

## optiPoint Display Handset Guide

### Making Calls

#### To make a call

- 1 For an external call, dial '0' then external number
- 2 For an internal call, dial the extension or '9' for the operator

#### To set callback

- 1 While the ringing or busy tone is present, display will show: Call Back?
- 2 Press ✓
- 3 When destination handset has been replaced, your handset will ring  
Display will show: Callback: (Name of Caller)
- 4 Lift the handset to connect to the destination

#### To cancel callback

- 1 Press ▶ to View Call Backs?
- 2 Press ✓
- 3 Press ▶ to select the callback to be cancelled  
Display will show: Delete?
- 4 Press ✓

### Answering Calls

#### To answer

- 1 Select **[SPEAKER]** key OR lift handset.
- 2 Press and hold **[SPEAKER]** key while replacing the handset to revert to handsfree\*

#### To accept a second caller

Receive Call Wait tone and Call 2 light flashes

- 1 Press Call 2 key to place current call on hold
- 2 Press alternate Call key to Toggle
- 3 Press **[RELEASE]** key to disconnect from caller

#### To hold current call

- 1 Press **[HOLD]**
- 2 To return to held call press the Call Key where the caller is waiting

#### Group pick up

*\*NB: Must be programmed into pick up group*

- 1 Assuming group member handset is ringing, display will show: (Member Name) Pick Up?
- 2 Press ✓ to activate call on your handset

#### Direct call pick up

- 1 Dial \*59  
Display will show the first call coming in
- 2 Press ▶ to choose another ringing extension

### Forwarding Calls

- 1 To set call forward press **[CALL FORWARD]**, OR  
press ▶ to display Forwarding On?
- 2 Press ✓  
Display will show: All Calls?
- 3 Press ✓
- 4 Enter the destination number  
Display will show: Save Entry?
- 5 Press ✓
- 2 To cancel call forward press **[CALL FORWARD]** OR  
press ▶ to Forwarding Off?
- 7 Press ✓

### Transferring Calls

#### To transfer a call

- 1 Press **[TRANSFER]**
- 2 Dial the internal extension number and replace handset
- 3 To return to original caller press the call key where caller is waiting

### Parking Calls

- 1 To park a call press **[PARK]** OR **[TRANSFER]** \*56
- 2 Enter a one digit number between 0-9 and replace the handset
- 2 To retrieve a parked call, lift the handset and press **[PARK]** OR dial #56
- 4 Enter the same one digit number between 0-9

### Using Speed Dial

#### System speed dial

- 1 Press **[SPEED DIAL]** OR \*7
- 2 Enter the three digit speed dial number

#### Use the phonebook

- 1 Lift the handset  
Display will show: Phonebook?
- 2 Press ✓  
The first alpha-numeric listing will be shown
- 3 Use the keypad to search for required entry.  
Display will show: Call?
- 4 Press ✓

#### Program Individual Speed Dial

- 1 Dial \*92
- 2 Dial the speed dial location \*(0-9), eg \*1  
Display will show: Change Entry?
- 3 Press ✓
- 4 Dial the required telephone number  
Display will show: Save Entry?
- 5 Press ✓
- 6 Press **[SERVICE]** or **[PROGRAM]** to exit, OR disconnect

#### Use Individual Speed Dial

- 1 Press **[SPEED DIAL]** OR \*7
- 2 Enter location \*(0-9), eg \*1

### Creating a Conference

With a call in progress,

- 1 Press ▶  
Display will show: Start Conference?
- 2 Press ✓
- 3 Dial the telephone number for the 2nd party  
Display will show: Conference?
- 4 Press ✓

### Other Features

More features may be accessed in the menu.  
Scroll > to look for: Caller List ~ Advisory Message ~ Send Message ~ Suppress Caller ID ~ Call Waiting Tone Off.