# SIEMENS
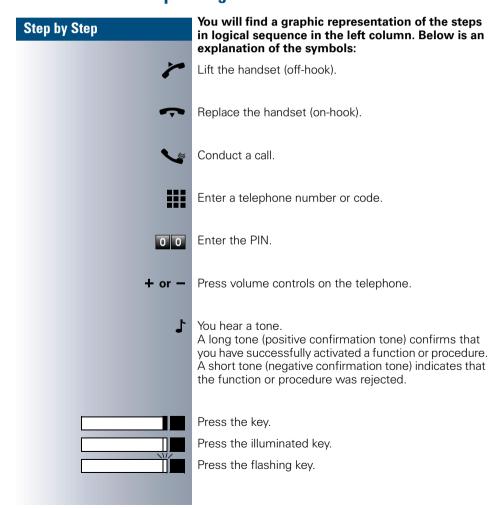
# Hicom 150 H
## Operating Instructions
## optiset E basic

# Before You Begin

These operating instructions describe the optiset E basic 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. |
| 0 0 | Enter the PIN. |
| **+ or −** | Press volume controls on the telephone. |
| ♪ | 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. |
| ▭■ | Press the key. |
| ▭■ | Press the illuminated key. |
| ▭■ | Press the flashing key. |

# The optiset E basic Telephone

Speaker
for ring tones

Keys for
telephone settings

Hand-
set

LEDs

Eight fixed function keys:
Consultation
Redial
Message Waiting
Callback
Speed Dial
Mute
Speaker
Release

Keypad

Your service technician can customize the default
assignment to meet your preferences and
requirements following order placement.

# Important Notes

| | |
|---|---|
| | Do not operate the telephone in environments where there is a danger of explosions. |
| | Use only original Siemens accessories (→ page 57). 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 58. |

# CE mark

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

# 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.

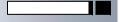The codes may contain up to three digits.

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

If your service technician has changed the default assignments and saved functions on keys in accordance with your requests or requirements, you can execute these functions by pressing the appropriate keys.

## ... With Function Keys

Functions for which a key has been set up can be accessed directly as follows.

Press the "consultation hold" key. The function is executed, provided this is possible in the current situation.

## ⇩ Basic and Enhanced Functions

## ⇩ Team and Executive/Secretary Functions

## Team and Executive/Secretary Functions With Assigned Trunk Lines . . . . . . . . . . . . . . . . . . . . . . . . . .46

## Using Other Team Functions . . . . . . . . . . . . . . . . . . .48

## ⇩ System networking via LAN (PC network)

## Special Functions in the LAN (PC Network) . . . . . .51

## ⇩ All About Your Telephone

## Documentation . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .57

## ⇩ Quick-Reference Operating Instructions (Appendix)

# 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.

**+ or −** To raise or lower the volume, keep pressing the keys until the desired volume is set.

### Ending the call:

Replace the handset.

**or**

Release ▮ Press the key.

## 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 this function:

Speaker ▮ Press the key. The LED lights up.

### Deactivating this function:

Speaker ▮ Press the key. The LED goes out.

# 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 11).

# 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:

| Consultation | ☐ ✳ 5 5 |
|---|---|

Press the key. LED flashes. 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:

| Consultation | ☐ |
|---|---|

Press this key and wait two seconds.

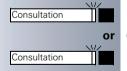**or** (depending on the configuration)
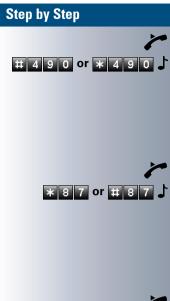
| Consultation | ☐ |
|---|---|

Press the key twice.

# Preventing and Allowing Call Waiting (Automatic Camp-On)

If this function has been configured (ask your service technician), you can prevent or allow a second call (→ page 11) from being signaled by automatic camp-on during an ongoing call.

⬑ Lift the handset.

`#` `4` `9` `0` **or** `✳` `4` `9` `0` ♪  Enter the code to "prevent" or "allow" call waiting.

### 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.

⬑ Lift the handset.

`✳` `8` `7` **or** `#` `8` `7` ♪  Enter code for "tone off" or "tone on".

# Accepting a Specific Call for Your Colleague

You hear another telephone ring.

⬑ Lift the handset.

`✳` `5` `9`  Enter the code.

⊞ Enter the number of the telephone that is ringing.

▐▶ Accepting calls in a team → page 49.

