### **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 reached Press: **√***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. |

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 feature  Repdial key?  Press **√**  Screen: Tel. no:  Dial **0** for outside line then required  number, or dial extension number  Screen: 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: \*92  Screen: 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 entry  Press **√**  Screen: \*0  Dial 0 for outside line, then required number and save.  **DESCRIPTION** |
| **Individual Speed Dialling … continued** | To quit System Administration Press Service Key. To dial a number using Individual Speed Dialling Code \*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 1  Press **√**  Screen: System Administration  Ident/Password:  Press 1  Press **√**    Screen: System Admin User:  11 = System speed dial?  12 = Time?  13 = Date?  Etc  Make sure cursor is on 11 = System speed dial?  Press **√**  Screen: 11 System speed dial  1 Speed dial number  2 Speed dial name  F7 Previous menu  F8 Main menu  Make 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: 000  Key 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 menuPlace 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 Administration Press Service button. To dial a number using Group Speed Dialling Code \*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 calls 2 = only external calls  3 = 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 1  Press **√**  Screen: System Administration  Indent Password:  Press 1  Press **√**  Screen: System Admin – user:  11 = System speed dial?  12 = Time?  13 = Date?  etc  Make 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 \*9  Group \*7 then library number 000 to 999  \*11  \*56 then enter park location  \*80 then individual extension  \*91  Individual \*92  Group \*95  \*59 then ringing extension number  Lift handset #0 |
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