ page 15) from being signaled by automatic camp-on during an ongoing call.

Program/Service 

and

▶ #490=Call wait.trm.off? ✓

or

▶ * 490=Call wait.term.on? ✓

or

4 9 0 or * 4 9 0

Press the key. The LED lights up

Select and confirm.

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? ✓

or

▶ Waiting tone on? ✓

or

* 8 7 or # 8 7

Select and confirm.

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

Step by Step

Accepting a Specific Call for Your Colleague

You hear another telephone ring.

Program/Service

Press the key. The LED lights up

▶ *59=Pickup - directed? ✓
or

Select and confirm.

* 5 9

Enter the code.

All called stations appear on the screen.

↓ ↑

Select the station whose call you want to answer (the cursor appears as a black square at the beginning of the line).

Accept call? ✓
or

Confirm.

■ ■ ■ ■ ■ ■ ■ ■ ■ ■

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.

Step by Step

Using Mailboxes

If you have programmed the "Mailbox" key (→ 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



or

US: View messages? ✓

UK: Display Messages? ✓

▶ US: Message sent? ✓

▶ UK: Text? ✓

or

▶ US: Call voice mail? ✓

▶ UK: Call Voice Mail? ✓

Press the illuminated "Mailbox" key.

Confirm.

Select and confirm.

Follow the user prompts.

US: Reminder:

UK: Reminder at:

Speaker

or




The telephone rings. The timed reminder appears on the screen.

Press the key twice.

Lift the handset and replace it again.

Using Timed Reminders

Precondition: You must have saved a timed reminder (→ page 58). The current time is the time stored.

 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 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.

Press the "OK" key to confirm your selection and answer the call.

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

Select and confirm.

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

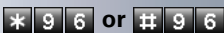
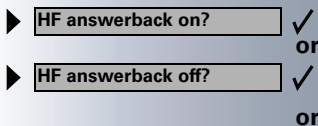
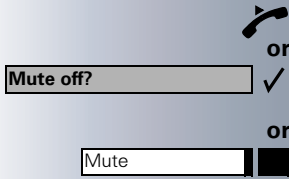
Answering a Call With a Headset

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

Your telephone rings. Confirm.

Ending the call:

Press the key. The LED goes out.



Step by Step

▶ ✓
or
▶ ✓
or


* 9 7 or # 9 7

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).

Select and confirm.

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.

▶ ✓
or
▶ ✓
or

* 9 8 or # 9 8

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).

Select and confirm.

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 

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 19).

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".

Step by Step

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 150 V1.0 (system networking via PC network) (→ page 95)!

Step by Step

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".

▶ 3=change password?

Select the displayed function and press the "OK" dialog key to change the code.

▶ 1=enable with ring?

Select and confirm.

▶ 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 55).

The LED lights up. Press the key.

Step by Step

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 55).



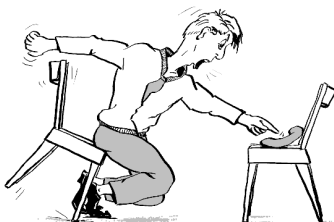
Press the "Waiting calls" key.

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).

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 and open listening.

The called party does not answer or is busy:



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

▶ Suppress call ID? ✓

or

▶ Restore caller ID? ✓

or

* 8 6 or # 8 6

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.

Select and confirm.

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 talk to internal parties with an optiset E system telephone directly with a speaker call without any action on their part.

Program/Service

Press the key. The LED lights up.

▶ * 80=Speaker call? ✓

or

* 8 0

Select and confirm.

Enter the code.



Enter the station number.

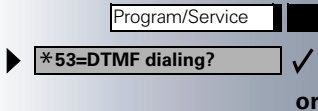


Responding to a speaker call (→ page 19).

Step by Step

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).

Step by Step

Reserve trunk? ✓

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.

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.



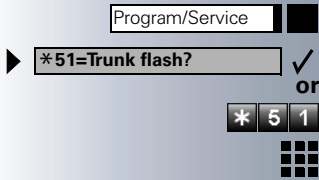
Dial the external number.

Step by Step

Trunk Flash

To activate ISDN-type services and features through the network carrier's analog trunks or those of other communication systems (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.

Step by Step

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 **S₀ 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 S₀ 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.

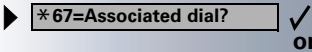


Lift the handset.

Dialing aid from your telephone for another telephone:



Press the key. The LED lights up



Select and confirm.



or

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
Quit and return?	✓
	or
Program/Service	 * 0

Confirm.

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

Switching to the Party on Hold (toggle)

▶ Toggle/Connect?	✓
	or
Program/Service	 * 2

Select and confirm.

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

Step by Step

▶ ✓
or

Combine the calling parties into a three-party conference

Select and confirm.

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

▶ ✓

Connecting the other parties to each other

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.

Select and confirm.

Call the second station. Announce the conference.

▶ ✓
or

Select and confirm.

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.

✓

Confirm.

or

Enter the code.

If the second party does not answer:

✓

Confirm.

Call the new party. Announce the conference.

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

Step by Step

▶ ✓
or

* 3

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)

▶ ✓

Select and confirm.
The stations appear on the screen.

▶ ✓

Close the list: Select and confirm.

Removing Parties From the Conference (Initiator Only)

▶ ✓

Select and confirm.
The stations appear on the screen.

Select the station you wish to remove (the cursor appears as a black square at the beginning of the line).

▶ ✓

Select and confirm.

Leaving a Conference


or

Replace the handset.

▶ ✓

Select and confirm.

▶ ✓

Ending a Conference (Initiator Only)

▶ ✓

Select and confirm.

or

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.)

▶ ✓
or

Select and confirm.

* 4 9 1

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

Step by Step

US: Consult? ✓
UK: Enquiry? ✓



or

▶ Transfer? ✓

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.

