

SIEMENS

Hicom 150 H

Operating Instructions
DTMF Telephones
Pulse Telephones



Information and
Communications

Before You Begin

These Operating Instructions describe which functions can be used with the Hicom 150 H Version 1.0 with commercially available dial pulsing or touch tone telephones.

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.

For the basic operating functions of your telephone please refer to the relevant operating instructions.

When performing the various operations, you should note carefully which telephone you have, which mode it is set to, or both (see manufacturer's specifications and instructions).

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 the consultation hold key, signal key, flash key (not applicable to pulse telephones).



You hear a tone.

A long tone (positive confirmation tone) confirms that you have successfully activated a function or procedure. A short tone (negative confirmation tone) indicates that the function or procedure was rejected.

Dial pulsing telephones



= Code **7 5**



= Code **7 6**

Step by Step

Accessing Functions

... With Codes

You can activate the functions of your system **by entering codes** such as:

* 9 7

DND (do not disturb) on.

9 7

DND (do not disturb) off.

All codes to activate or enable functions are always introduced by pressing the star key, and all codes to deactivate, disable or delete functions are always entered starting with the pound key.

When using pulse telephones, the star key must be replaced by the code **7 5** and the pound key by **7 6**.
For example:

7 5 9 7

DND (do not disturb) on

7 6 9 7

DND (do not disturb) off

The codes may contain up to three digits.

An alphabetically ordered overview of all functions and their corresponding codes can be found in the **Appendix** (Quick-Reference Operating Instructions).

Accessing Functions 3
... With Codes 3

 **Basic and Enhanced Functions**

Making and Answering Calls 7
Answering a Call 7
Using Call Waiting 7
Accepting a Specific Call for Your Colleague 9
Using Mailboxes 9
Using Timed Reminders 9
Turning Do Not Disturb On and Off 10
Trace Call: Identifying Anonymous Callers " (Not for U.S.) 10
Answering Calls from the Entrance Telephone and Opening the Door. 10

Making Calls 12
Dialing Numbers 12
Caller ID Suppression 12
Talking to Your Colleague With a Speaker Call 13
Activating Tone Dialing / DTMF Suffix Dialing
(Only For Pulse Telephones) 13
Automatic Connection Setup (Hotline) 13
Reserve Trunk 14
Assigning a Station Number (Not for U.S.) 14
Trunk Flash 15
Associated Dialing/Dialing Aid 15

**Calling Multiple Parties
Simultaneously 16**
Calling a Second Party (Consultation Hold) 16
Conducting a Conference 17
Transferring a Call 18
Parking a Call 19
Picking up (Retrieving) a Held Call 19

Making Calls to Stored Destinations 20
Using Station (Only DTMF Telephones)
and System Speed-Dial Numbers 20

Dialing with Call Charge Assignment 21

If You Cannot Reach a Destination	22
Using Callback	22
Call Waiting (Camp-On)	22
Busy Override - Joining a Call in Progress	23
Telephone Settings	24
Locking the Telephone to Prevent Unauthorized Use	24
Saving Your PIN	25
Saving Station Numbers and Appointments	26
Storing Station Speed-Dial Numbers (Only DTMF Telephones)	26
Saving Appointments	26
Call Forwarding	27
Using Variable Call Forwarding	27
Using Night Answer	28
Call Forwarding in the Carrier Network and Forwarding Multiple Subscriber Numbers (MSN) (Not for U.S.) ..	29
Using Other Functions	30
Sending a Message	30
Using Another Telephone Like Your Own	31
Resetting Services and Functions (System-Wide Cancellation for a Telephone)	31
Silent Monitor (U.S. Only)	32
Monitoring a Room	32
Activating Functions for Another Telephone	33
Locking Another Telephone to Prevent Unauthorized Use	34
Using System Functions from the Outside (DISAs: Direct Inward System Access)	34
Controlling Connected Computers or Other Programs and Telephone Data Service (For OfficeCom/Pro only)	36
Controlling Relays	37
Radio Paging (Not for U.S.)	37