# 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.

`#` `6` `8` `3`  Enter the code.

**or**

| Message Waiting | ■ | Press the illuminated key.

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 31). 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 re-
peats five times and is then erased.

# Using the Speakerphone

A colleague addresses you directly over the speaker
with a speaker call. You hear a tone before the an-
nouncement.

You can respond with the handset or in speakerphone
mode.

Lift the handset and answer the call.

Placing a speaker call to a colleague (→ page 17).

# 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 acti-
vated, internal callers hear a busy signal and external
callers are rerouted to a telephone assigned for this pur-
pose (system support).

Lift the handset.

**✳9 7 or # 9 7 ♪**    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.

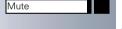Consultation | ■ | * | 8 | 4

Press the key. LED flashes. 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.

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

Mute | ■

Press the key. The LED lights up.

**Turning off the mute:**

Mute | ■

Press the illuminated key. The LED goes out.

# 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 (e.g. 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:

Consultation | ✱ 6 1

Press the key. LED flashes. 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 56)!

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.

✱ 8 9   Enter the code.

Dial the entrance telephone number.

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

1 or 2   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.

# 8 9   Enter the code.

Dial the entrance telephone number.

**15**

# 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.

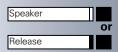**or**

▉ Release     Press the key.

## 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.

### The called party does not answer or is busy:

▉ Speaker     Press the key. The LED goes out.

**or**

▉ Release     Press the key.

# 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.

# 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.

⁕ 8 0   Enter the code.

▦ ♪   Enter the station number.

# 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.

You have set up a connection.

Consultation ▐ ◼ ⁕ 5 3   Press the key. LED flashes. 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).**

# 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.

`* 4 1` Enter the code.

Enter the DID number you wish to use.

Dial the external number.

# Trunk Flash

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

Consultation `* 5 1` Press the key. LED flashes. Enter the code.

Enter the service code and/or telephone number.
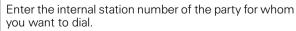
# Associated Dialing/Dialing Aid

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

Lift the handset.

`* 6 7` 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).

# 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.

Consultation — Press the key. LED flashes.

Call the second station.

### Return to the first party:

Consultation — Press this key and wait two seconds.

**or** (depending on the configuration)

Consultation — Press the key twice.

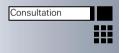## Switching to the Party on Hold (Toggle)

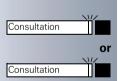Consultation ⁕2 — Press the key. Enter the code. LED continues to flash.

### Combining the calling parties into a three-party conference

Consultation ⁕3 — Press the key. Enter the code. The LED goes out.

### Connecting the other parties to each other

Replace the handset.

# 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.

**Consultation** ▮ Press the key. LED flashes.

⠿ Call the second station. Announce the conference.

**Consultation** ▮ ✳ 3 Press the key. 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.

### If the second party does not answer:

**Consultation** ▮ Press this key and wait two seconds.

**or** (depending on the configuration)

**Consultation** ▮ Press the key twice.

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

**Consultation** ▮ Press the key. LED flashes.

⠿ Call the new party. Announce the conference.

**Consultation** ▮ ✳ 3 Press the key. Enter the code. The LED goes out, etc.

## Leaving a Conference

➤ Replace the handset.

## Ending a Conference (Initiator Only)

**Consultation** ▮ ▮ # 3 Press the key. LED flashes. Enter the code.

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

**Consultation** ▮ Press the key. LED flashes.

✳ 4 9 1 Enter the code.

# 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.

Consultation    Press the key. LED flashes.

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 17) to announce a call in progress to a group of users (→ page 48).
After a member of the group has accepted the call request, you can transfer the waiting party.

**Precondition:** You are conducting a call.

Consultation    ✳ 8 0    Press the key. LED flashes. 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 party returns to you (recall).

# 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.

Consultation    ⬛ | ✱ | 5 | 6    Press the key. LED flashes. Enter the code.

0 ... 9 🎵    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.

# 5 6    Enter the code.

0 ... 9    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.

✱ 6 3    Enter the code.

▦    Enter the line number you noted earlier.

# Making Calls to Stored Destinations

## Redialing a Number

The last three external telephone numbers dialed are stored automatically.
You can redial them simply by pressing a key.

Lift the handset.

`Redial` Press this key.

## Using Station and System Speed-Dial Numbers

**Precondition:** You have stored station speed-dial numbers (→ page 31) or System Support has stored system speed-dial numbers.