Press the "OK" dialog key to confirm your selection

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

Announce the call, if necessary.

Replace the handset.

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? ✓

Program/Service

▶ *80=Speaker call? ✓

or

* 8 0



Confirm. The other party is placed on hold.

Press the key. The LED lights up

Select and confirm.

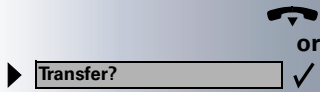
Enter the code.

Enter the group's station number.

Announce the call.

When a member of the group accepts the call (→ page 19), you are connected to this party.

Step by Step



Replace the handset.

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).

Step by Step

Program/Service

▶ *56=Park a call? ✓
or

* 5 6

0 ... 9

Program/Service

▶ Retrieve call? ✓
or

5 6

0 ... 9

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.

Press the key. The LED lights up

Select and confirm.

Enter the code.

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.

Press the key. The LED lights up

Select and confirm.

Enter the code.

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).

Step by Step

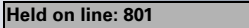
Placing External Calls on Hold

If you have programmed a key on your telephone as a hold key (→ page 55), 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.



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.



or



Replace the handset or press the key.

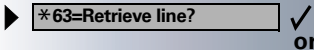
Depending on your system configuration, this may be necessary so other users can also pick up the held call.

Picking up (Retrieving) a Held Call

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



Press the key. The LED lights up



Select and confirm.



Enter the code.

or



If the "Line retrieved" key (→ page 55) has been configured, press the key.



Enter the line number you noted earlier.

or



If a "Trunk key" was assigned to this line (→ page 55): LED flashes slowly. Press the key.

Step by Step

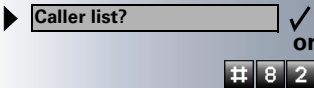
Making Calls to Stored Destinations

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

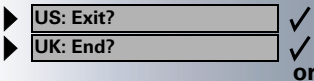
Precondition: System Support has set up a caller list for your telephone.



Enter the code.



Select the station you wish to retrieve (the cursor appears as a black square at the beginning of the line).



Select and confirm.



Press the key. The LED goes out.



Press the key. The LED goes out.

Step by Step

► ✓
or

Displaying the Call Time and Additional Call Information

Precondition: You have retrieved the caller list and selected the call you want to check (the cursor appears as a black square at the beginning of the line).

Select and confirm.

Press the key.

✓
or


or

Dialing a Station Number from the Caller List

Precondition: You have retrieved the caller list and selected the number you want to dial (the cursor appears as a black square at the beginning of the line).

Confirm.

Press the key.

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

✓
or

Removing an Entry from the Caller List

Precondition: You have retrieved the caller list and selected the call you want to remove (the cursor appears as a black square at the beginning of the line).

Press the "OK" dialog key to confirm your selection

Press the key.

✓
or

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.

Press the "OK" dialog key to confirm your selection

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

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 seconds and is then dialed.



Press the key once to dial the number last dialed.

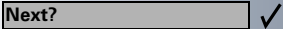
Press the key twice to dial the next to the last number dialed.

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

Displaying and dialing saved station numbers



Press the key.



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



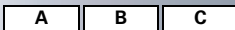
The next stored number is displayed. Press the "OK" dialog key to confirm four selection.



Select and confirm.

Dialing Numbers from the Electronic Notebook (ENB)

Precondition: You have stored entries in the ENB on your telephone (→ page 60).



Enter the name you want to find, or just the first few letters, using the alphanumeric keyboard. Each letter that you enter limits the selection. The telephone displays up to five located names at a time.



From the list of displayed names, select the one you wish to call (the cursor appears as a black square at the beginning of the line).



Erase the entered letters one character at a time from right to left.



The entry you wish to dial appears on the screen.

Press the key.

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.

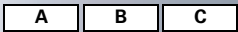
Lift the handset.



Press the key. The LED lights up



Confirm.



Enter the name you want to find, or just the first few letters, using the alphanumeric keyboard. Each letter that you enter limits the selection. The telephone displays up to five located names at a time.



From the list of displayed names, select the one you wish to call (the cursor appears as a black square at the beginning of the line).



Erase the entered letters one character at a time from right to left.



The entry you wish to dial appears on the screen.

Press the key.

Step by Step



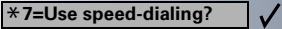
Using Repertory Dialing Keys

Precondition: You have saved a station number on a repertory dialing key (→ page 53).

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

Using Station and System Speed-Dial Numbers

Precondition: You have stored station speed-dial numbers (→ page 54) or System Support has stored system speed-dial numbers.



Press the key. The LED lights up

Confirm.

or



Enter the code.



Enter a speed-dial number.

"*0" to *9" = station speed-dialing.

"000" to "999" = system speed-dialing (contact System Support).

Step by Step

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



*65=Show call charges?



or

* 6 5

Press the key. The LED lights up

Select and confirm.

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 55).

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.



Select the chargeable call you wish to view (the cursor appears as a black square at the beginning of the line).

- ▶ ✓
- or
- ▶ ✓
- or
- ▶ ✓
- or
- ▶ ✓
- ▶ ✓

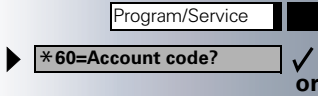
Select and confirm.

Step by Step

Dialing with Call Charge Assignment

You can assign external calls to certain projects.

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



Press the key. The LED lights up

Select and confirm.



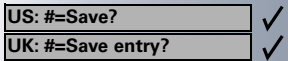
Enter the code.



Enter the account code.



Press this key.



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.

Confirm.

US: Callback ✓
UK: Set Callback ✓

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.

Press the key. The LED lights up.

You hear a ring tone.

Checking and Canceling a Saved Callback

Select and confirm.

