

# OPTIPOINT 500 TELEPHONE

## GUIDANCE KEYS:

Press ► to scroll forward.

Press ◀ to scroll backwards.

Press ✓ to select a feature from the menu.

## AUDIO SETTINGS:

### To change the ring volume:

Press + button and then ✓ “**Ring Volume?**”. Press the + or the - button for desired volume. Press ✓ to store the volume.

### To change the ring pitch:

Press + button and then scroll > and ✓ “**Ring Pitch?**”. Press the + or the - button for desired pitch. Press ✓ to store the pitch.

## 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 ► and scroll to
2. Start Conference?
3. Press the ✓.
4. At the dial tone, **dial the extension** to add to the conference **or press 9 for an outside line** and dial the full number.
5. 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 30 numbers)

### TO STORE A SPEED DIAL NUMBER:

1. Press the ► to “**Program/Service**” and press the ✓ key.
2. Press the ✓ key when “**Destination**” appears on the display.
3. Press the ✓ key when “**Speed Dial Features**” appears on the display.
4. At the “**Enter Index**” prompt, dial an index code (from 0-9).
5. At the “**Enter Destination**” prompt, dial 9 plus the number that you want to store. Press the ✓ key.

### 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.

## CALL LOG

(Last 10 numbers dialed in or out):

1. Press the ► and scroll to **Call Log**, press the ✓.
2. Select **Incoming or Outgoing**, press the ✓.
3. View the log by pressing ► until you reach the number.
4. Press ✓ to dial the number.



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# HIPATH, XPRESIONS VOICEMAIL AND OPTIPOINT 500 QUICK REFERENCE GUIDE



**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

<b>SETTING UP YOUR MAILBOX</b>	
<b>FUNCTION</b>	<b>KEY</b>
Record Greeting	81111 – record your greeting – Press * #
Record Name	841, record your name, * #
Change Password (4 number minimum length)	93, enter new password

<b>VOICE MAIL MAIN MENU</b>	
<b>FUNCTION</b>	<b>KEY</b>
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.

<b>LISTENING TO YOUR MESSAGES</b>	
<b>FUNCTION</b>	<b>KEY</b>
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** and press the # key.
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