

Optipoint (Display) Telephones

Q U I C K R E F E R E N C E G U I D E

FEATURE DESCRIPTIONS	DIALING INSTRUCTIONS
<p>CALL FORWARDING - ALTERNATE - Call forwarding (alternate) lets you temporarily redirect your incoming calls to another extension.</p>	<ul style="list-style-type: none"> - Get a dial tone. - Press # 9 1 - Dial the number of the extension that you want to receive your calls. - Press Check key √ OR press the # key. - Hang up. <p>To cancel forwarding:</p> <ul style="list-style-type: none"> - Get a dial tone. - Press # # 9 1. - Hang up.
<p>CALL LOG - Allows you to view a log of unanswered, answered, and outgoing calls placed from your extension. Your telephone saves the last 6 outgoing and the last 12 incoming calls in chronological order. The display begins with the most recent entry in the log.</p>	<ul style="list-style-type: none"> - Scroll to CALL LOG? - Press Check key √ - Choose UNANSWERED CALL?, INCOMING CALLS?, OR OUTGOING CALLS?
<p>CALLBACK – Allows a user to request a position in queue when calling a busy or rings no answer.</p>	<p>When number you have dialed is busy or no answer, display will show CALLBACK? Press the √ key.</p> <ul style="list-style-type: none"> - Hang up (your phone will ring back with triple ring after the person you have called makes a call or receives a call and has hung up) <p>To cancel:</p> <ul style="list-style-type: none"> - Scroll to View Active Features? - Press Check key √ - Scroll to Next Feature? - Press Check key √ - Display Callbacks? - Press Check key √ - Scroll to Delete? - Press Check key √ - Hang up
<p>CONFERENCE - Allows you to conference up to eight parties (including yourself) on a call. (Seven of the the parties can be outside lines).</p>	<p>To set up a conference call:</p> <ul style="list-style-type: none"> - Dial the first extension number, or dial 9 and the outside number. - Press the TRANSFER key or scroll to START CONFERENCE? - Dial the next extension number, or dial 9 and the outside number. - Inform the called party that this is a conference call. - Press the TRANSFER key or select CONFERENCE? - Repeat steps to join additional parties. <p>To reconnect to the conference when a called party isn't joining:</p> <ul style="list-style-type: none"> - Press the connect key. <p>To drop the last party:</p> <ul style="list-style-type: none"> - Scroll to REMOVE LAST PARTY? - Press Check key √
<p>CONSULTATION - Lets you talk privately with a second party while the first party is waiting on hold.</p>	<p>To consult with a second party during a call:</p> <ul style="list-style-type: none"> - Scroll to CONSULT? - Press Check key √ - Dial the second party's number <p>OR</p> <ul style="list-style-type: none"> - Press TRANSFER, dial the second party's number. <p>To reconnect:</p> <ul style="list-style-type: none"> - Press the CONNECT key <p>OR</p> <ul style="list-style-type: none"> - Scroll to TOGGLE? - Press Check key √
<p>FWD ALL - Forwards your calls directly to phonemail.</p>	<p>To forward calls:</p> <ul style="list-style-type: none"> - Press FWD ALL key, light will be on and your calls will be forwarded to your phonemail box. <p>To cancel forwarding:</p> <ul style="list-style-type: none"> - Press FWD ALL key again.
<p>HOLD - Feature puts a call on hold until you can return to it.</p>	<p>To put a call on hold while you answer another call or perform another task:</p> <ul style="list-style-type: none"> - Press the HOLD key. - Hang up. OR - Scroll to PRIVATE HOLD? - Press Check key √ <p>To reconnect:</p> <ul style="list-style-type: none"> - Press the line key of the call on hold.