Enter the code.

▶ View callbacks? ✓

or

5 8

▶ US: Next callback? ✓

▶ UK: Display next? ✓

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

Step by Step

Delete? ✓

Deleting a displayed entry:

Press the "OK" dialog key to confirm your selection

▶ US: Exit? ✓

Ending callback display:

Select and confirm.

▶ UK: End? ✓

or

Program/Service ■

Press the key. The LED goes out.

or

Speaker ■

Press the key. The LED goes out.

Camp-on

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 (→ page 15)



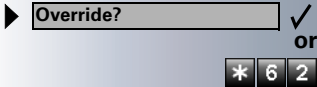
The called party can prevent automatic call waiting (→ page 16).

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.



Select and confirm.

Enter the code.

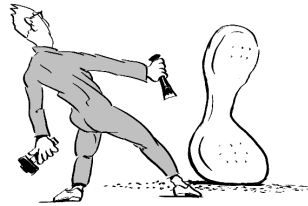
The called party and person to whom this party is talking hear an alerting tone every two seconds.

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.

Step by Step

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

Program/Service

▶ More features? ✓

▶ *48= Select language? ✓

or

* 4 8

▶ 15=Spanish? ✓

Selecting the Language of Screen Prompts

Press the key. The LED lights up

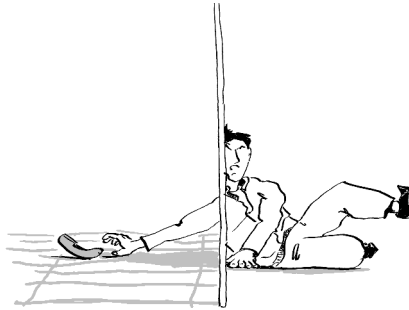
Confirm.

Confirm.

Enter the code.

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 52).

To lock and unlock the telephone:

▶ Changeover on? ✓

or

▶ Changeover off? ✓

or

* 6 6 or # 6 6

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

Step by Step



Enter the telephone lock PIN (→ 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 (→ page 72).

Saving Your PIN

To prevent unauthorized persons from using your telephone (→ page 51) and to use another telephone like your own (→ page 67), you need to enter a personal identification number, which you can save yourself.

Program/Service

▶ *93=Change PIN?



or

* 9 3

Press the key. The LED lights up

Confirm.

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 72) can also lock and unlock your telephone.

Step by Step

Saving Station Numbers, Functions, and Appointments

You can save the station numbers and functions you use the most on any programmable key on your telephone or optiset key module.

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

▶ *91=Prog. feature key? ✓

or

* 9 1

Press the key. The LED lights up

Select and confirm.

Enter the code.

if necessary

If the "Shift Key" has been configured (→ page 55), press the key.

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

US: Change key? ✓

Confirm.

UK: Change feature? ✓

Redial key? ✓

Confirm.



Enter the station number.

US: Save? ✓

Confirm.

UK: Save entry? ✓

or

←

If you make a mistake:

Erase the entry character-by-character from right to left.

or

▶ Previous? ✓

Select and confirm. This deletes all entered digits.

US: Exit? ✓

Confirm.

UK: End? ✓

or

▶ US: Another key? ✓

Select and confirm.

▶ UK: Program another key? ✓

Step by Step



Simply press the key to dial a stored telephone number (→ page 42).

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 42).

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? ✓

Confirm.

UK: Change entry? ✓



First enter the external code and then the external station number.

US: Save? ✓

Confirm.

UK: Save entry? ✓

or

If you make a mistake:



Erase the entry character-by-character from right to left.

or

▶ Previous? ✓

Select and confirm. This deletes all entered digits.

US: Next? ✓

Confirm.

UK: Next entry? ✓

or

▶ US: Change? ✓

Select and confirm.

▶ UK: Change entry? ✓

or

▶ Delete? ✓

Select and confirm.

or

▶ US: Exit? ✓

Select and confirm.

▶ UK: End? ✓

Step by Step

Assigning Functions to Keys

Program/Service

▶ *91=Prog. feature key? ✓

or

* 9 1

US: Change key? ✓

UK: Change feature? ✓

▶

Press the key. The LED lights up

Select and confirm.

Enter the code.

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

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 necessary

▶ US: Save incomplete ✓

▶ UK: Store incomplete text ✓

US: Exit? ✓

UK: End? ✓

or

▶ US: Another key? ✓

▶ UK: Program another key? ✓

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.

Confirm.

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.

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.

Step by Step



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.



Redial 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.

Step by Step



Fax details

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:

Redial key (external), 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

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 18). 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

▶ *46=Timed reminder on? ✓
or

* 4 6

Press the key. The LED lights up

Confirm.

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? ✓
or

▶ Daily? ✓

Confirm.

Select and confirm.

US: Save? ✓
UK: Save entry? ✓

Confirm.

Deleting and checking a saved appointment:

Program/Service

▶ #46=Timed reminder off? ✓
or

4 6

Press the key. The LED lights up

Confirm.

Enter the code.

Delete? ✓
or

▶ US: Exit ✓
▶ UK: End ✓

Confirm.

Select and confirm.

Step by Step

Maintaining the Electronic Notebook (ENB)

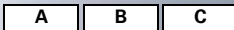
In the electronic notebook of your optiset E memory telephone you can enter telephone numbers and additional information, such as addresses and fax numbers of calling parties. The entries are automatically sorted in alphabetical order. You can search for specific entries.

The first five lines on the screen show the data for an entry. The sixth line contains user instructions or your search letters.

You can dial the numbers stored in the ENB directly (→ page 40).

Getting to Know the ENB Function Keys

Your telephone has a keyboard with special keys for administering entries in the ENB.



Enter digits using the standard keypad;

Use the keyboard to enter names and special characters.