Lift the handset.

`Speed-dial` Press the key.

**or**

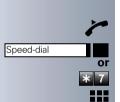✱ 7 Enter the code.

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

24

# 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.

**⁎ 6 0** Enter the code.

Enter the account code.

**If applicable**

**#** ♪ 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.

**25**

# 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 noone answers.

| Callback | ▮ |

Press the key. The LED lights up.

**or**

| Consultation | ▮ | * 5 8 |

Press the key. LED flashes. Enter the code.

### Answering a Callback

**Precondition:** A callback was saved. Your telephone rings. The Callback key lights up (if present).

Lift the handset. You hear a ring tone.

### Deleting (All) Stored Callbacks

Lift the handset.

# 5 8 ♪   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 11).

▥➤ The called party can prevent automatic call waiting (➔ page 11).

# Busy Override - Joining a Call in Progress

This function is only available if it has been configured by the service technician (contact System Support).
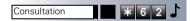
**Precondition:** You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

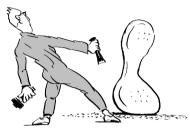Consultation ▮ ▮ ✳ 6 2 ♪  Press the key. LED flashes. Enter the code.

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.

# Telephone Settings

## Adjusting the Ring Volume

**+ or −** Press one of these keys while the phone is idle.

**1** Press the key.

**+ or −** To raise or lower the volume, keep pressing the keys until the desired volume is set.

**+ − simultaneously** Save.

## Adjusting the Ring Tone

**+ or −** Press one of these keys while the phone is idle.

**2** Press the key.

**+ or −** To adjust the ring tone, keep pressing the keys until the desired ring tone is set.

**+ − simultaneously** 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 ring tone is set.
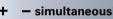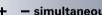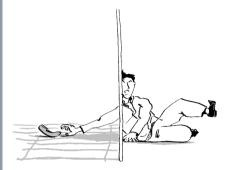
**+ − simultaneously** Save.

# 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 30).

**To lock and unlock the telephone:**

➤ Lift the handset.

**✳ 6 6 or ♯ 6 6**  Enter the code for "lock" or "unlock".

⊞ ♪  Enter the telephone lock PIN (→ page 30).

> 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 41) can also lock and unlock your telephone.

# Saving Your PIN

To prevent unauthorized persons from using your telephone (→ page 29) and to use another telephone like your own (→ page 37), you need to enter a personal identification number, which you can save yourself.

➜ Lift the handset.

[*][9][3] 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 41) can also lock and unlock your telephone.

# Saving Station Numbers and Appointments

## 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 24).

Lift the handset.

**∗ 9 2** 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 13). 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.

**∗ 4 6** 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 and checking a saved appointment

Lift the handset.

**# 4 6** Enter the code.

# Testing the Telephone

## Testing the Telephone Functions

You can test your telephone functions.

**Precondition:** Your telephone is idle.

➤ Lift the handset.

✱ 9 4 0   Enter the code.

If everything is OK,
- all LEDs on the telephone start flashing, and
- the ringer signal sounds.

# 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 52)!

📞 Lift the handset.

[*][1] Enter the code.

[1] or [2] or [3] 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).

### Deactivating call forwarding:

📞 Lift the handset.

[#][1]♪ Enter the code.

> When call forwarding is active, a special dial tone sounds when you lift the handset.
>
> If DID DTMF is active (contact System Support), you can also forward calls to this destination. Destinations: fax = 870, DID = 871, fax DID = 872.

# Using 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 53)!

### Activating this function:

➤ Lift the handset.

**\* 4 4** 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:

**# 4 4 ♪** Enter the code.

# 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.

**\* 6 4** Enter the code.

**1** or **2** or **3** 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.

**# 6 4** Enter the code.

**1** or **2** or **3** 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.

`*` `6` `8` Enter the code.

⠿ Enter the recipient's internal station number.

`0` ... `9` 🎵 Select the preprogrammed message (which can be changed by System Support). Enter the code. For example:

| | |
|---|---|
| 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.

`#` `6` `8` `1` 🎵 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.

`#` `6` `8` `3` Enter the code.

**or**

Message Waiting ⬛ Press the illuminated key.

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

# 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.

[*][5][0][8] 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.

# 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:** No other replacement procedure has been initiated.

### Logging the telephone off its current connection:

📞 Lift the handset.

[*][9][4][1][9] 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.

📞 Lift the handset.

[#][9][4][1][9] Enter the code.

