Telephone Quick Reference Guide
Siemens HiPath 4000 OptiPoint Telephone

The following documentation serves as a guide for the basic features of your new Siemens HiPath 4000 telephone at Berklee.

Feature	Description
Display Options	The OptiGuide tilt-able, 2-line display provides information to help you use your phone. The second line of the display shows which features are available to you depending on the phone's current state and provides prompts to guide you.
Guidance Keys	The Guidance Keys are used to scroll through the Main Feature Menu or to select features. • Press → to Scroll Forward • Press ← to Scroll Backward • Press ✓ to Select or Confirm the option presented on the bottom half of your display.
Main Menu	There is a Main Menu of features that are available through the OptiGuide. By Pressing either the → or ← Guidance key when your phone is in the idle state, the Main Menu appears across the bottom line of the display as you scroll forward or backward.
Audio - Settings	To adjust Ringer Volume: • Press the + key. • Bottom line of display will ask *Ring Volume?* • Press ✓ to select. The phone will ring with the current ring volume. • Use + or – keys to adjust ring volume to your preference. • Press ✓ to save.

Feature	Description
Audio - Settings (cont.)	To adjust Ringer Pitch: • Press the + key. • Scroll → forward once. Display now asks *Ring Tone?* • Press ✓ to select. The phone will ring with the current tone. • Use + or – key to adjust ring tone to your preferences. • Press ✓ to save.
Handset and Speaker Volume	To adjust Handset Volume: • While on a call, press + or – key to adjust handset volume. • Save by pressing ✓ before hanging up. To adjust Speaker Volume: • While on a call, press + or – key to adjust speaker volume. • Save by pressing ✓ before hanging up.
Dialing	Lift the handset for a dial tone or, to dial from the keypad without lifting the handset, press Speaker and: • Dial the 4 digit extension for an inside call. • Dial 7 + the telephone number for an outside call.
Speaker	For hands-free calling: • Answer the phone by pressing Speaker or press the ringing extension key, Or • During a call, press Speaker and replace the handset. To mute the microphone while on speaker or handset: • Press Mute – mute key lights, the caller cannot hear you but you will continue to hear them. • Press Mute again to disable, light goes out.

Feature	Description
Hold	To place a call on hold at your phone: • Press the Hold key. • Hang up. The line that is holding the call will flash. To reconnect with the call: • Press the Line key next to the flashing light.
Transfer	To transfer a call to another extension: • During a call, press ✓ to select *Start Transfer?* or press Transfer key. • Dial the extension you want to transfer to. • Hang up or wait for the person to answer, announce the caller and then hang up or press ✓ to select *Transfer Call?* To retrieve the call if no one answers: • If the person you are transferring to does not answer, press the Connect key to return the call to you. Or • Scroll → to *Release and Return?* Press ✓ to select. • You will now have the caller back.
Conference Calls	To set up a Conference Call: • During a call, scroll → to *Start Conference?* and press ✓ to select. • Dial the extension or 7 + external number. • When party answers, press ✓ to select *Conference?* or press the Conf key.

Feature	Description
Conference Calls (cont.)	To add another party to the Conference (up to 8 people): • See *Add To Conference?* in the display. Press ✓ to select. • Dial the extension or 7 + external number. • When party answers, press ✓ to select *Conference?* or press Conf key. If the party is not going to join, scroll to *Release And Return?*. Press ✓ to select to rejoin the conference call without them.
Station Pickup	This feature lets you answer extensions that are ringing in your area which do not appear on your phone: To pickup any extension ringing or on hold: • Press Pickup key or lift handset and dial *3. • Dial the extension that is ringing. You are now connected to the caller.
Group Pickup	This feature lets you answer extensions within you pre-programmed group. To pickup a call ringing for a member of your pre-programmed group: • Press flashing Pickup key or lift handset and dial *3. • You are now connected to the caller.

Feature	Description
Forwarding Your Extension	This feature lets you temporarily direct your calls to another destination. Use the Call Forward feature to control your prime line only. Call forwarding can only be cancelled at the phone. To set up Call Forward – if you have a Forward key: • Get dial tone on the line to be forwarded. • Press Forward key or dial #91. • Dial the extension number you are sending your calls to. If voicemail dial x8005. • Press ✓ to select *Save?* • The forwarded extension will flutter and the Forward key will light. To cancel Call Forward: • Do not lift the handset. • Press the Forward key.
Station Speed	This feature lets you store up to 10 personal numbers on your phone. To program Station Speed Dial: • Scroll → to *Program Service?* and press ✓ to select. • At *Destinations?* press ✓. • At Enter Index: Enter (0 – 9) • Enter the number you wish to store (7 + number if external). • Press ✓ to select *Save?* To speed dial you number: • Dial #3. • Enter index, dial (0 -9).

Feature	Description
To Program an R-Key (RepDial)	Some phones have keys labeled with an R. These are one-touch speed dial keys. You can program one number to each available R key. To program: • Press Program Service key or Scroll → to *Program Service?* • Press the R key you wish to program. • Enter the extension or 7 + external number you wish to store. • Press ✓ to select *Save?* To use: • Press the programmed R key you want to dial.
Last Number Dialed	To redial the last number dialed at your phone: • Lift the handset and press ✓ to select *Last Number Redial?* or press the Redial key.
Saved Number Redial	This feature allows you to store one number for one button access. • Press SNR key after you dial or receive a call (number is now saved on the SNR key). To dial a saved number: • Press SNR key.
V-Mail (Access to Voicemail)	To access your Voicemail box: • Press PHML key. • Follow prompts. Or • Dial x8000. • Follow prompts.