Add a new entry or change an existing one.



Display an entry.



Open the ENB menu (with additional functions).



End the display. Save the data.



Dial the number of the displayed party.



Delete an entry along with all related data.



Enter a special character from the upper row of keys.



Return. Go to a new line when editing an entry. Dial the number of the party currently being displayed.



Move the cursor down.



Move the cursor up.



Move the cursor to the left.



Move the cursor to the right.

Step by Step



Erase the character to the left of the cursor.



Toggle between uppercase and lowercase letters.



Press the key.

or



Press these keys.



Enter data. Max. 5 lines, 22 characters per line. Press "Enter" at the end of each line; the cursor moves to the start of the next line.



Erase the character to the left of the cursor.



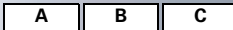
Press the key.



The data on the first line is used to sort the entry in the ENB in alphabetical order. Always enter something on the first line; in the case of contacts, enter the contact person's name.

You can also save codes for activating and deactivating functions.

Finding an Entry



Enter the name you wish to find or the first few letters of the name. Each letter that you enter limits the selection. The ENB displays up to five located names at a time.



Select the name you wish to use from the list of displayed names (the cursor appears as a black square at the beginning of the line).



Erase entries one character at a time from right to left.



If you do not find a name and want to enter it as a new party, press **EDIT** during the search.

Step by Step

CARD

Viewing an Entry

Search for an entry (see above).

Press the key.

EDIT

Changing an Entry

Press the key.

A **B** **C** 

Edit the data on Max. 5 lines, 22 characters per line. If necessary, use the cursor keys.

END

Press this key

Deleting an Entry

Search for an entry (see above).

Press these keys.

DEL 

Using the ENB Menu

MENU

Press the key.

Select and open the menu option you wish to use. Check line six of the display.

Closing the ENB

END

Press the key.



If you do not press a key for 20 seconds, the ENB closes automatically.

Step by Step

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 Assignments

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.

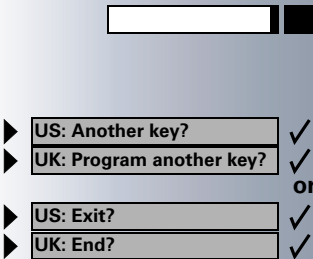
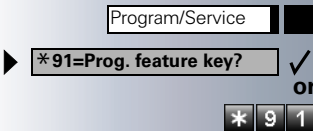
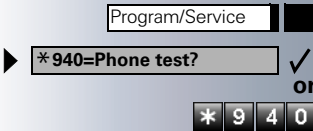
Select and confirm.

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 consideration if your telephone operates with HiPath AllServe 150 V1.0 (system networking via PC network) (→ page 91)!

▶ Forwarding on? ✓
or
* 1

Select and confirm.

* 1

Enter the code.

1=all calls? ✓
or

Select and confirm.

▶ 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? ✓
or
1

Select and confirm.

1

Enter the code.

Step by Step



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 150 V1.0 (system networking via PC network) (→ page 92)!

▶ **Night answer on?** ✓



or

* 4 4

Select and confirm.

Enter the code.

*=default? ✓



or

*

or



Press the "OK" dialog key to confirm (standard night answer service)

Enter the code (standard night answer service).

Enter the destination number (= temporary night answer service).

US: Save? ✓



UK: Save entry? ✓



Confirm.

Deactivating night answer:

▶ **Night answer off?** ✓



or

4 4

Select and confirm.

Enter the code.

Step by Step

Call Forwarding in the Carrier Network and Forwarding Multiple Subscriber Numbers (MSN) (Not for USA)

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.

▶ ✓
or

Select and confirm.

Enter the code.

✓
or

▶ ✓
or

▶ ✓
or

or or

Select and confirm the line type you wish to use.

Enter the code.

Enter your DID number.

Enter the destination number (without the external code).

✓

Confirm.

Deactivating call forwarding:

▶ ✓
or

Select and confirm.

Enter the code.

✓
or

or or

Confirm the displayed call forwarding type.

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.

▶ ✓
 ▶ ✓

Select and confirm.

Enter the code.



Enter the recipient's internal station number.

Enter the message, which can be a total of 24 characters long, from the keypad.

▶ ✓

Select and confirm the preprogrammed message (which can be changed by System Support).

...

Enter the code directly. The codes appear on the screen, next to the messages to which they are assigned.

✓

Confirm.

▶ ✓

Select and confirm.

Enter the code.

▶ ✓

Follow the display prompts.

Answering Messages

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

✓
 ✓

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.

▶ ✓
or

* 6 9

Select and confirm.

Enter the code.

Enter the message, which can be a total of 24 characters long, from the keypad.

▶ ✓

or
0 ... 9

Select and confirm the preprogrammed message (which can be changed by System Support).

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.

▶ ✓

or
6 9

Select and confirm.

Enter the code.

If you have programmed an "Advisory message" key (→ page 55): The LED lights up. Press the key.

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

▶ ✓

or
* 5 0 8

Select and confirm.

Enter the code.

Step by Step



Enter the other user's station number.



Enter the other user's telephone lock PIN.(→ page 52).

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.

Moving Your Telephone (Relocate Procedure)

If this function has been configured (contact System Support), you can log your telephone off its current connection and log back onto another one.

This does not erase any settings on your telephone (such as your station number or programmed keys).

Precondition: Your telephone must be the primary phone, that is, the first telephone connected to the line. All equipment that is plugged into the telephone must be taken with it. No other replacement procedure has been initiated.

Logging the telephone off its current connection.



Enter the code.

Pull the telephone plug from the wall outlet.

Logging the telephone on at the relocation destination:



Insert the telephone plug into the required wall outlet.

Enter the code.

Step by Step

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 55), the key lights up when a fax or a message has been received.

