

Optiguide

< > SCROLL
 ✓ (YES) TO MAKE SELECTION

OptiPoint Phone Features

- HOLD** a call – depress HOLD, to reconnect, depress blinking line button.
- TRANSFER** – Press TRANSFER, dial extension number, announce call, hang up. To return to caller, press CONNECT before hanging up.
- PARK** – Press PARK (or TRANSFER *6), plus extension number to hold a call on another extension.
- CONSULTATION** – Press TRANSFER, dial second party. To alternate between parties, press CONNECT.
- CONFERENCE** – Press TRANSFER, dial second party, announce conference, press TRANSFER to join parties.
- PICK UP (GROUP)** – Press CONNECT, when blinking, to answer any ringing phone in your group or * * 3.
- PICK-UP** – Press PICK or (*3) plus extension number of ringing or held call.
- ACCEPT CALL WAITING** (and hold original party.) Hear Call Waiting BEEP, press flashing CONNECT Button
- SAVED NUMBER REDIAL** – Dial number. Press SAV/REPEAT during busy, ringing, or conversation, hang up. To redial, press SAV/REPEAT
- FORWARD** – Get dial tone. Press FORWARD (or # 9) and dial number and then press the # key or on display, the Check Key. To cancel, press FORWARD key or get dial tone and dial # # 9 and hang up.
- PHONEMAIL** – Press PHML button when lit and then listen to the prompts.
- TO SET RING TONE** – Press + or - key. 1=Volume, 2=Ringtone. Press + and – together to store.
- SYSTEM SPEED** – Press SYSTEM SPEED (or # 6) listen for tone, then enter system speed code from your directory.

Programming Station Speed Dialing

DISPLAY PHONES

1. Scroll to "Program/Service?" Press ✓ Yes
2. Select "Destinations?" Press ✓ Yes
3. Scroll to "Speed dial Features?" Press ✓ Yes
4. Press index number, 00 - 29 where number is stored.
5. Enter desired number. Press ✓ Yes
6. To dial Station Speed number, Press STA SPEED button and dial index 00 - 29.

NON-DISPLAY PHONES

1. Press # # 3, then key in code 00-29
2. Key in phone number (9 first if outside number)
3. Hang up. Repeat steps 1-3
4. To call Station Speed number, Press STA SPEED button (or #3) then code 00-29.

Speed Dial

00		15	
01		16	
02		17	
03		18	
04		19	
05		20	
06		21	
07		22	
08		23	
09		24	
10		25	
11		26	
12		27	
13		28	
14		29	