

##### HIPATH 3550

### **OPTIPOINT 500 ENTRY**

Explanation of Programmed Buttons:

Line keys: Incoming call answer and indication button.

Spare keys: Keys not programmed.

Hold: Places answered call on hold.

Release: To release a connection or terminate a procedure.

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| **REQUIRED****FUNCTION** | **DESCRIPTION** |
| Internal Call | Lift handset and dial the extension number you require. |
| External Call | Lift handset, press free line key or dial 0 for outside line, then dial the number you require. |
| Transfer a Call | Precondition: You are engaged in a call.Press **HOLD** button.Key in extension number.Wait for answer to announce call or **HANG UP** or Press **RELEASE** button to transfer immediately. If there is no answer you will be called back. Note: If the extension you are transferring to is busy or not answering the call you can return to your caller by pressing slow flashing **LINE** button. |
| Hold | * Press **HOLD** button then hangup or press the **RELEASE** button. * To get the call back press slow flashing Line button. |
| Answer second call | To put 1st caller on hold, Press **HOLD** button, then press **RELEASE** button.(Your 1st caller is on hold and your 1st Line button will flash slowly).You are now free to accept second call by pressing the quick flashing Line button.To get your 1st caller back, press slow flashing 1st Line button. |
| Call Forwarding | InternalLift handset, enter code **\* 11** then extension number.External  * Lift handset enter code **\*11**, dial 0 for outside line, then required number.  To CancelLift handset, enter code  **# 1**. |

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| **REQUIRED** **FUNCTION** | **DESCRIPTION** |
| Individual Speed Dial(10 numbers can be stored. Memory locations start from \*0 to \*9). | To store a number in memory  * Lift handset. * Key in Code **\*92**. * Select Memory Location (**\*0 -\*9**). * Dial 0 for outside line then the number you want to store. * Wait for confirmation tone. * Replace handset.  To change a number in memory You can change a stored number by following the storing procedure. The new number will erase the old stored number. To dial a number stored in memory Lift handset.  Dial \*7 then enter Memory Location (**\*0 - \*9**). |
| Group Speed Dial | Lift handsetDial \*7 then Group Speed Dial Memory Location **(000 – 999)**.Note: The Group Speed Dial numbers are programmed by the Console Operator. |
| Call Pick Up – Direct | To answer a specific extension enter code **\* 59** then extension number. |
| Call Back | If the extension you call is busy or does not answer.Enter code \* **58**.Your phone will ring when the called extension is free, when you answer the called extension will ring.To CancelEnter code  **# 58**. |
| Setting the ringing tone – Volume | Telephone is in its idle state:**+** or **–** (keys near handpiece). Press one of these keys.Enter 1; you hear a ringing tone.**+** or **-** Press one of these keysTo save the setting:Press **+** and **-** keys simultaneously. |
| Setting the ringing tone – Pitch | Telephone is in its idle state:  * **+** or **-** (keys near handpiece). Press one of these keys. * Enter 2; you hear a ringing tone. * **+** or **-** Press one of these keys.   To save the setting: Press **+** and **-** keys simultaneously. |
| Setting the receiving volume | You are conducting a call:  * **+** or **-** (keys near handpiece). Press one of these keys.   To save the setting: Press **+** and **-** keys simultaneously |