Deactivating indication:

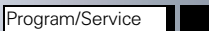


Press the illuminated "Fax details" key. The LED goes out.

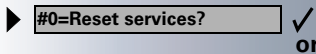
Resetting Services and Functions (System-Wide Cancellation for a Telephone)

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.

Step by Step



Silent Monitor (U.S. Only)

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.

Enter the code.

Enter the internal station number.

Monitoring a Room

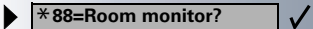
A telephone can be used to monitor a room. The function must be activated on the telephone that you want to monitor.

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

Activating the telephone to be monitored:



Press the key. The LED lights up



Select and confirm.

or



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:



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.

Step by Step

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.

- Reset services and functions, code #0 (→ page 69)
- Call forwarding, code *11, *12, *13/#1 (→ page 63)
- Call forwarding, lines, code *5011, *5012, *5013/#501 (→ page 80)
- Night service, code *44/#44 (→ page 64)
- Call forwarding in carrier network, code *64/#64 (→ page 65)
- Locking and unlocking telephone, code *66/#66 (→ page 51)
- Sending a Message, code *68/#68 (→ page 66)
- Leaving an advisory message, code *69/#69 (→ page 67)
- 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 16)
- Door release on/off: code *89/#89 (→ page 23)
- Control relay, code *90/#90 (→ page 75)
- Do not disturb, code: *97/#97 (→ page 20)
- Display call charges, code *65 (→ page 43)

Program/Service

▶ *83=Associated serv? ✓

or

* 8 3



Press the key. The LED lights up

Confirm.

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.

Step by Step

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 later unlock them again.

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

Program/Service

▶ *943=Lock all phones? ✓
or

* 9 4 3

Press the key. The LED lights up

Confirm.

Enter the code.



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

*=Lock phone? ✓
or

#=Unlock phone? ✓
or

* or #

Confirm.

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 69)
- Call forwarding, code: *1/#1 (→ page 63)
- Lock and unlock all phones, code: *66/#66 (→ page 51)
- Save PIN, code: *93 (→ page 52)
- Send a message, code: *68/#68 (→ page 66)

Step by Step

- Leave an advisory message, code: *69/#69 (→ page 67)
- 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 16)
- Open door, code: *61 (→ page 22)
- Door opener on/off, code: *89/#89 (→ page 23)
- Control relay, code *90/#90 (→ page 75)
- Do not disturb, code: *97/#97 (→ page 20)
- Ringer cutoff function, code: *98/#98 (→ page 20)
- Speed-dialing, code: *7 (→ page 42)
- Associated service, code: *83 (→ page 71)

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

Controlling Connected Computers or Other Programs and Telephone Data Service OfficeCom/Pro 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

▶ *42=Tel. data service? ✓
or

* 4 2

0 ... 9

#

or

Entry complete? ✓

or

#

0 ... 9

Press the key. The LED lights up

Confirm.

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

Enter data.

Press this key at the end of the entry.

Confirm.

- Input in online mode:

The connected computer processes your entries directly.


Enter the code.

Enter data.

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 consideration if your telephone operates with HiPath AllServe 150 V1.0 (system networking via PC network) (→ page 94)!

▶ ✓
or

▶ ✓
or

or

...

Select and confirm.

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

Enter the relay.

Sensors (OfficePoint/Com 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).

Step by Step

Simple Paging Equipment

Paging:

To be paged, you must have activated a call ringing group (→ page 87), call forwarding (→ page 63), 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 (OfficePro Only)

Paging:



Press the key. The LED lights up.



Select and confirm.

or



Enter the code.

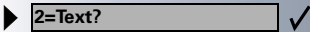


Enter the number of the party you want to page.



Select and confirm.

or



Step by Step



Answering the page from the nearest telephone:

Lift the handset.

Program/Service



Press the key. The LED lights up.



#45=Answer page?



Select and confirm.

or



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 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:



or



or



or



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

Trunk key LED is lit - Trunk is in use.

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.

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.



or

Lift the handset.

With on-hook dialing: Use speakerphone mode 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.



or

When the other party answers, Lift the handset.

With on-hook dialing: Use speakerphone mode 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 (→ page 55).

Placing a call on hold:



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



or



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

Step by Step



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.

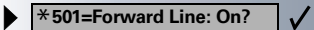
Forwarding Calls on Lines

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.

or



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 55.)

Step by Step

1=all calls? ✓

or

Select and confirm.

▶ 2=external calls only? ✓

or

▶ 3=internal calls only? ✓

or

1 or 2 or 3

Enter the code.



Enter the destination number.

US: Save? ✓

UK: Save entry? ✓

or

Confirm.



If available. Press the "Forward Line" key. (You have stored the call forwarding type and destination on the "Forward Line" key → page 55.)

Deactivating call forwarding:

Program/Service

Press the key. The LED lights up

▶ #501=Forward Line: Off? ✓

or

Select and confirm.

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" keys 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.



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.

With on-hook dialing: Use speakerphone mode and open listening.

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.

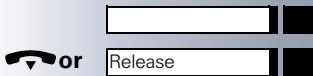


When the other party answers: Lift the handset.

Step by Step

or

With on-hook dialing: Use speakerphone mode 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.

With on-hook dialing: Use speakerphone mode 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 (→ page 85).

Your telephone rings (one time only or every four seconds) even when you are engaged in another call (attention ring volume → page 49).

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:

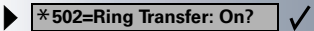


Press the "Ring Transfer" key. The LED lights up.

or



Press the key. The LED lights up



Select and confirm.

or



Enter the code.



Press the trunk key you wish to use.

or



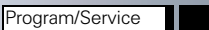
Enter the number of the trunk you wish to use.

