

optiPoint Non-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

While the ringing or busy tone is present,

1. Dial *58 and disconnect
When destination handset has been replaced, your handset will ring
2. Lift the handset to connect to the destination

To cancel callback:

1. Press #58

Answering Calls

To Accept a Second Caller

Receive Call Wait tone and Call 2 light flashes

1. Press Call 2 Key to place current caller on hold
2. Press alternate Call Key to Toggle
3. Press **RELEASE** to disconnect from caller

To hold current call

1. Press **HOLD**
2. Press the Call Key where the caller is waiting to return to held call

Call pick up

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

Assuming group member handset is ringing:

1. Press **PICK UP** or dial * 57 to activate call on your handset for Group Call Pick up; OR
2. Dial *59 and the ringing extension number for Direct Call Pick Up

Parking Calls

To park a call

1. Press **PARK** or **TRANSFER** *56
2. Enter a one digit number between 0-9
3. Replace the handset

To retrieve a parked call

1. Lift the handset
2. Press **PARK** or dial #56
3. Enter the same one digit number between 0-9

Forwarding Calls

1. To set call forward press **CALL FORWARD** OR *11
2. Enter the destination number and disconnect
3. To cancel call forward press **CALL FORWARD** OR #11

Using Speed Dial

System speed dial

1. Press **SPEED DIAL** OR *7
2. Enter the three digit speed dial number

Program Individual Speed Dial

1. Dial *92
2. Dial the speed dial location *(0-9), eg *1
3. Dial the required telephone number
4. Wait 5 seconds and disconnect

Use Individual Speed Dial

1. Press Speed Dial Key OR *7
2. Enter location *(0-9), eg *1

Creating a Conference

1. With a call in progress press **TRANSFER**
2. Dial the telephone number for the new party
3. Press **TRANSFER** *3 to conference all parties

Using Sound Control Options

To adjust ringer volume

1. Press + key then 1
2. Adjust the volume with + or -
3. Press **RELEASE** key to set

To adjust ringer type

1. Press + key then 2
2. Adjust the type of ring with + or -
3. Press **RELEASE** key to set