Setting up Voice Mail:

- The extension number to reach the Voice Mail system is: 6-1380, DID 461-1380. (There is also a "Voice Mail" key on the handset programmed to dial 6-1380 that will also connect you to the Voice Mail System.)
- The default Security Code is: 0000
- You must complete the entire Voice Mail setup process or you will be required to change the security code each time you enter the Voice Mail setup following each non-completed setup.
- Follow all of the voice prompts, however contrary to the voice instructions, please include your name in your personal greeting.
- The "Mailbox" lamp is similar to the "Mgswt" lamp on the old system.
  a. Depressing the "Mailbox" button will not connect you to the Voice Mail service.
  b. Depressing the "Mailbox" button while the "Mailbox" lamp is illuminated by the Voice Mail system will produce the message "Mailbox not Possible" on the handset display.
  c. When the "Mailbox" lamp is illuminated by the Voice Mail system you must clear your Voice Mail messages in order to turn off the "Mailbox" lamp.
- If you experience problems with your Voice Mail system following the initial setup, please contact Telcom at 460-7114.

Basic Usage control panel:

The optiPoint 420 economy/economy plus/standard control panel
Standard Key Layout:

The following keys are the default setup for new Siemens Optipoint 420 phones. A complete description of each key function can be found in the online user guide at: http://www.southalabama.edu/esc/newphones/
Siemens optiGuide:

Features can be activated either by

- pressing a feature key
- selecting an option in the **optiGuide** menu

**optiGuide** is the user-friendly and intuitive user interface on optiPoint phones with Guidance keys (← →) and LCD display.

**Guidance Keys:**

(✓) The check mark key is used to activate a function or select a feature (ie. enter key)

(>) This key allows a user to scroll forward or access the Feature Menus.

(<) This key allows a user to scroll backwards.

When a user lifts the hand set to initiates a call, the OptiGuide display provides the user with information prompts:

Last number redial? (Appears in display)
Saved number?
Direct Call Pick Up?

While the phone is active (call placed or call received), by depressing the (>) scroll forward key the following prompts may be accessed:

Start transfer? (Appears in display)
Start Conference?
Consult?
Save Number?
Private Hold?
Direct Call Pickup?
Park To Station?

To Access the Feature Menus, press the (>) scroll forward key:

**Speed dial features?** Press (✓) check mark key to access the following features:

- Last number redial? (to redial last number you dialed)
- Station speed dial? (to set up codes to dial personal frequently dialed numbers)
- Saved number redial? (to redial a number you previously saved)
- System speed dial? (to use codes to dial company-wide, frequently dialed numbers)

Previous menu?

**More features?** Press (✓) check mark key to access the following features:

- Call forwarding? (to forward calls to another destination)
- Do not disturb? (to temporarily block incoming calls)
- Ringer cutoff? (turns telephone ringer off)

Previous menu?

**View active features?** Press (✓) check mark key to view the following features:

- Speaker Call Protect (to show whether you are blocking incoming speaker calls)

**Program/Services?** Press (✓) check mark key to access the following features:

- Destinations? (to create or change destinations)
Press (√) check mark key:
  Call Forwarding? (to forward calls to another extension)
Press (>) scroll Key:
  Fwd Variable All Both?
  Fwd Variable All Internal?
  Fwd Variable All External?
  Fwd Variable Busy both?
  Return?

Speed Dial Features? (to create personal speed dial list)
Saved Number Redial? (to redial a number you have saved)
Repdial? (to set up a key for one-touch dialing)
Direct Station Select? (to monitor, dial, or answer an extension)
Forward Station Number?
  Return? (returns to previous menu)

Feature Settings (to display or activate features)
  Camp-On? (activates delayed call forwarding)
  Speaker Call Protect?
  Call Forwarding?
  Forwarding Station No.?
  Ringer Cutoff?
  Return?

Use Speed Dialing?
  Station Speed Dial:
  Return?

Key Function
  View Feature Key?
  Return?

More Features?
  Display Suppress On?
  Show Used Line?
  Return?

Phone Test?