 **Team and Executive/Secretary Functions**

Team and Executive/Secretary Functions With As- signed Trunk Lines	39
Forwarding Calls on Lines	39

Transferring Calls Directly to the Executive
(Only in an Executive/Secretary Group) 40

Using Other Team Functions 41

Turning Group Call On and Off 41
Accepting a Call for Another Member of Your Team 42
Activating and Deactivating a Ringing Group 42
Uniform Call Distribution (UCD). 43

 **System networking via LAN (PC network)**

Special Functions in the LAN (PC Network). 44

Leaving a Hunt Group/Group Call 44
Transferring Call Forwarding 45
Using Night Answer 46
Activating and Deactivating a Ringing Group 47
Controlling Relays 48
Opening the Door 49

 **All About Your Telephone**

Documentation 50

Ordering Operating Instructions 50
Operating Instructions in PDF Format 50

Index 51

. 53

 **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.

Answering a Call

The telephone rings.



Lift the handset.

Ending the call:



Replace the handset.

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 8).

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.

Step by Step



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

Enter the code.

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:



Press the key.



Enter the code or wait two seconds.

or

(depending on the configuration)



Press the key twice.

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 7) from being signaled by automatic camp-on during an ongoing call.



Lift the handset.



Enter the code to "prevent" or "allow" call waiting.

Turning the Call Waiting Tone On and Off

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



Lift the handset.



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

Step by Step

Accepting a Specific Call for Your Colleague

You hear another telephone ring.



Lift the handset.



Enter the code.



Enter the number of the telephone that is ringing.



Accepting calls in a team → page 42.

Using Mailboxes

If there are messages waiting for you, you will hear a special dial tone (continuous buzzing) when you lift the handset.



Lift the handset.



Enter the code.

This connects you to the sender of the message or the mailbox system.

Using Timed Reminders

Precondition: You must have saved a timed reminder (→ page 26). The current time is the time stored.



Your telephone rings.

Lift the handset and replace it again.



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

Step by Step




Turning Do Not Disturb On and Off

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

Lift the handset.

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

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

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


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.

You are engaged in an external call.



Enter the code.

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

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 are authorized to activate a **door opener** (contact System Support), visitors can open the door themselves by entering a 5-digit code (using a DTMF transmitter or installed keypad).

Step by Step

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:



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 49)!

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:



Lift the handset.



Enter the code.



Dial the entrance telephone number.



Enter the five-digit code. Default code = "00000" (contact System Support).



Enter the type of door opener. 1 = enable with ring, 2 = enable w/o ring = You can also open the door without a doorbell ring.

Deactivating the door opener:



Lift the handset.



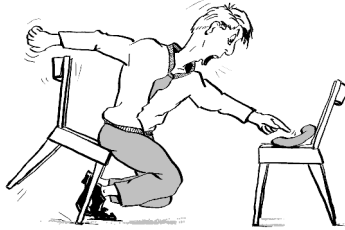
Enter the code.



Dial the entrance telephone number.

Step by Step

Making Calls



Dialing Numbers



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.

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.



Lift the handset.

* 8 6 or # 8 6

Enter code for "suppress" or "restore".



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

Step by Step

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.



Lift the handset.



Enter the code.



Enter the station number.

Activating Tone Dialing / DTMF Suffix Dialing (Only For Pulse Telephones)

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



You have set up a connection.



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 pre-set 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

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.



Lift the handset.

Enter the external code. The external trunk is busy; you hear a busy signal tone. Wait about 5 seconds until the busy tone ends. The trunk is reserved.



Replace the handset.

When the reserved trunk becomes free:

Your telephone rings.



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.



Lift the handset.



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 via an analog line.



Enter the code.

Enter the service code and/or telephone number.

Associated Dialing/Dialing Aid

If this function has been configured (contact System Support), you can use your telephone as a dialing aid for other telephones.



Lift the handset.

Enter the code.

Enter the internal station number of the party for whom you want to dial.

Enter the number you wish to dial (external number with external code).

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.