# 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.

**# 0** ♪ Enter the code.

# 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.

⁎944 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.

⁎88 ♪ Enter the code.

### Deactivating the telephone to be monitored:

➤ Replace the handset.

### Monitoring the room:

➤ Lift the handset.

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

# 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 38)
- Call forwarding, code ✱11, ✱12, ✱13/#1 (→ page 33)
- Call forwarding, lines,
  code ✱5011, ✱5012, ✱5013/#501 (→ page 46)
- Night service, code ✱44/#44 (→ page 34)
- Call forwarding in carrier network,
  code *64/#64 (→ page 35)
- Lock and unlock all phones,
  code: ✱66/#66 (→ page 29)
- Send a message,
  code: ✱68/#68 (→ page 36)
- Group ringing, code: ✱81/#81 (→ page 49)
- Group call,
  code: ✱85/#85 (→ page 48)
- Suppress caller ID,
  code: ✱86/#86 (→ page 17)
- Door release on/off:
  code: ✱89/#89 (→ page 15)
- Control relay,
  code: ✱90/#90 (→ page 44)
- Do not disturb, code: ✱97/#97 (→ page 13)

Lift the handset.

✱83 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).

# 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.

`* 9 4 3` Enter the code.

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

`*` Enter the code for "Changeover on".

**or**

`#` Enter the code for "Changeover off".
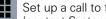
# Using System Functions from the Outside (DISA: Direct Inward System Access)

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 38)
- Call forwarding, code: ∗1/#1 (➜ page 33)
- Lock and unlock all phones, code: ∗66/#66 (➜ page 29)
- Save PIN, code: ∗93 (➜ page 30)
- Send a message, code: ∗68/#68 (➜ page 36)
- Group ringing, code: ∗81/#81 (➜ page 49)
- Group call, code: ∗85/#85 (➜ page 48)
- Suppress caller ID, code: ∗86/#86 (➜ page 17)
- Open door, code: ∗61 (➜ page 14)
- Door opener on/off, code: ∗89/#89 (➜ page 15)
- Control relay, code ∗90/#90 (➜ page 44)

**Step by Step**

- Do not disturb, code: ∗97/#97 (→ page 13)
- Speed-dialing, code: ∗7 (→ page 24)
- Associated service, code: ∗83 (→ page 40)

**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.

# 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.

Consultation ▮ ✳ 4 2    Press the key. LED flashes. 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

0 ... 9    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.

0 ... 9    Enter data.

# 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 55)!

Lift the handset.

**✳ 9 0** or **# 9 0**  Enter the code for "on" or "off".

**1** ... **4** ♪  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 49), call forwarding (→ page 33), 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.

[*][5][9]  Enter the code.

▦  Enter your own station number.

# Enhanced Paging Equipment (OfficePro Only)

### Paging:

📞  Lift the handset.

[*][4][5]  Enter the code.

▦ ♪  Enter the number of the party you want to page.

### Answering the page from the nearest telephone:

📞  Lift the handset.

[#][4][5]  Enter the code.

▦  Enter your own station number.

# 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.

`* 5 0 1`  Enter the code.

▦  Enter the desired line number.

`1` or `2` or `3`  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).

**Deactivating call forwarding:**

➤ Lift the handset.

`# 5 0 1`  Enter the code.

▦ ♪  Enter the desired line number.

▦➡ 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.

`* 5 0 2` Enter the code.

▦♪ Enter the desired line number.

**Deactivating this function:**

☎ Lift the handset.

`# 5 0 2` Enter the code.

▦♪ Enter the desired line number.

# 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 46).

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).
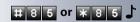
▐▶ Special features must be taken into consideration if your telephone operates with HiPath AllServe 150 V1.0 (system networking via PC network) (→ page 51)!

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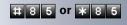
**You belong to multiple groups or to one group with lines (including executive/secretary teams):**

📞 Lift the handset.

`#` `8` `5` or `*` `8` `5`   Enter the code for "leave" or "join".

`#` ♪   Enter the code for "Leave all groups".

or

`*` ♪   Enter the code for "Join all groups.

**or**

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:** You telephone rings briefly.

Lift the handset.

`* 5 7` 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 54)!

### Saving telephones for the ringing group:

Lift the handset.

`* 8 1` Enter the code.

Enter the internal station number.

### Removing all telephones in call ringing group:

Lift the handset.

`# 8 1` Enter the code.

Mid

# 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.

### Logging on and off during your shift:

➤ 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.

