### **HIPATH 3550**

### **OPTIPOINT 500 STANDARD/ECONOMY TELEPHONE**

Your OptiPoint telephone has a display to assist you. If you like the option that is displayed, press the **√** button. If you want a different choice, use the backwards  or forwards  scroll buttons to move to the next option.

Preprogrammed buttons on your OptiPoint 500 Standard telephone:-

**PROGRAM** Service menu

**NUMBER REDIAL** Press Redial = the last external number dialed is automatically dialled.

 Press key twice = the second last external number called is automatically dialled.

 Press key three times = the third last external number called is automatically dialled.

**MUTE**  Turns microphone on/off.

**LOUD SPEAKER**  Handsfree operation. (Optipoint 500 Standard Only)

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| **FUNCTION** | DESCRIPTION |
| **Phone Settings** | * Receiving volume – whilst in conversation, press + or – button near handpiece.
* Setting ringer volume - with handpiece in cradle press + button

Screen: Telephone settings Ringer volume?Press: **√**Press + or – button until desired volume is reachedPress: **√***to save.** Setting ringer tone - with handpiece in cradle press + button

Screen: Telephone settings Ringer volume?Press forwards arrow Screen: Telephone settings Ringer tone?Press: **√**Press + or – button until desired tone is reached Press: **√***to save.* |
| **Phone Settings Cont:** |  |
| **Handsfree Operation**(Optipoint STD only) | * If speaking to caller using handpiece and you wish to use handsfree, press and hold Loudspeaker button until you place handpiece in cradle.
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The next 8 keys programmed as:-

**LINE KEYS** Incoming call answer and indication buttons.

**HOLD** Places answered call on hold.

**RELEASE** Releases call

1. from console to an extension
2. from the phone completely.

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| **FUNCTION** | **DESCRIPTION** |
| **Internal Call** | Lift handset and dial the extension number you require, or use DSS key (Direct Station Selection). |
| **External Call** | Lift handset, press free line key or **dial 0** for outside line, then dial the number you require. |
| **Answering Calls** | If the phone is ringing, lift the receiver. |
| **To Answer more than one call.** | You will have to decide whether you would like to:-Transfer call you are attending to – refer below.Place call on hold – refer below. |
| **(a) Transfer Call** | * Make sure “Enquiry”? is on the screen,

Press **√**button, key in extension number, or use DSS key.Press Release button. |
| **(b) Hold** | * Screen: From External

 Enquiry?To put 1st caller on hold, Press **Hold** key, then press **Release** key.(Your 1st caller is on hold and a Line key will flash slowly).You are now free to accept second call.To get your 1st caller back, press slow flashing Line key. |
| **Return to Caller** | If the extension you are transferring to is busy or not answering the call, you can return to the call by:Screen: Return to held call?Press **√** |
| **Call Back** | If the internal extension you are trying to reach is busy or does not answer, you can store an automatic callback.* Check Screen or scroll to Set Callback?
* Press **√** **

To Cancel: Key in #58 on keypadScreen: Callback : Ext no:DeletePress **√** |
| **Programming keys**(For extensions or outside numbers.) | Enter Code \*91 Screen: Press feature key (press button you require)Screen: Key not programmed Change feature?Press **√**Screen: Select featureRepdial key?  Press **√**Screen: Tel. no: Dial **0** for outside line then required number, or dial extension numberScreen: Save entry? Press **√**Screen: Saved End? Press **√** |
| **Voice Calling Announcement/****Intercom** | This function allows you to issue a loud speaker announcement to another Optipoint Standard internal extension. Key in \*80 on key pad then extension number. Then speak the announcement. The extension user hears a bleep tone followed by an announcement over the telephone loudspeaker. Extension user (Optipoint STD only) can reply but make sure Mute button is off (no light). |
| **Do Not Disturb** | Console cannot be put on DND. Extension users on DND can’t receive calls but can make calls.For extension users to activate \*97. To cancel #97. |
| **Conference Calls** | * Conference controller dials required internal extension, or 0 for an outside line.