Press the key.



Call the second station.

Return to the first party:



Press the key.



Enter the code or wait two seconds.

or



Press the key twice.

Switching to the Party on Hold (Toggle)



Enter the code.

Combine the calling parties into a three-party conference



Enter the code.

Connecting the other parties to each other



Replace the handset.

Step by Step

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.



Lift the handset.



Call the first party.



Press the key.



Call the second station. Announce the conference.



Enter the code.

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

If the second party does not answer:



Press the key.



Enter the code or wait two seconds.
(depending on the configuration)



Press the key twice.

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



Press the key.



Call the new party. Announce the conference.



Enter the code.
etc.

Leaving a Conference



Replace the handset.

Ending a Conference (Initiator Only)



Enter the code.

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



Enter the code.

Step by Step

Transferring a Call

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



Press the key.



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



Announce the call, if necessary.



Replace the handset.

...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 13) to announce a call in progress to a group of users (→ page 41).

After a member of the group has accepted the call request, you can transfer the waiting party.

Precondition: You are conducting a call.



Enter the code.



Enter the group's station number.



Announce the call.

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



Replace the handset.



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

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.



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 already being used, you will hear the negative confirmation tone. Please enter another number.



Replace the handset.

Retrieving a Parked Call

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



Lift the handset.



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).

Picking up (Retrieving) a Held Call

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



Lift the handset.



Enter the code.



Enter the line number you noted earlier.

Step by Step

Making Calls to Stored Destinations

Using Station (Only DTMF Telephones) and System Speed-Dial Numbers

Precondition: You have stored station speed-dial numbers (→ page 26) or System Support has stored system speed-dial numbers.



Lift the handset.



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

Dialing with Call Charge Assignment

You can assign external calls to certain projects.

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



Lift the handset.



Enter the code.



Enter the account code.

If necessary



Press this key (may be needed, depending on the configuration; contact System Support).



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.



Enter the code.

Answering a Callback

Precondition: A callback was saved. Your telephone rings.



Lift the handset. You hear a ring tone.

Deleting (All) Stored Callbacks



Lift the handset.



Enter the code.

Call Waiting (Camp-On)

It is important that you reach the called party, but the number is busy.



Lift the handset.



Enter the internal station number.

Wait (approx. 5 seconds) until the busy tone is followed by the ring tone.

The called party can then respond (→ page 7).



The called party can prevent automatic call waiting (→ page 8).

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.



Enter the code.

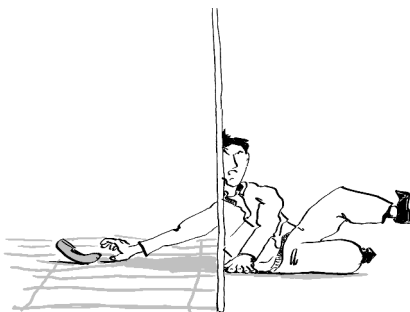
The called party and person to whom this party is talking hear an alerting tone every two seconds. If the called party has a system telephone with display, the following appears on the screen: "Override: (station no. or name)".

You can now start talking.

Step by Step

Telephone Settings

Locking the Telephone to Prevent Unauthorized Use



You can prevent unauthorized persons from using your telephone during your absence.

Precondition: You must have configured a personal identification number (PIN) for your telephone (→ page 25).

To lock and unlock the telephone:

Lift the handset.

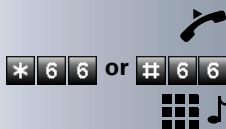
Enter the code for "lock" or "unlock".

Enter the telephone lock PIN (→ page 25).



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

An authorized party (→ page 34) can also lock and unlock your telephone.



Step by Step

Saving Your PIN

To prevent unauthorized persons from using your telephone (→ page 24) and to use another telephone like your own (→ page 31), you need to enter a personal identification number, which you can save yourself.



Lift the handset.



Enter the code.



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 34) can also lock and unlock your telephone.

Step by Step

Saving Station Numbers and Appointments

Storing Station Speed-Dial Numbers (Only DTMF Telephones)

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 20).