🔊 or ➤   You have or had an ACD connection.

**✳ 4 0 3** or **# 4 0 3**   Enter the code for "on" or "off".

### Turning the night service on and off for UCD:

➤ Lift the handset.

**✳ 4 0 4** or **# 4 0 4**   Enter the code for "on" or "off".

# 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 48) of another Hicom 150 H:

➤ Lift the handset.

**✱ 4 7** Enter the code.

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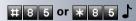
**#** Enter.

▦ Enter the (DISA) call number of your telephone.

**#** Enter.

**# 8 5** or **✱ 8 5** ♪ 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 33) for your telephones from other HiPath AllServe 150 V1.0 telephones.

📞 Lift the handset.

**✳ 4 7** 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:**

**✳ 1** Enter the code.

**1 or 2 or 3** 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:**

**# 1 ♪** Enter the code.

# Using Night Answer

If authorized (contact System Support), you can define telephones in other Hicom 150 H systems as the night answer (➔ page 34).

➜ Lift the handset.

**✱ 4 7** 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:

**✱ 4 4** Enter the code.

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

## Deactivating this function:

**# 4 4** ♪ Enter the code.

# 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 49).

**Saving the telephones for the ringing group:**

📞 Lift the handset.

`* 8 1`  Enter the code.

▦ Enter the call number.

`#`♪ Enter.

**Removing all telephones in call ringing group:**

📞 Lift the handset.

`# 8 1`♪ Enter the code.

# Controlling Relays

If this feature is configured (contact System Support), you can also control relays (→ page 44) in other Hicom 150 H systems.

➤ Lift the handset.

**✱ 4 7** Enter the code.

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

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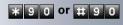
**▦** Enter the (DISA) call number of the telephone from which you wish to control the relay.

**#** Enter.

**✱ 9 0 or # 9 0** Enter the code for "on" or "off".

**1 ... 4 ♪** Enter the relay.

# Opening the Door

If this feature is configured (contact System Support), you can also activate the door opener (→ page 15) in other Hicom 150 H systems.

➜ Lift the handset.

`* 4 7` 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.

`* 6 1` 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-B830-*-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.

## Ordering Accessories

The following accessories help you customize your telephone to your individual preferences:

**optiset E privacy module:**
Key module for encrypting voice signals in calls.

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. On lifting the handset, you will hear a special dial tone. If so, deactivate it (→ page 13).

### You cannot dial an external number:

Check whether you telephone is locked. On lifting the handset, you will hear a special dial tone. If so, unlock the telephone (→ page 29).

### To correct any other problem:

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

# Index

# V

# W

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.

**April 1998**
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Job No. 4596

Request Siemens publications from your Siemens representative or the Siemens branch serving you. Publications are not stocked at the address below.

Siemens Business Communication Systems, Inc.
4900 Old Ironsides Drive
P.O. Box 58075
Santa Clara, CA 95052-8075
(408) 492-2000

# SIEMENS

## Hicom 150 H
**Quick-Reference Operating Instructions**
**optiset E basic**

**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 or pressing a function key.

| Functions | Operating Steps |
|---|---|
| Accept a waiting call (camp-on) | ☎ / ☎ / Consult ■ ✳ 5 5 |
| Terminate second call, 1. Continue the call | Consult ■ / Consult ■ 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 |
| Adjust ring volume/tone | + / − 1 / 2 + − simultaneously |
| 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** |
| Change call volume | ☎ + / − + − simultaneously |
| Changeover on/off (lock/unlock) | ☎ ✳ 6 6 / # 6 6 ▦ Code |
| Lock / unlock all phones | ☎ ✳ 9 4 3 ▦ Int. ✳ / # |
| Consult | ☎ Consult ■ ▦ Stn No. |
| Quit consultation, 1. Continue the call | Consult ■ / Consult ■ 2x |
| Toggle/Start three-party conference | Consult ■ ✳ 2 / ✳ 3 |
| Connect parties | ☎ |
| Control relay on/off | ☎ ✳ 9 0 / # 9 0 1...4 ♪ |

