

CALL FORWARDING

To forward your phone to another extension:

- Scroll & Select **✓ MORE FEATURES?**
- Scroll & Select **✓ CALL FORWARDING?**
- Scroll & Select **✓ ENTER DESTINATION?**
- Enter **Extn**
- Select **✓ SAVE?**

To cancel forwarding:

- Scroll & Select **✓ VIEW ACTIVE FEATURES?**
- Scroll & Select **✓ DEACT CALL FORWARDING?**

Or

To forward:

- Get dial tone
- Press **FORWARD** Or Dial **#91**
- Enter **Extn**
- Select **✓ SAVE NUMBER?** Or Press **#**
- Hang Up

To cancel:

- Press **FORWARD**
- Or Dial **##91**

LAST NUMBER REDIAL

To autodial the last number dialed:

Option appears on screen when handset is lifted:

- Get Dial Tone
- Select **✓ LAST NUMBER?**
- Or Press **LNR**

STATION SPEED

To program up to 30 frequently dialed numbers:

To program:

- Scroll & Select **✓ PROGRAM/SERVICE?**
- Select **✓ DESTINATIONS?**
- Scroll & Select **✓ SPEED DIAL FEATURES?**
- Enter Index Number **(00-29)**
- Enter **Extn** or **9 + Number**
- Select **✓ SAVE?**

To use:

- Scroll & Select **✓ SPEED DIAL FEATURES?**
- Scroll & Select **✓ STATION SPEED DIAL?**
- Enter **Index Code (00-29)**
- Or
- Dial **#3**
- Enter **Index Code (00-29)**

SYSTEM SPEED

To dial frequently dialed numbers, pre-programmed by your company:

To use:

- Scroll & Select **✓ SPEED DIAL FEATURES?**
- Scroll & Select **✓ SPEED DIAL?**
- Enter the 3 digit code (listed in directory)
- Or
- Dial **#61**
- Enter the 3 digit code (listed in directory)

REPERTORY DIAL &/or DSS KEYS

To set up 1-touch speed dial buttons:

To program:

- Scroll & Select **✓ PROGRAM/SERVICE?**
- Press **"R"** or **DSS** key you want to program
- Enter **Extn** or **9 + Number**
- Select **✓ SAVE?**

Note: To insert a pause, prior to saving,

- Scroll & Select **✓ ENTER PAUSE?**

To Use:

- Press **"R"** key or **DSS** key

LABELING DSS KEYS (420 IP phones only)

To program:

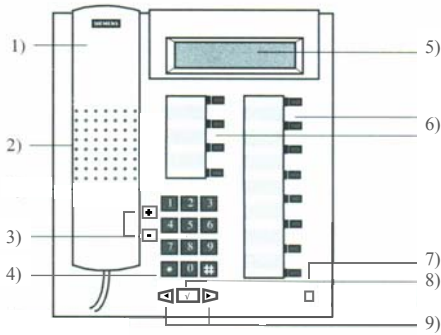
- Scroll & Select **✓ PROGRAM/SERVICE?**
- Select **✓ DESTINATIONS?**
- Scroll & Select **✓ REPDIAL?**
- or **✓ DIRECT DESTINATION?**
- Press the key you want to label
- Enter new number
- Select **✓ COMPLETED?**
- Select **✓ USE DESTINATION NUMBER?**
- Or **✓ CREATE PERSONAL LABEL?**
- Enter your text via the key pad,
up to 12 characters

Telephone Quick Reference Guide



SIEMENS

Hi-Path 4000 Series
OptiPoints & IP phones



1. Handset
2. Speaker (ringing tone and 1 or 2 way speaker)
3. Volume keys for telephone settings
4. Dialing key pad
5. Display (Main Menu)
6. Fixed function keys with status lights
7. Microphone (optional)
8. Select key for confirming a function
9. Key for scrolling to functions

GUIDANCE KEYS

Press > to scroll forward
 Press < to scroll backward
 Press ✓ to select/activate a function

RING TONE/VOLUME

To Program:
 Scroll & Select ✓ **PHONE SETTINGS?**
 Scroll & Select ✓ **RINGER VOLUME?**
 or ✓ **RINGER PITCH?**
 Press + or - to adjust setting
 Press ✓ to select new pitch/volume

PREVIEW

To preview caller ID for additional incoming calls, while on a call:
 Press **PREVIEW**
 Press **Blinking Line Button**
 Press **PREVIEW**, to end preview mode

NOTE: This does not interrupt your current call

HOLD

To place a call on hold:
 Press **HOLD**
 To return to caller:
 Press **Blinking Line Button**

AUTO HOLD

While on a call and 2nd line begins to ring:
 Ask caller to **HOLD**
 Press ringing line

NOTE: You may alternate between lines by simply pressing the appropriate line button

TRANSFER

To transfer a call to another extension:
 During a call:
 Select ✓ **START TRANSFER?**
 Dial **Extn**
 Announce call (optional)
 Hang up Or Select ✓ **TRANSFER CALL?**

To return to original caller:
 Press **CONNECT**
 Or Scroll & Select
 ✓ **RELEASE & RETURN?**
 Or ✓ **RETURN TO HELD CALL?**

NOTE: ✓ **START TRANSFER?** can be used to:
 1. TRANSFER calls
 2. Start a CONSULTATION call
 3. Start a CONFERENCE call

CONSULTATION

To consult privately with two parties:
 During a call:
 Select ✓ **CONSULT?**
 Or ✓ **START TRANSFER?**
 Dial **Extn** or **9 + Number**

To consult privately with each party:
 Press **CONNECT**
 Or Select ✓ **TOGGLE?**

To release a party:
 Select ✓ **RELEASE & RETURN?**

CONFERENCE

To create a Conference call—up to 8 parties:
 During a Call:
 Scroll & Select ✓ **START CONFERENCE?**
 Dial **Extn** or **9 + Number**
 Announce the Call (optional)
 Select ✓ **CONFERENCE?** To join calls
 Or Press **CONF**

To **add** additional parties:
 Select ✓ **ADD TO CONFERENCE?**
 Dial **Extn** or **9 + Number**
 Announce the call (optional)
 Select ✓ **CONFERENCE?** to join calls
 Or Press **CONF**

NOTE: Repeat to add additional parties.
 To **reconnect** when party is not joining:
 Select ✓ **RELEASE & RETURN?**

DIRECT PICKUP

To answer a specific ringing call or call on hold:
 Press **PICK**
 Or Dial * **3**
 Enter **Extn** that is ringing or where call is holding

PARK TO STATION

To place a call on hold at another extension:
 During a call:
 Scroll & Select ✓ **PARK to STATION?**
 Dial **Extn** where you want call parked
 Hang Up

To retrieve:
 Press **Flashing Line Key**

CALLBACK

When Internal line is Busy or No Answer:
 Select ✓ **CALLBACK?** Or Dial **#1**

NOTE: System will alert you with a triple ring when party is available.