Lift the handset.



Enter the code.



Enter the speed-dial number you wish to use (*0 to *9).



First enter the external code and then the external station number (wait approx. 5 seconds).

Saving Appointments

You can tell your telephone to give you a call when you want to be reminded of an appointment (→ page 9). To do this, you need to save the time you want the call to be made. The appointment can be set for any time within the next 24 hours.



Lift the handset.



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.).

Deleting a saved appointment



Lift the handset.




Enter the code.

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 V1.0V1.0 (system networking via PC network) (→ page 45)!



Lift the handset.



Enter the code.



Enter the line type you wish to use:

1 = all calls, 2 = external calls only, 3 = internal calls only




Enter the destination number (without the external code).



Lift the handset.



Enter the code.

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


If DID DTMF is active (contact System Support), you can also forward calls to this destination.

Destinations: fax = 870, DID = 871,
fax DID = 872.

Step by Step

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 46)!

Activating this function:



Lift the handset.



Enter the code.



Enter the destination number (= temporary night answer service) within 5 seconds.

or



Enter the code or use the default (= standard night answer service).

Deactivating this function:



Enter the code.

Step by Step

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

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



Lift the handset.



Enter the code.



Enter the line type you wish to use:

1 = immediate, 2 = on no answer, 3 = on busy



Enter your DID number.



Enter the destination number (without the external code).

Deactivating call forwarding:



Lift the handset.



Enter the code.



Enter the activated call forwarding type.

1 = immediate, 2 = on no answer, 3 = on busy



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.



Lift the handset.

Enter the code.

Enter the recipient's internal station number.

Select the preprogrammed message (which can be changed by System Support). Enter the code.

- | | |
|------------------------|------------------------|
| 0 = Please callback | 5 = Fax waiting |
| 1 = Someone is waiting | 6 = Dictation please |
| 2 = Appointment | 7 = Please come see me |
| 3 = Urgent call | 8 = Please make copies |
| 4 = Do not disturb | 9 = Ready to depart |

Deleting Sent Messages



Lift the handset.

Enter the code.

Answering Messages

If there are messages waiting for you, you will hear a special dial tone or an announcement when you lift the handset.



Lift the handset.

Enter the code.

This connects you to the sender of the message or the mailbox system.

Step by Step

Using Another Telephone Like Your Own

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



Lift the handset.



Enter the code.



Enter the other user's station number.



Enter the other user's telephone lock PIN.



Dial the external number.

This state is canceled at the end of the call.

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



Lift the handset.



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.



Lift the handset.



Enter the code.



Enter the internal station number.

Monitoring a Room

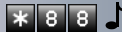
A telephone can be used to monitor a room. The function must be activated on the telephone that you want to monitor.

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

Activating the telephone to be monitored:



Lift the handset and direct it towards the noise source.



Enter the code.

Deactivating the telephone to be monitored:



Replace the handset.

Monitoring the room:



Lift the handset.



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 31)
- Call forwarding, code *11, *12, *13/#1 (→ page 27)
- Call forwarding, lines, code *5011, *5012, *5013/#501 (→ page 39)
- Night service, code *44/#44 (→ page 28)
- Call forwarding in carrier network, code *64/#64 (→ page 29)
- Lock and unlock phone, code: *66/#66 (→ page 24)
- Send a message, code: *68/#68 (→ page 30)
- Group ringing, code: *81/#81 (→ page 42)
- Group call, code: *85/#85 (→ page 41)
- Suppress caller ID, code: *86/#86 (→ page 12)
- Door release on/off: code: *89/#89 (→ page 11)
- Control relay, code: *90/#90 (→ page 37)
- Do not disturb, code: *97/#97 (→ page 10)



Lift the handset.



Enter the code.



Enter the internal number of the telephone for which you want to activate the function.



Enter the code – e.g. *97 for DND on – and procedure (if relevant).

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.



Lift the handset.



Enter the code.



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



Enter the code for "Changeover on".



Enter the code for "Changeover off".