| Functions | Operating Steps |
|---|---|
| Conversation (entrance telephone) | ☎ / after 30 seconds ☎ [keypad] Int. |
| Open door | [Consult] ■ ✳ 6 1 [keypad] Int. |
| Door release on | ☎ ✳ 8 9 [keypad] Int. + Code ♪ 1 / 2 |
| Door release off | ☎ # 8 9 [keypad] Int. ♪ |
| DND on/off | ☎ ✳ 9 7 / # 9 7 ♪ |
| DTMF dialing / Tone dialing | ☎ [Consult] ■ 5 3 [keypad] |
| Ending a call | ☎ / [Release] ■ |
| Group call, leave | ☎ # 8 5 / 5 # / 5 [keypad] Group |
| Group call, join | ☎ ✳ 8 5 / 5 ✳ / 5 [keypad] Group |
| Hotline | ☎ |
| Making calls | ☎ [keypad] Stn No. / [keypad] Stn No. ☎ |
| Monitoring (only U.S.) | ☎ ✳ 9 4 4 [keypad] Int. |
| Mute off/on | ☎ [Mute on/off] ■ / [Mute on/off] ■ |
| Night answer on | ☎ ✳ 4 4 [keypad] Int. / ✳ ♪ |
| Night answer off | ☎ # 4 4 ♪ |
| Override | Stn busy [Consult] ■ ✳ 6 2 ♪ |
| Paging another person (not for U.S.) | ☎ ✳ 4 5 [keypad] Int. ♪ |
| Answer page (simple/enhanced paging equipment) | ☎ ✳ 5 9 / # 4 5 [keypad] Int. |
| Park a call | ☎ [Consult] ■ ✳ 5 6 0...9 ♪ ☎ |
| Retrieve parked call | ☎ # 5 6 0...9 |
| Phone test | ☎ ✳ 9 4 0 |
| Picking up (retrieving) a held call | ☎ ✳ 6 3 [keypad] Line No. |
| Redial | ☎ [Redial] ■ |
| Relocate station: log off/log on | ☎ ✳ 9 4 1 9 / # 9 4 1 9 |
| Reserve trunk | ☎ [keypad] Busy (external); **wait 5 seconds** ☎ |
| When the reserved trunk is free | ☎ [keypad] Ext. |
| Reset services | ☎ # 0 ♪ |
| Ring transfer on / off | ☎ ✳ / # 5 0 2 [keypad] Line No. ♪ |
| Ringing group on/off | ☎ ✳ 8 1 [keypad] Int. ♪ / ☎ # 8 1 ♪ |
| Room monitor on/off | ☎ ✳ 8 8 ♪ ☎ / ☎ |
| Monitoring a room | ☎ [keypad] Int. |

| Functions | Operating Steps |
|---|---|
| Save timed reminder | 📞 [*] [4] [6] ⌗ (Time, e.g. 0905) ♪ |
| Delete timed reminder / Accept timed call | 📞 [#] [4] [6] ♪ / 📞 ☎ |
| Saving a PIN | 📞 [*] [9] [3] ⌗ Old code ⌗ 2 X new code |
| Send message | 📞 [*] [6] [8] ⌗ Int. [0] ... [9] ♪ |
| Delete / accept (sent) message | 📞 [#] [6] [8] [1] ♪ / 📞 ♪ [#] [6] [8] [3] |
| Speaker call / HF answerback | 📞 [*] [8] [0] ⌗ Int. ♪ / 📞 |
| Start conference | 📞 ⌗Stn No. [Consult] ▮ ⌗Stn No. [Consult] ▮ [*] [3] |
| The other party does not respond 1. Continue the call | [Consult] ▮ / [Consult] ▮ 2x |
| Add a party to the conference (max. five) | [Consult] ▮ ⌗Stn No. [Consult] ▮ [*] [3] etc. |
| Leave conference / remove party | ☎ / [Consult] ▮ [#] [3] |
| Remove ISDN central office party from the conference (only for U.S.) | [Consult] ▮ [*] [4] [9] [1] |
| Store a callback | [Callback] ▮ |
| Delete/accept callback | 📞 [#] [5] [8] ♪ / 📞 |
| Suppress caller ID on/off | 📞 [*] [8] [6] / [#] [8] [6] ♪ |
| Telephone data service | 📞 [Consult] ▮ [*] [4] [2] ⌗ |
| Trace call (not for U.S.) | 📞 [Consult] ▮ [*] [8] [4] |
| Transferring a call | 📞 [Consult] ▮ ⌗ Stn No. ☎ |
| ...after announcement to group | 📞 [Consult] ▮ [*] [8] [0] ⌗ Group ♪ 📞 |
| Trunk flash | 📞 [Consult] ▮ [*] [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 | 📞 [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] / [Message] ▮ |