Deactivating ring transfer:

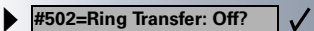


Press the "Ring Transfer" key. The LED goes out.

or



Press the key. The LED lights up



Select and confirm.

or



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 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 150 V1.0 (system networking via PC network) (→ page 90)!

You belong to a hunt group or a group call:

▶ ✓

or

▶ ✓

or

or

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

or

or

Press the Hunt group join/leave key.

Step by Step

▶ ✓

Select and confirm.

▶ ✓

or

or

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

or

Press the "Hunt group join/leave" key.

or

or

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.

✓

Press the "OK" dialog key to confirm your selection and display the next group or trunk number and group name.

or

▶ ✓

Select and confirm. This turns off the audible tone for the displayed group or trunk.

or

▶ ✓

Select and confirm. This turns off the audible tone for the displayed group or trunk.

or

▶ ✓

Select and confirm. This turns off the audible tone for all groups and trunks.

or

Enter the code for "Leave all groups".

or

▶ ✓

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

Pickup - group? ✓
or
Program/Service
* 5 7


Confirm.

Press the key. The LED lights up.

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 150 V1.0 (system networking via PC network) (→ page 93)!

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

Program/Service
▶ *81=Ringing group on? ✓
or

Press the key. The LED lights up

Select and confirm.

* 8 1

Enter the code.

▶ ✓

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

▶ Ringing group off? ✓
or

Select and confirm.

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

- ▶ UCD? ✓
- ▶ * 401=Log on? ✓
- or
- ▶ #401=Log off? ✓
- or
- ▶ * 4 0 1 or # 4 0 1

Press the key. The LED lights up

Select and confirm.

Confirm.

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

- ▶ UCD? ✓
- ▶ #402=Not available? ✓
- or
- ▶ * 402=Available? ✓
- or
- ▶ # 4 0 2 or * 4 0 2

Press the key. The LED lights up

Select and confirm.

Confirm.

Enter the code for "Not available" or "Available".

Step by Step

Program/Service

▶ UCD? ✓

▶ *403=Work on? ✓

#403=Work off? ✓

* 4 0 3 or # 4 0 3

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".

Program/Service

▶ UCD? ✓

▶ *404=UCD night on? ✓

#404=UCD night off? ✓

* 4 0 4 or # 4 0 4

Turning the night service on and off for UCD:

Press the key. The LED lights up.

Select and confirm.

Confirm.

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

Program/Service

▶ UCD? ✓

▶ *405=Calls in queue? ✓

* 4 0 5

Display the number of waiting calls:

Press the key. The LED lights up.

Select and confirm.

Confirm.

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

Step by Step

Special Function in the LAN (PC Network)

If your telephone is operating in a HiPath AllServe 150 V1.0 environment, multiple Hicom 150 H 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 Hicom 150 H:

▶ Internal DISA? ✓
or

* 4 7

Select and confirm.

Enter the code.

Enter the (DISA) call number of the other Hicom 150 H.
✓ or #

Enter the (DISA) call number of the other Hicom 150 H.

Confirm the entry.

Enter the (DISA) call number of your telephone.
✓ or #

Enter the (DISA) call number of your telephone.

Confirm the entry.

▶ Leave hunt group? ✓
or

▶ Join hunt group? ✓
or

8 5 or * 8 5

Select and confirm.

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

You belong to multiple groups of another Hicom 150 H:

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

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

Step by Step

Transferring Call Forwarding

You can activate/deactivate call forwarding (→ page 63) for your telephone from other HiPath AllServe 150 V1.0 telephones.

▶ ✓
or

* 4 7

Select and confirm.

Enter the code.



Enter the (DISA) call number of the Hicom 150 H 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:

▶ ✓
or

* 1

Select and confirm.

Enter the code.

✓
or

Select and confirm.

▶ ✓
or

▶ ✓
or

1 or 2 or 3

Enter the code.



Enter the destination number.

✓

Confirm.

Deactivating this function:

▶ ✓
or

1

Select and confirm.

Enter the code.

Step by Step

Using Night Answer

If authorized (contact System Support), you can define telephones in other Hicom 150 H systems as the night answer (→ page 64).

▶ ✓
or

* 4 7

Select and confirm.

Enter the code.



Enter the (DISA) call number of the Hicom 150 H 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:

▶ ✓
or

* 4 4

Select and confirm.

Enter the code.



Enter the destination number (= temporary night answer).

✓

Confirm.

Deactivating this function:

▶ ✓
or

4 4

Select and confirm.

Enter the code.

Step by Step

Activating and Deactivating a Ringing Group


You can have calls for your telephone signaled audibly at external telephones or at telephones in other Hicom 150 H systems (→ page 87).

Saving the telephones for the ringing group:

Program/Service

▶ *81=Ringling group on? ✓
or
 * 8 1

Add to ringing group? ✓
or
▶ Add another station? ✓
or
▶ Display/remove? ✓



▶ #=Entry complete? ✓
or
 #

Save? ✓

▶ Exit? ✓

▶ Ringling group off? ✓
or
 # 8 1

Press the key. The LED lights up.

Select and confirm.

Enter the code.

Select and confirm

or

Select and confirm, then follow the operating instructions.

Enter the call number.

Confirm.

Enter.

Confirm.

Select and confirm.

Removing all telephones in call ringing group:

Select and confirm.

Enter the code.

Step by Step

Controlling Relays

If this feature is configured (contact System Support), you can also control relays (→ page 75) in other Hicom-150 H systems.

▶ Internal DISA? ✓
or

* 4 7

Select and confirm.

Enter the code.



Enter the (DISA) call number of the Hicom 150 H 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

▶ #90=Control Relay Off? ✓
or

* 9 0 or # 9 0

Select and confirm.

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

1 ... 4

Enter the relay.