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 31)
- Call forwarding, code: *1/#1 (→ page 27)
- Lock and unlock phone, code: *66/#66 (→ page 24)
- Save PIN, code: *93 (→ page 25)
- Send a message, code: *68/#68 (→ page 30)
- Group ringing, code: *81/#81 (→ page 42)
- Group call, code: *85/#85 (→ page 41)
- Suppress caller ID, code: *86/#86 (→ page 12)
- Open door, code: *61 (→ page 10)
- Door opener on/off, code: *89/#89 (→ page 11)
- Control relay, code *90/#90 (→ page 37)

Step by Step

- Do not disturb, code: *97/#97 (→ page 10)
- Speed-dialing, code: *7 (→ page 20)
- Associated service, code: *83 (→ page 33)

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 (For 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.

( * 4 2

Enter the code.

The connected computer now prompts you to enter the data, which you can do in one of two ways. Contact System Support to find out which option is programmed in your system:

- Input in en-bloc mode

 ... 

Enter data.



Press this key at the end of the entry.

or

- Input in online mode:
The connected computer processes your entries directly.



Enter the code.

 ... 


Enter data.

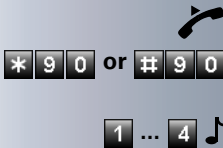
Step by Step

Controlling Relays

If this feature is 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 48)!



Lift the handset.

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

Enter the relay.

Radio Paging (Not for U.S.)

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

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

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

Simple Paging Equipment

Paging:

To be paged, you must have activated a call ringing group (→ page 42), call forwarding (→ page 27), or call redirection (service technician) to the internal station number of your paging equipment.

A call request is then signaled automatically.

Step by Step



Answering the page from the nearest telephone:

Lift the handset.

Enter the code.

Enter your own station number.

Enhanced Paging Equipment (OfficePro Only)

Paging:



Lift the handset.

Enter the code.

Enter the number of the party you want to page.

Answering the page from the nearest telephone:



Lift the handset.

Enter the code.

Enter your own station number.

Step by Step

Team and Executive/Secretary Functions With Assigned Trunk Lines

If this function has been configured (contact System Support), you belong to a team of users for whom special trunk lines exist. You can then conduct your calls as usual via the trunk assigned to you. In addition, you can also activate call forwarding or a ring transfer for the lines of your group.

Forwarding Calls on Lines

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



Lift the handset.



Enter the code.



Enter the desired line number.



Enter the line type you wish to use:
1 = all calls, 2 = external calls only, 3 = internal calls only



Enter the destination number (without the external code).



Lift the handset.



Enter the code.



Enter the desired line number.

Step by Step



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

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 this function:



Lift the handset.



Enter the code.



Enter the desired line number.

Deactivating this function:



Lift the handset.



Enter the code.



Enter the desired line number.

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) to which multiple lines have been assigned. (→ page 39).

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).



Special features must be taken into consideration if your telephone operates with HiPath AllServe 150 V1.0 (system networking via PC network) (→ page 44)!

You belong to a hunt group or a group call:



Lift the handset.

8 5 or * 8 5 

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

You belong to multiple groups or to one group with lines (including executive/secretary teams):



Lift the handset.

8 5 or * 8 5

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


or
* 

Enter the code for "Leave all groups".

Enter the code for "Join all groups".

Step by Step



Enter a group/trunk number to directly "leave or join".



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.

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.

Lift the handset.

Enter the code.



Activating and Deactivating a Ringing Group

You can have calls for your telephone signaled audibly at up to five other 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 47)!

Saving telephones for the ringing group:

Lift the handset.

Enter the code.

Enter the internal station number.



Removing all telephones in call ringing group:

Lift the handset.

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:

Lift the handset.

* 4 0 1 or # 4 0 1

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



To log on, enter your identification number ("Agent:"). Contact System Support to find out what it is.



Lift the handset.

4 0 2 or * 4 0 2

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

Requesting and activating a work time:

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



You have or had an ACD connection.