Cancel? (This will take you completely out of the menu)

**Phone Settings?** Press (√) check mark key to access the following features:
Ringer volume?
Ringer pitch?
Display contrast?
Speakerphone mode (to reduce echoing from your speakerphone)
Warning tone?
Rollover volume?
Cancel?
<table>
<thead>
<tr>
<th>FEATURE</th>
<th>BUTTON / CODE</th>
<th>OPTIGUIDE MENU</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOLD</td>
<td>• Press the HOLD button.</td>
<td>• Scroll (&gt;) to and select &quot;Hold?&quot;</td>
</tr>
<tr>
<td></td>
<td>Place a caller on hold</td>
<td>• Press the port key of the flashing light</td>
</tr>
<tr>
<td>TRANSFER</td>
<td>• Press TRANSFER (after establishing a call)</td>
<td>• Scroll (&gt;) to and select &quot;Start Transfer?&quot;</td>
</tr>
<tr>
<td></td>
<td>• Dial the extension number</td>
<td>• Dial the extension number</td>
</tr>
<tr>
<td></td>
<td>• Announce the call</td>
<td>• Announce the call</td>
</tr>
<tr>
<td></td>
<td>• Hang up.</td>
<td>• Hang up.</td>
</tr>
<tr>
<td></td>
<td>To RECONNECT with original caller:</td>
<td>To RECONNECT with original caller:</td>
</tr>
<tr>
<td></td>
<td>• Press blinking CONNECT button.</td>
<td>• Scroll (&gt;) to and select &quot;Release and Return?&quot;</td>
</tr>
<tr>
<td>CONSULTATION CALL</td>
<td>• Press TRANSFER to put first party on hold</td>
<td>• Select &quot;Consult?&quot;</td>
</tr>
<tr>
<td></td>
<td>• Dial the second party you wish to speak with</td>
<td>• Dial the second party you wish to speak with</td>
</tr>
<tr>
<td></td>
<td>• Press CONNECT to return to first party</td>
<td>• Terminate the call by selecting &quot;Release and Return?&quot; or scroll (&gt;) to and select &quot;Toggle / Connect?&quot; to alternate between callers</td>
</tr>
<tr>
<td></td>
<td>(CONNECT may be used to &quot;toggle&quot; between 1st and 2nd party)</td>
<td></td>
</tr>
<tr>
<td>CONFERENCE CALL</td>
<td>• During a call, press TRANSFER</td>
<td>• During a call, scroll (&gt;) to and select &quot;Start Conference?&quot;</td>
</tr>
<tr>
<td></td>
<td>• Dial the party you want to add and wait for answer</td>
<td>• Dial the party you want to add - wait for answer</td>
</tr>
<tr>
<td></td>
<td>• Press CONF or TRANSFER to join the call</td>
<td>• Select &quot;Conference?&quot; to join the call</td>
</tr>
<tr>
<td></td>
<td>If the party does not answer or does not want to join:</td>
<td>If the party does not answer or does not want to join:</td>
</tr>
<tr>
<td></td>
<td>• Press blinking CONNECT button to rejoin your conference call</td>
<td>• Scroll (&gt;) to and select &quot;Release and Return?&quot;</td>
</tr>
<tr>
<td>PICK (station)</td>
<td>• Press the PICK button (or *3)</td>
<td>Get dial tone</td>
</tr>
<tr>
<td></td>
<td>Answer a call that is ringing or on hold at another phone</td>
<td>• Scroll (&gt;) to and select &quot;Direct call pickup?&quot;</td>
</tr>
<tr>
<td></td>
<td>• Dial the extension of the ringing phone or the extension where the call is holding</td>
<td>• Dial the extension of the ringing phone or held call</td>
</tr>
<tr>
<td>PICK (group)</td>
<td>• Press the PICK button twice (or **3)</td>
<td>Not available</td>
</tr>
<tr>
<td></td>
<td>Answer a call that is ringing within your pickup group (set up by your administrator)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• It is not necessary to know the extension of the ringing phone</td>
<td></td>
</tr>
<tr>
<td>LAST NUMBER REDIAL (LNR)</td>
<td>Dial # # 4</td>
<td>• Get dial tone</td>
</tr>
<tr>
<td></td>
<td>Redial the last number dialed</td>
<td>• Scroll (&gt;) to and select &quot;Last number redial?&quot;</td>