Step by Step

Opening the Door

If this feature is configured (contact System Support), you can also activate the door opener (→ page 22) in other Hicom 150 H systems.

▶ ✓
or

* 4 7

Select and confirm.

Enter the code.



Enter the (DISA) call number of the Hicom 150 H 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.

▶ ✓
or

* 6 1

Select and confirm.

Enter the code.

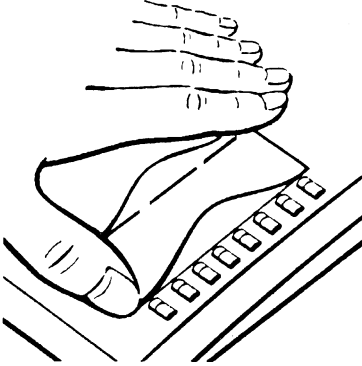


Enter the call number of the entrance telephone.

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** preprinted 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 53), 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.

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.

Using the Key Labeling Program

System Support can use the WINTASBE labeling program (order number P31003-E80-T101-*-19) to print the names and functions on the labeling cards of all optiset E telephones. For many optiset E telephones, this can be done on a perforated A4 sheet (order number A31003-E80-T100-*-19) containing all labeling cards.

Ordering Operating Instructions

Additional sets of these operating instructions are available in an accessory pack (including other languages) and can be ordered from the Siemens sales organization under order number A31003-M1551-B832-*-7619.



Contact system Support for information and ordering instructions.

Operating Instructions in PDF Format

You can download these operating instructions as a file from the Internet.

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.



The download file is available at the following Internet address:
<http://www.siemens.com/communication/manuals>

Read the information and follow the instruction provided on the Web page.

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 S₀ 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:

A desktop unit (optionally available with PSU for power supply) for connecting up to 2 S₀ terminals (e.g. PC and FAX).

Headset:

Headset for frequent telephone users.

Desk microphone:

For speakerphone mode under poor acoustic conditions.

External speaker:

Improves the sound quality with open listening.

Second handset:

Allows you to hear better in noisy environments.

Hicom Attendant BLF (Busy Lamp Field):

An add-on module with 90 LEDs and function keys. Use preferably in conjunction with Hicom Attendant C.



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

To place an order, contact System Support or visit the following Internet address:

<http://www.siemens.com/communication/manuals>

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 20).

You cannot dial an external number:

Check whether your telephone is locked ("US:Not authorized UK:Access denied" appears on the screen). If so, unlock the telephone (→ page 51).

To correct any other problem:

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

Schritt für Schritt

US: Invalid entry

UK: Incorrect entry

Responding to Error Messages on the Screen

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.

Index

A

- accessories 97
- activating door opener 22
- adapters 97
- advisory message 67
- agents 88
- alphanumeric keypad 3
- announcement 26
- answering a timed reminder 18
- answering machine 69
 - call pickup 23
- appointment 58
- assigning a DID number 28
- assigning available keys 53
- assigning programmable keys 53
- associated dialing/dialing aid 30
- Attention Ring Vol 49
- automatic connection setup 27
- automatic line seizure 25

C

- call
 - accepting from answering machine 23
 - accepting in a team 83
 - accepting, group 87
 - answering 13
 - forwarding 63
 - forwarding in a team 80
 - forwarding MSN in CO 65
 - in a team with trunk keys 79
 - parking 36
 - pickup, directed 17
 - placing on hold 37
 - retrieving from park 36
 - retrieving held 37
 - transfer 83
 - transfer after announcement 34
 - using DSS keys in a team 82
- call charge assignment 45
- call charges for another telephone 43
- call charges for your telephone 43
- call forwarding 63
 - MSN in CO 65

- call request 38
- call signal 13
- call transfer 34
- call volume 13, 50
- call waiting
 - accepting 15
 - allowing 16
 - preventing 16
- call waiting (camp-on)
 - tone off 16
- call waiting (camp-on) 47
- call waiting on/off 16
- call waiting tone on/off 16
- caller ID
 - restoring display of
 - suppressing display of caller ID 26
- caller ID suppression 26
- calling
 - entrance telephone 22
- calling a second party 31
- calls
 - distributing 88
- calls in queue 24, 88
- CE mark 4
- charges for another telephone 43
- charges for your telephone 43
- Checking the Key Assignments 62
- cleaning the telephone 99
- codes 5
- conducting calls with a headset 19
- conference 32
- connection setup, automatic 27
- consultation hold 31
- contacts/problems 100

D

- Deleting Advisory Messages 67
- desk microphone 98
- details, fax 69
- dialing
 - internal/external calls 25
- dialing a number
 - from the caller list 39
 - with repertory dialing keys 42
- dialing aid
 - S0-bus 30
- dialing Internal calls 25

dialing numbers	
from the electronic notebook	40
from the internal directory	41
using speed-dialing	42
Direct Inward System Access	72
directory, internal	41
DISA	72
display	3
display angle	50
distributing calls	88
do not disturb	20
door opener	23

E

electronic notebook (ENB)	59, 60, 61
closing	61
dialing station numbers	40
ending	61
finding an entry	60
function keys	59
saving entries	60
enhanced paging equipment	76
entrance telephone	22
error messages	100
executive/secretary functions	78
explanation of symbols	2
external code	25

F

faceplate	
key module	3
optiset E memory	3
fax details	69
forwarding	63
multiple subscriber number (MSN)	65
forwarding MSN in CO	65
forwarding multiple subscriber number (MSN)	65
function keys	5
functions	
activating/deactivating for another telephone associated service	71
assigning to keys	55
programming on keys	55
resetting	69

G

group call	85
in a team	83

H

handsfree answerback	19
off	19
on	19
headset	19, 98
HiPath AllServe 150 V1.0	
actuators	94
group call	90
hunt group	90
night answer	92
opening the door	95
relays	94
ringing group	93
transferring call forwarding	91
hotline	27
HTML format	97
hunt group	85