* 4 0 3 or # 4 0 3

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



Lift the handset.

* 4 0 4 or # 4 0 4

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

Step by Step

Special Functions 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 the hunt group/group call (→ page 41) of another Hicom 150 H:



Lift the handset.



Enter the code.



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



Enter.



Enter the (DISA) call number of your telephone.



Enter.



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".

Step by Step

Transferring Call Forwarding

You can activate/deactivate call forwarding (→ page 27) for your telephone from other HiPath AllServe 150 V1.0 telephones.



Lift the handset.



Enter the code.



Enter the (DISA) call number of the Hicom 150 H to which your telephone is connected.



Enter.



Enter the (DISA) call number of your telephone.



Enter.

Activating this function:



Enter the code.



Enter the line type you wish to use:

1 = all calls, 2 = external calls only, 3 = internal calls only



Enter the destination number (without external code).

Deactivating this function:



Enter the code.

Step by Step

Using Night Answer

If authorized (contact System Support), you can also define telephones in other Hicom 150 H systems as the night answer (→ page 28).



Lift the handset.



Enter the code.



Enter the (DISA) call number of the Hicom 150 H to which the night answer telephone is connected.



Enter



Enter the (DISA) call number of the telephone from which you wish to activate/deactivate the night answer service.



Enter

Activating this function:



Enter the code.



Enter the destination number (= temporary night answer service) within 5 seconds.



Enter the code.

Deactivating this function:

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 42).

Saving the telephones for the ringing group:



Lift the handset.



Enter the code.



Enter the call number.



Enter

Removing all telephones in call ringing group:



Lift the handset.



Enter the code.

Step by Step

Controlling Relays

If this feature is configured (contact System Support), you can also control relays (→ page 37) in other Hicom 150 H systems.



Lift the handset.



Enter the code.



Enter the (DISA) call number of the Hicom 150 H in which the relay is to be controlled.



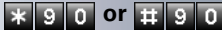
Enter



Enter the (DISA) call number of the telephone from which you wish to control the relay.



Enter



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



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 11) in other Hicom 150 H systems.



Lift the handset.



Enter the code.



Enter the (DISA) call number of the Hicom 150 H in which the door is to be opened.



Enter



Enter the (DISA) call number of the telephone from which you wish to activate the door opener.



Enter



Enter the code.



Enter the call number of the entrance telephone.

Documentation

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-B822-*-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 file can be downloaded from the following Internet address:
<http://www.siemens.com/communication/manuals>

Read the information and follow the instructions on the Web page.

Index

A

agents	43
announcement	13
answering a timed reminder	9
appointment	26
assigning a DID number	14
assigning available keys	26
assigning programmable keys	26
associated dialing/dialing aid	15
automatic connection setup	13

C

call	
accepting, group	42
answering	7
entrance telephone	11
forwarding	27
forwarding in a team	39
forwarding MSN in CO	29
parking	19
pickup, directed	9
retrieving from park	19
retrieving held	19
transfer after announcement	18
call charge assignment	21
call forwarding	27
MSN in CO	29
call signal	7
call transfer	18
call waiting	
accepting	7
allowing	8
preventing	8
call waiting (camp-on)	22
tone off	8
call waiting on/off	8
call waiting tone on/off	8
caller ID	
restoring display of	
suppressing display of caller ID	12
caller ID suppression	12
calling a second party	16
calls	

distributing	43
calls in queue	43
conference	16
connection setup, automatic	13
consultation hold	16

D

dialing	
internal/external calls	12
dialing Internal calls	12
dialing numbers	
using speed-dialing	20
direct inward system access (DISA)	34
DISA	34
distributing calls	43
do not disturb	10
door opener	11

E

enhanced paging equipment	38
entrance telephone	11
executive/secretary functions	39
explanation of symbols	2
external code	12

F

forwarding	27
multiple subscriber number (MSN)	29
forwarding MSN in CO	29
forwarding multiple subscriber number (MSN)	29
functions	
activating/deactivating for another telephone associated service	33
resetting	31