Screen: Enquiry?Press **√** * Conference controller then dials 2nd required internal extension, or 0 for an outside line, when called party answers, Conference controller scrolls forward to:-

Conference?  Press **√**  Screen: Conference: **√** parties Add to party?(If another party is required Press **√** then 3rd required internal extension or outside line).* To view Conference parties:-

 Scroll forward to View Conf parties?Press  Screen: Shows internal extension or outside number Next? Press **√** * To remove party after viewing:-

 Screen: Shows internal extension or outside number Scroll forwards  Screen: Remove party? Press **√**  |
|  **FUNCTION** | **DESCRIPTION** |
| **Individual Speed Dialling -** **Stores 10 numbers****\*0 to \*9****FUNCTION** | Enter Code: \*92Screen: Abb. Dialling no: Next? Press **√** Screen: \*0 Next entry? Scroll forwards to change entry? Press **√**  Screen: \*0: Dial 0 – for outside line, then required number. Save entry? Press **√** Screen: \*0: (number) Next entry? Press **√** Screen: \*1: Next entry? Scroll to change entry?  Next entry? Press **√** Repeat as above until \*9**To change Individual Speed Dial numbers**Enter Code \*92 Screen: Abb. Dialling no: Next? Press **√** Screen: \*0: Number Next entry? Or until you reach required number.Scroll to change entryPress **√**Screen: \*0Dial 0 for outside line, then required number and save.**DESCRIPTION** |
| **Individual Speed Dialling … continued** | To quit System AdministrationPress Service Key.To dial a number using Individual Speed DiallingCode \*7 then library number \*0 to \*9 |
| **Group Speed Dialling –** **stores 1000 numbers from 000 to 999****FUNCTION** | It is necessary to start System Administration Enter Code \*95 Screen: System Administration User:? Press 1Press **√**Screen: System Administration Ident/Password:Press 1Press **√**  Screen: System Admin User: 11 = System speed dial? 12 = Time? 13 = Date? EtcMake sure cursor is on 11 = System speed dial?Press **√** Screen: 11 System speed dial1 Speed dial number 2 Speed dial name F7 Previous menu F8 Main menuMake sure cursor is on 1 Speed dial number Press **√** Screen: 111 Abb. Speed dial number 000: + Next\* Change # Select Member F2 Abb. Dial Name F7 Previous menu Put cursor on \* Change Entry Press **√** **DESCRIPTION**  |
| **Group Speed Dialling –** **stores 1000 numbers from 000 to 999****FUNCTION** | Screen: 111 Speed dial number Abb dial no: 000Key in 0 for outside line then required number Screen: Confirm Press **√**If entering more numbers:-  Screen: 111 Speed dial number 000 (number)  + Next \* Change # Select member F2 Abb. Dial Name F7 Previous menu Put cursor on + Next Press **√** Screen: 111 Speed dial number 001: + Next \* Change # Select member F2 Abb. Dial Name F7 Previous menu Place cursor on \* Change Press **√**Screen: 111 Speed dial number 001:Key in 0 for an outside line then required number.Screen: Confirm Press **√**Keep entering numbers in the same manner.To quit System AdministrationPress Service button.To dial a number using Group Speed DiallingCode \*7 then library number 000 to 999.**DESCRIPTION** |
| **Call Forwarding/****Divert** | Press Call Forwarding button or scroll forwards to Forwarding on?Screen: Diversion type: 1 = all calls2 = only external calls3 = only internal calls(if 1 = all calls)Press **√**Screen: All to:Key in extension number calls are to be diverted to.Screen: Save entry?Press **√****To cancel Call Forwarding/Diversion**Press Call Forwarding button or scroll forwards to Cancel Divert, Press **√** |
| **Change Time****FUNCTION** | Enter Code \*95  Screen: System Administration User: Press 1Press **√**Screen: System Administration Indent Password: Press 1 Press **√**Screen: System Admin – user: 11 = System speed dial? 12 = Time? 13 = Date? etcMake sure cursor is on 12 = Time?Press **√**Screen: 12 Time Format: hhmm:\* Change Press **√** Screen: 12 Time Format hhmm: (key in correct time – 24 hour clock) Confirm Press **√****To quit System Administration**Press Service key**DESCRIPTION** |
| **Quick Reference Guide for Feature Codes****Speed Number Dialling****Call Forwarding****Call Park****Voicecall/Intercom****Programming DSS keys****Speed Number Programming****Call Pick Up – Direct** **Clear unknown feature on extension** | Individual \*7 then library number \*0 to \*9Group \*7 then library number 000 to 999\*11\*56 then enter park location\*80 then individual extension\*91Individual \*92Group \*95\*59 then ringing extension numberLift handset #0 |
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