OPTIPOINT 500 TELEPHONE

AUDIO SETTINGS :

To change the ring volume:

Press + button and then number 1

Press the + or the – button for desired volume.

Press **+ & -** to store the volume.

AUTOMATIC HOLD:

* while speaking on the 1st line if a second line rings in just press the line to answer. First call goes on hold automatically.

TRANSFERRING A CALL:

1. During the call, press the **TRANSFER** key.
2. **Dial the extension.**
3. When answered, announce the caller and hang up the handset.

TRANSFERRING A CALLER TO A VOICE MAILBOX:

1. During the call, press the **TRANSFER** key
2. Dial **6050** , wait for the announcement, enter the **extension**, press the **#** key, wait for the announcement, press # key again.
3. Hang up the handset.

CONFERENCE CALL (8 PARTY MAXIMUM):

1. While on a call, press the **TRANSFER** key.
2. At the dial tone, **dial the extension** to add to the conference **or press 9 for an outside line** and dial the full number.
3. Announce the party and press the **TRANSFER** key. (If the party is not going to join, press the **CONNECT** key.)

Continue steps 1-3 until everyone in the party is reached.

STATION SPEED DIAL (PERSONAL LIST):
(Stores up to 10 numbers)

TO STORE A SPEED DIAL NUMBER:

1. Lift handset
2. Dial code # # 3
3. Enter a 2 digit index code 0-9 are available
4. Enter 9 and the external number
5. Replace the handset to store the number

TO DIAL A STATION SPEED NUMBER:

1. Press the "**STA**" key or press the speaker button, listen for a dial tone, press **#3**.
2. At the "**Enter Index**" prompt, dial the index code (0-9).

FORWARDING YOUR CALLS TO ANOTHER EXTENSION:

1. Pick up the handset and press **# 91**
2. Dial the extension and press #
3. Hang up the handset (the forward light will be flashing on the telephone base.)

CANCELING CALL FORWARD:

1. Pick up the handset and dial **# # 91**
2. Hang up the handset.

STATION PICK:

Lets you answer a specific extension that is ringing on ANOTHER phone.

Hear a line ringing.

Dial code *** 3** plus the extension

JOHN JAY COLLEGE
THE CITY UNIVERSITY OF NEW YORK
OF CRIMINAL JUSTICE

SIEMENS

HIPATH, XPRESIONS VOICEMAIL AND OPTIPOINT 500 QUICK REFERENCE QUIDE

HELP DESK

Ext: 4357

XPRESSIONS VOICEMAIL

MAILBOX NUMBER:

Your mailbox number is **your extension**.

DEFAULT GENERIC PASSWORD:

The generic password is **111**

Setting up your voice mail messaging system:

1. Press the **VOICEMAIL key** on your telephone.
2. Enter your **password** (or the generic password) followed by the **#** key.
3. Follow the audible and visual prompts.
4. After setting up voicemail, hang up the phone

SETTING UP YOUR MAILBOX	
FUNCTION	KEY
Record Greeting	811111 – record your greeting – Press * #
Record Name	841, record your name, * #
Change Password (4 number minimum length)	93, enter new password

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VOICE MAIL MAIN MENU	
FUNCTION	KEY
Listen to Messages	3
Record a message to send to someone	1
Change Answering Options	8
Mailbox Options	9
Transfer	7,0
Disconnect	7,6
Help	0

LISTENING TO VOICEMAIL MESSAGES:

1. Press the **VOICEMAIL** key on your telephone.
2. Enter the **password** and press the **#** key.

LISTENING TO YOUR MESSAGES	
FUNCTION	KEY
Stop a Message	*
Stop, replay entire message	*73
Rewind a message (8 seconds)	*78
Fast forward a message (8 seconds)	*98
Move to the end of the message	*92
Return to Main Menu	*#
Delete a message (without listening to it in its entirety)	*6
Delete a message (after listening to it in its entirety)	6
Save a message (without listening to it in its entirety)	*4
Save a message (after listening to it in its entirety)	4
Skip to the next message	*2
To Skip a message (after listening to it in its entirety)	2

FORWARDING A VOICEMAIL MESSAGE TO ANOTHER VOICE MAILBOX:

1. After listening to the message, save the message by pressing **4** or delete by pressing **6.**
2. Press **9** to forward the message.
3. Record a comment (to be heard by the recipient before the actual message.)
4. Press the ***** key, then the **#** key again
5. Dial the extension you where you want to forward the message and press the **#** key.
6. If there is more than one forwarding destination, dial the extension and the # key again. When all destinations are entered, press the # key to forward the message.

HOW TO ACCESS YOUR VOICEMAIL FROM YOUR PHONE:

1. Press the **VOICEMAIL** button.
2. Enter your **Password** and press the **#** key.
3. Follow the prompts.

FROM ANOTHER PHONE:

1. Dial extension **8050**
2. Enter your **extension** and press the **#** key.
3. Enter your **Password** and press the **#** key.
4. Follow the prompts.

FROM AN OUTSIDE PHONE:

1. Dial **212-237-8050**
2. Enter your **mailbox number**.
3. Enter your **password** and press the **#** key.

LEAVING A VOICEMAIL MESSAGE IN SOMEONE'S MAILBOX:

1. Dial **8051**
2. Enter their extension followed by the # key – or - to search by last name, press the * key , use the keypad to spell the last name followed by the # key.

XPRESSIONS ACCESS NUMBERS:

Direct   8050
Forward/Guest 8051
Transfer   6050