G

group call	41
------------	----

H

HiPath AllServe 150 V1.0	
actuators	48
group call	44
hunt group	44

night answer	46
opening the door	49
relays	48
ringing group	47
transferring call forwarding	45
hotline	13
HTML format	50
hunt group	41

I

IP telephony	44
--------------------	----

K

keys	
assigning	26

L

LAN telephony	44
locking	
all phones	34
locking all phones	34
locking/unlocking the telephone	24

M

mailbox	9
making calls	
to stored destinations	20
with the dialing aid	15
making external calls	12
making trunk calls	12
message	
answering	30
deleting/displaying	30
receiving	30
sending	30
monitoring	
silent	32

N

night answer	28
--------------------	----

O

open door	
-----------	--

with a code	11
operating instructions	
HTML format	50
ordering	50
PDF format	50
operating principle	3
operating steps	2
override	23, 32

P

parking a call	19
PDF format	50
personal identification number	25
pickup (call)	9, 42
PIN	25
for a telephone	24
preventing and allowing automatic camp-on	8
programming available keys	26
programming keys	26
programming your telephone	24
project calls	21

R

radio paging equipment PSE	37
recall	18
relays	37
reserving a trunk	14
resetting functions	31
resetting services	31
ring transfer	
in an executive/secretary team	40
ringing group	42
room monitor	32

S

saving a PIN	25
secretary functions	39
setting your telephone	24
silent monitor	32
simple paging equipment	37
speaker call	13
special dial tone	9
speed-dialing	
dialing numbers	20

saving station speed-dialing 26
 system 20
 station number
 assigning 14
 station speed-dialing 20, 26
 suffix-dialing 13
 switches 37
 system speed-dialing 20
 system-wide cancellation 31

T

team with trunk keys 39
 telephone
 locking 24
 locking another 34
 locking/unlocking 24
 locking/unlocking all phones 34
 operating 3
 settings 24
 using another like your own 31
 telephone data service 36
 temporary phone
 using a temporary phone 31
 text message
 answering 30
 deleting/displaying 30
 receiving 30
 sending 30
 three-party conference 16
 time-dependent hotline 13
 toggle 16
 tone dialing 13
 tone dialing (DTMF dialing) 13
 trace call 10
 transfer (call)
 after announcement 18
 transfer call 18
 trunk flash 15
 trunk keys in a team 39
 trunk, reserving 14

V

variable call forwarding 27

W

work time 43

U

UCD 43
 using functions from the outside 34

All analog telephones connected to the Siemens Hicom 150 H Office systems shall be 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 éliminer les causes.

April 1998

Job No. 4598

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SIEMENS

Hicom 150 H

Quick-Reference Operating Instructions

DTMF Telephones


Pulse Telephones


































































Information and
Communications
















































































Overview of Functions and Codes (Alphabetical)

The table below lists all available functions. If these functions have been configured (contact System Support), they can be called by entering a code.




































































When using pulse telephones, the * key must be replaced by the code 7 5 and the # key by 7 6. Note that the  key does not apply to pulse telephones.

Functions	Operating Steps
Accept a waiting call (camp-on)	 /  / ( * 5 5)
Terminate second call, 1. Continue the call	( * 0 / Wait 2 sec. / ( 2x
Prevent / allow call waiting (automatic camp-on)	 # 4 9 0 / * 4 9 0 
Call waiting tone on/off	 * 8 7 / # 8 7 
Accept call, directed/group	 * 5 9  Int. /  * 5 7
Answer call	
Assign station number (not for U.S.)	 * 4 1  MSN  Ext.
Associated dialing	 * 6 7  Int.   Stn No.
Associated service	 * 8 3  Int. 
Call charge assignment / account code	 * 6 0  Code # if appl.  Ext.
Call forwarding on	 * 1 1 / 2 / 3  Ext. 
Call forwarding off	 # 1 
Forward Line: On	 * 5 0 1  Trk No 1 / 2 / 3  Ext. 
Forward Line: Off	 # 5 0 1  Trk No. 
Call forwarding in carrier network on	 * 6 4 1 / 2 / 3  MSN  Ext. 
Call forwarding off	 # 6 4 1 / 2 / 3   MSN 
Call waiting (camp-on)	  Int.  Stn busy; wait 5 seconds
Changeover on/off (lock/unlock)	 * 6 6 / # 6 6  Code
Lock / unlock all phones	 * 9 4 3  Int. * / #
Consult	 (  Stn. No.
Quit consultation, 1. Continue the call	( * 0 / Wait 2 sec. / ( 2x
Toggle/Start three-party conference	( * 2 / ( * 3
Connect parties	
Control relay on/off	 * 9 0 / # 9 0 1...4 