</tr>
<tr>
<td>SAVED NUMBER REDIAL (SNR)</td>
<td>Dial # 4 while phone is ringing - number is stored</td>
<td>• Get dial tone</td>
</tr>
<tr>
<td></td>
<td>To redial the saved number</td>
<td>• Scroll (&gt;) to and select &quot;Saved Number Redial?&quot;</td>
</tr>
<tr>
<td></td>
<td>• Dial # 4</td>
<td></td>
</tr>
<tr>
<td>FORWARD</td>
<td>• Get dial tone on the line you wish to forward</td>
<td>• During the call, scroll (&gt;) to and select &quot;Save Number?&quot;</td>
</tr>
<tr>
<td></td>
<td>• Press the FORWARD button (or # 91)</td>
<td>• Get dial tone</td>
</tr>
<tr>
<td></td>
<td>• Dial the forwarding target number</td>
<td>• Scroll (&gt;) to and select &quot;Saved Number Redial?&quot;</td>
</tr>
<tr>
<td></td>
<td>• Press * or #</td>
<td>• Select &quot;Call Forwarding?&quot; and follow prompts</td>
</tr>
<tr>
<td></td>
<td>(The light will flicker next to the line you have forwarded)</td>
<td>• Scroll (&gt;) to and select &quot;View Active Features?&quot;</td>
</tr>
<tr>
<td></td>
<td>To Cancel Forwarding:</td>
<td>• Select &quot;Deact Call Forwarding?&quot;</td>
</tr>
<tr>
<td></td>
<td>• Press the FORWARD button (or # # 91)</td>
<td></td>
</tr>
<tr>
<td>SYSTEM SPEED</td>
<td>• Press # 61</td>
<td>• Scroll (&gt;) to and select &quot;Speed Dial Features?&quot;</td>
</tr>
<tr>
<td></td>
<td>• Dial the index code</td>
<td>• Scroll (&gt;) to and select &quot;System Speed Dial?&quot;</td>
</tr>
<tr>
<td></td>
<td>Note: Applicable only if enabled by your administrator</td>
<td>• Dial the index code</td>
</tr>
<tr>
<td>FEATURE</td>
<td>BUTTON / CODE</td>
<td>OPTIGUIDE MENU</td>
</tr>
<tr>
<td>---------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
</tbody>
</table>
| STATION SPEED | To Program:  
- Press #3  
- Enter the index code (00-29)  
- Enter desired number  
- Press ✓ to save  
To Call:  
- Press #3  
- Dial the index code (00-29) | To Program:  
- Scroll (>) to and select “Program/Service?”  
- Select “Destinations?”  
- Select “Speed Dial Features?”  
- Dial index code (00-29)  
- Enter desired number  
- Press ✓ to save  
To Call:  
- Scroll (>) to and select “Speed Dial Features?”  
- Select “Station Speed Dial?”  
- Dial the index code (00-29) |
| DO NOT DISTURB (DND) | To Program:  
- Press the DND button  
To Cancel DND:  
- Press the DND button | To Program:  
- Scroll (>) to and select “More Features?”  
- Scroll to and select “Do Not Disturb?”  
To Cancel DND:  
- Scroll (>) to and select “Do Not Disturb Off?” |
| CALLBACK REQUEST | To Program:  
- Press the DND button  
To Cancel DND:  
- Press the DND button | To Program:  
- Scroll (>) to and select “More Features?”  
- Scroll to and select “View Active Features?”  
- Select “Do Not Disturb Off?” |
| REPDIAL | To Program:  
- Program using the OptiGuide menu  
To dial a programmed number:  
- Press the corresponding REPDIAL key | To Program:  
- Scroll (>) to and select “Program/Service?”  
- Press a blank Repdial button  
- Dial the number or feature code  
- Select “Save?” |

**AUDIO SETTINGS 🎧**

| RING VOLUME | Press the + or - button next to the keypad  
- Press 1 or ✓  
- Press the + or - button for the desired volume  
- Press ✓ to save |
| RING PITCH | Press the + or - button next to the keypad  
- Press 2 or ✓  
- Press the + or - button for the desired ring pitch (16 to choose from)  
- Press ✓ to save |

**optiGuide**

- All display phones contain optiGuide, an application organizing phone features into visible menu items and options
- Use the left and right arrows for scrolling through the options.
- Use the checkmark to select an option.