I

internal directory	41
IP telephony	90

K

key fields, labeling	3, 96
key labeling program	96
key module	3
keypad	3
keys	
assigning	53
fixed	3
incomplete save	55
labeling	96
programmable	3

L

labeling key fields	3, 96
LAN telephony	90
leaving an advisory message	67
LED (light-emitting diode)	3
LED indications, meaning of	78, 81, 82

- LED signals, meaning 56
- locking
 all phones 72
- locking all phones 72
- locking/unlocking the telephone 51
- M**
- mailbox 18
- making calls
 on-hook dialing 25
 to stored destinations 38
 using redial 40
 with the dialing aid 30
- making external calls 25
- making trunk calls 25
- malfunctions 99
- meaning of LED indications 78, 81, 82
- meaning of LED signals 56
- message
 answering 66
 deleting/displaying 66
 receiving 66
 sending 66
- microphone for speakerphone mode 3
- monitoring
 silent 70
- moving the telephone 68
- MULAP keys 78
- MULAP trunk keys 78
- N**
- night answer 64
- notebook, electronic (ENB) 59
- notes 4
- O**
- open door
 with a code 23
- open listening 14
- opening door 22
- operating instructions
 HTML format 97
 ordering 97
 PDF format 97
- operating principle 5
- operating systems 2
- optiset E ISDN adapter 97
- optiset E key module 3
- overload 24
- Override 70
- override 48
- P**
- parking a call 36
- PDF format 97
- personal identification number 52
- phone change 68
- pickup (call) 17, 87
- PIN 52
 for a telephone 51
- placing a call on hold 37
 in a team 79
- plastic foil 96
- preventing and allowing
 automatic camp-on 16
- Prime Line on 25
- problems/contacts 100
- Program/Service 5
- programming available keys 53
- programming keys 53
- programming your telephone 49
- project calls 45
- R**
- radio paging equipment PSE 75
- recall 35
- receiving volume 13, 50
- redialing a number 40
 from the caller list 39
- relays 75
- Release 13, 14, 37, 79, 83
- relocate 68
- relocate procedure 68
- reserving a trunk 28
- Reset services 69
- resetting services resetting functions 69
- ring tone 49
- ring transfer
 in an executive/secretary team 84
- ring volume 49
- ringer cutoff 20

ringing group 87
room monitor 70

S

saving a PIN 52
second level 42, 53
secretary functions 78
sensors 75
setting your telephone 49
Shift 42, 53
Shift key 42, 53
silent monitor 70
simple paging equipment 76
speaker 13
speaker call 26
speakerphone mode 3, 13, 14, 15, 50
special dial tone 20
speed-dialing
 dialing numbers 42
 saving station speed-dialing 54
 system 42
station number
 assigning 28
 saving 53
station number label 96
station speed-dialing 42, 54
suffix-dialing 27
switches 75
system speed-dialing 42
system-wide cancellation 69

T

team with trunk keys 78
telephone
 cleaning 99
 locking 51
 locking another 72
 locking/unlocking 51
 locking/unlocking all phones 72
 maintaining 99
 operating 5
 settings 49
 testing 62
 using another like your own 67
telephone data service 74
telephone maintenance 99

telephone test 62
temporary phone
 using a temporary phone 67
 testing the telephone 62
 testing the telephone functions
 (Index entry) 62
text message
 answering 66
 deleting/displaying 66
 receiving 66
 sending 66
three-party conference 32
time-dependent hotline 27
toggle 31
toggle/connect
 in the team 80
tone dialing 27
tone dialing (DTMF dialing) 27
trace call 21
transfer (call) 34, 83
 after announcement 34
trunk flash 29
trunk keys in a team 78
trunk keys, MULAP 78
trunk, reserving 28

U

UCD 88
using a caller list 38
using functions from the outside 72

V

variable call forwarding 63

W

waiting calls 24
work time 89

The Siemens optiset E phones for Hicom 150 H system are hearing-aid compatible and comply with the applicable FCC Rules, Part 68 and Industry Canada CS-03 Standard.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

WARNING: Changes or modifications to the equipment that are not expressly approved by the responsible party for compliance could void the user's authority to operate the equipment.

This equipment does not exceed Class B limits per radio noise emissions for digital apparatus, set out in the Radio Interference Regulation of the Canadian Department of Communications. Operation in a residential area may cause unacceptable interference to radio and TV reception requiring the owner or operator to take whatever steps are necessary to correct the interference.

Cet équipement ne dépasse pas les limites de Classe B d'émission de bruits radioélectriques par les appareils numériques, telles que prescrites par le Règlement sur le brouillage radioélectrique établi par le ministère des Communications du Canada. L'exploitation faite en milieu résidentiel peut entraîner le brouillage des réceptions radio et télé, ce qui obligerait le propriétaire ou l'opérateur à prendre les dispositions nécessaires pour en éliminer les causes.

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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	... Via the Program/Service menu		... With function keys
		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Program/Service █ </div>	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
DND on	✓	✓	*97	X
DND off	✓	✓	#97	X
Door opener on		✓	*89	X
Door opener off		✓	#89	X
DTMF dialing		✓	*53	X

Overview of Functions and Codes (Alphabetical)

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
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
Relocate station				
log off			*9419	
log on			#9419	
Reserve trunk	✓			X
Reset services		✓	#0	X
Retrieve line		✓	*63	X
Ring Transfer: On		✓	*502	X
Ring Transfer: Off		✓	#502	X

Overview of Functions and Codes (Alphabetical)

Functions (display)	... Inter-actively	... Via the Program/Service menu		... With function keys
		Program/Service	Code	
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
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