Overview of Functions and Codes (Alphabetical)

Functions	Operating Steps
Conversation (entrance telephone)	 / after 30 seconds   Int.
Open door	 * 6 1  Int.
Door release on	 * 8 9  Int. + Code  1 /  2
Door release off	 # 8 9  Int. 
DND on/off	 * 9 7 / # 9 7 
DTMF dialing / Tone dialing (only pulse telephone)	  7 5 5 3 
Ending a call	
Group call, leave	 # 8 5 / 5 # / 5  Group
Group call, join	 * 8 5 / 5 * / 5  Group
Hotline	
Making calls	  Stn No.
Monitoring (only U.S.)	 * 9 4 4  Int.
Night answer on	 * 4 4  Int. / * 
Night answer off	 # 4 4 
Override	  Int.  Stn busy() * 6 2 
Paging another person (not for U.S.)	 * 4 5  Int. 
Answer page (simple / enhanced paging equipment)	 * 5 9 / # 4 5  Int.
Park a call	  * 5 6 0...9  
Retrieve parked call	 # 5 6 0...9
Picking up (retrieving) a held call	 * 6 3  Line No.
Reserve trunk	  Busy (external) Wait 5 seconds 
When the reserved trunk is free	  Ext.
Reset services	 # 0 
Ring transfer on / off	 * / # 5 0 2  Line No. 
Ringing group on/off	 * 8 1  Int.  /  # 8 1 
Room monitor on/off	 * 8 8   / 
Monitoring a room	  Int.
Save timed reminder	 * 4 6  (Time, e.g. 0905) 
Delete timed reminder	 # 4 6 
Accept timed call	 
Saving a PIN	 * 9 3  Old code  2 X new code

Overview of Functions and Codes (Alphabetical)

Functions	Operating Steps
Send message	 * 6 8  Int. 0 ... 9 
Delete (sent) message	 # 6 8 1 
Answering messages	  # 6 8 3
Speaker call	 * 8 0  Int. 
Start conference	  Stn. No. (  Stn. No. ( * 3
The other party does not respond 1. Continue the call	( * 0 / Wait 2 sec. / ( 2x
Add a party to the conference (max. five)	(  Stn No. ( * 3 etc.
Leave conference / remove party	 / ( # 3
Remove ISDN central office party from the conference (only for U.S.)	( * 4 9 1
Storing/deleting a callback	( * 5 8 /  # 5 8 
Answering a callback (call)	
Suppress caller ID on/off	 * 8 6 / # 8 6 
Telephone data service	( * 4 2 0...9 # / # 0...9
Trace call (not for U.S.)	 ( * 8 4
Transferring a call ...after announcement to group	 (  Stn No., announce if appl.   ( * 8 0  Group  
Trunk flash	 ( * 5 1 
UCD	
Log on/off at beginning/end of shift	 * 4 0 1  Code / # 4 0 1 
Log off / log on work	 # 4 0 2 / * 4 0 2 
Work time on/off	 /  * 4 0 3 / # 4 0 3 
Night answer on/off	 * 4 0 2 / # 4 0 2 
Use speed-dialing	 * 7  *0...*9 / 000...999
Speed-dialing: store station	 * 9 2  *0... *9   Ext. 
Using another phone temporarily	 * 5 0 8  Int.  Code 
Using mailboxes	  # 6 8 3