

Optipoint (Display) Telephones

Q U I C K R E F E R E N C E G U I D E

FEATURE DESCRIPTIONS	DIALING INSTRUCTIONS
<p>CALL FORWARDING - ALTERNATE - Call forwarding (alternate) lets you temporarily redirect your incoming calls to another extension.</p>	<ul style="list-style-type: none"> - Get a dial tone. - Press # 9 1 - Dial the number of the extension that you want to receive your calls. - Press Check key ✓ OR press the # key. - Hang up. <p>To cancel forwarding:</p> <ul style="list-style-type: none"> - Get a dial tone. - Press # # 9 1. - Hang up.
<p>CALL LOG - Allows you to view a log of unanswered, answered, and outgoing calls placed from your extension. Your telephone saves the last 6 outgoing and the last 12 incoming calls in chronological order. The display begins with the most recent entry in the log.</p>	<ul style="list-style-type: none"> - Scroll to CALL LOG? - Press Check key ✓ - Choose INCOMING CALLS?, OUTGOING CALLS?, OR UNANSWERED?
<p>CALLBACK – Allows a user to request a position in queue when calling a busy or rings no answer.</p>	<ul style="list-style-type: none"> - Scroll to CALLBACK? - Press Check key ✓ - Hang up (phone will ring back with triple ring) <p>To cancel:</p> <ul style="list-style-type: none"> - Scroll to View Active Features? - Press Check key ✓ - Scroll to Next Feature? - Press Check key ✓ - Display Callbacks? - Press Check key ✓ - Scroll to Delete? - Press Check key ✓ - Hang up
<p>CONFERENCE - Allows you to conference up to eight parties (including yourself) on a call. (Seven of the the parties can be outside lines).</p>	<p>To set up a conference call:</p> <ul style="list-style-type: none"> - Dial the first extension number, or dial 8 and the outside number. - Press the TRANSFER key or scroll to START CONFERENCE? - Dial the next extension number, or dial 8 and the outside number. - Inform the called party that this is a conference call. - Press the TRANSFER key or select CONFERENCE? - Repeat steps to join additional parties. <p>To reconnect to the conference when a called party isn't joining:</p> <ul style="list-style-type: none"> - Press the connect key. <p>To drop the last party:</p> <ul style="list-style-type: none"> - Scroll to REMOVE LAST PARTY? - Press Check key ✓
<p>CONSULTATION - Lets you talk privately with a second party while the first party is waiting on hold.</p>	<p>To consult with a second party during a call:</p> <ul style="list-style-type: none"> - Scroll to CONSULT? - Press Check key ✓ - Dial the second party's number <p>OR</p> <ul style="list-style-type: none"> - Press TRANSFER, dial the second party's number. <p>To reconnect:</p> <ul style="list-style-type: none"> - Press the CONNECT key <p>OR</p> <ul style="list-style-type: none"> - Scroll to TOGGLE? - Press Check key ✓
<p>FWD ALL - Forwards your calls directly to phonemail.</p>	<p>To forward calls:</p> <ul style="list-style-type: none"> - Press FWD ALL key, light will be on and your calls will be forwarded to your phonemail box. <p>To cancel forwarding:</p> <ul style="list-style-type: none"> - Press FWD ALL key again.
<p>HOLD - Feature puts a call on hold until you can return to it.</p>	<p>To put a call on hold while you answer another call or perform another task:</p> <ul style="list-style-type: none"> - Press the HOLD key. - Hang up. <p>OR</p> <ul style="list-style-type: none"> - Scroll to PRIVATE HOLD? - Press Check key ✓ <p>To reconnect:</p> <ul style="list-style-type: none"> - Press the line key of the call on hold.

<p>LAST NUMBER REDIAL - Feature automatically redials the last extension or outside number (up to 16 digits) you dialed.</p>	<p>To call your saved number: - Pick up receiver to select LAST NUMBER REDIAL? - Press Check key ✓</p>
<p>PARK - Park lets you transfer a call to an extension and hold it there. The call will not ring at that extension. This feature is useful when you want to continue a conversation at an idle extension, or transfer a call to a busy extension.</p>	<p>To park a call using a display phone: - While connected to caller, scroll to PARK STATION? - Press Check key ✓ - Dial extension you want to Park the call on. - Hang up To connect with a call parked on your extension: - Press the CONNECT key.</p>
<p>PICK-UP - <i>Group Pick-up</i> lets you answer a call on your phone that is ringing on any phone in a designated group of phones in your work area, without knowing the ringing extension's number. <i>Direct Pick-up</i> lets you answer a call to any extension, if you know the number. You can also use this feature to pick-up calls that are on hold at another extension.</p>	<p>To answer a call in Group Pick-up: - Get dial tone - Press the PICK UP key twice OR * * 3 To answer a call in Group Pick-up: To answer a call in Direct Pick-up: - Get dial tone - Press the PICK UP key OR * 3 - Dial the number of the ringing extension</p>
<p>Phone Settings - Adjust the volume and ring tone of your phone. Adjust the volume through your speaker. (NOTE: You must be on a call to adjust)</p>	<p>- Press + or - - Select either RING VOLUME? or RING PITCH? - Press Check key ✓ - Press + or - to adjust setting. Select to store. - Press + or - to adjust setting. - Press Check key ✓ to store setting.</p>
<p>Reminder - You can program a timed reminder on your telephone to remind yourself of an important meeting or appointment.</p>	<p>- Scroll to PROGRAM/SERVICE? - Press Check key ✓ - Scroll to REMINDER? - Press Check key ✓ - Display will read NEW REMINDER? - Press Check key ✓ - In put the desired time you would like alarm to sound - Select SAVE?</p>
<p>Repertory Dialing (R-) - Lets you access a feature and/or dial a telephone number by pressing one key.</p>	<p>To program: - Scroll to PROGRAM?SERVICE? - Press Check key ✓ - Select DESTINATIONS? - Press Check key ✓ - Scroll to REPDIAL? - Press Check key ✓ - Press an "R-" key - Enter number - Select SAVE? To make a Repdial call: - Press the desired R- key. It will automatically select a line. OR - Press a line key - Press the desired R- key.</p>
<p>Station Speed Dial - Station Speed Dial (STA SPD) lets you set up codes for your frequently called internal extensions and outside numbers. You can then dial a two-digit index speed number (00 - 29) instead of dialing the whole number.</p>	<p>To set or change a station speed code using a display phone. - Scroll to PROGRAM?SERVICE? - Press Check key ✓ - Select DESTINATIONS? - Press Check key ✓ - Scroll to SPEED DIAL FEATURES? - Press Check key ✓ - Enter a index speed number 00 through 29 - Dial number to be stored - Select SAVE? - Press Check key ✓ To make a station speed call using a display phone: - Press STA SPD - Dial the two-digit index speed code</p>
<p>Transfer - The Transfer feature allows you to transfer a call from your telephone to another extension or outside number.</p>	<p>To transfer a call: - Ask the party to hold. - Press the TRANSFER key OR scroll to START TRANSFER? - Dial the extension number. - When the party answers, announce the caller - Hang up. The transfer is complete To reconnect: - Before hanging up, press the CONNECT key.</p>