# PHONES

# BUSINESS

# Siemens Hipath
# User Guide

**To make an internal call -** Lift handset and dial required extension number OR for hands free – simply dial the extension and the handset will automatically switch itself to speaker

**To make an external call -** Follow the same procedure as for making internal calls but remember to dial 9 first for an outside line and then dial required number

**To place caller on hold -** At "ENQUIRY" prompt – press TICK key

**To retrieve held caller -** At "Return to held caller" prompt – press TICK key OR press relevant flashing line key

**To transfer a call -** Place the caller on hold with TICK key – dial the required extension. Replacing the handset or pressing the "RELEASE" key will transfer the call

**To transfer to an external number -** Place the caller on hold with the TICK key. Dial the external number, remembering the 9 in front. Use the scroll keys till "TRANSFER?" is in the display and press TICK

**To park a caller -** Either press a programmed call park key and then an available parking space number (0-9) or place the caller on hold and dial
   *   56 followed by any parking space number between 0-9

**To retrieve a parked call -** Either press the programmed call park key and then dial number where caller was parked – 0-9 or dial # 56 and then dial number where caller was parked – 0-9

**To use speed dials -** Dial * 7 or press ab-dial key and then dial appropriate ab-dial code

**To pick up phone ringing elsewhere -** Dial * 59 or press Pick-Up key then the extension number

**To use DO NOT DISTURB** Press *97 to turn on and #97 to turn off or scroll to DO NOT DISTURB and then press tick

**To Use The Phonebook Feature**

Either lift the handset or use handsfree. The display will then read "PHONEBOOK".
Press the TICK key at this prompt

It will then allow you to use your scroll keys to pick between 3 phonebook lists. Select the desired one

It will then display the first name (starting with A's etc.)

Underneath the name the display will read ABC?

If you use your scroll keys here you can go to the next lot of letters – DEF,GHI,JKL etc

Pressing the TICK key selects the letters as displayed

Use your scroll keys to dial the person or to go to next selection


**To Use Call Forwarding or Divert**

Dial * 11 to divert all calls.

Dial *12 to divert just external calls.

Dial *13 to divert just internal calls.

Dial number where call is to be diverted to
(NOTE: PLEASE INSERT '9' IF AN EXTERNAL DESTINATION)


**To Cancel Call Forwarding**

Dial # 1


**To Store Personal Speed Dials**

Dial * 92

Display will then read "ABDIAL NO." Press the TICK key

It will then display first abdial code (*0)

Underneath this the display will read "Next?"

Press the TICK key at this prompt which will take you to the next abdial code

Using your scroll keys at the "Next?" prompt takes you to "Change Entry". Press your TICK key here to store a number under the displayed code

For an outside line, enter a 9 before entering number to be stored

Once number is entered, press the TICK key to confirm and save

## Conferencing

Make your first call

Once the call has been answered, use the scroll keys until "SET UP CONFERENCE" is displayed. Press the TICK key

This places first caller on hold and allows you to make second call

Once the second call has been established you will be offered the feature "CONFERENCE". Press the TICK key to connect all three parties

## Sending Messages

Use the scroll keys until "SEND MESSAGE" is displayed. Press the TICK key

Enter the extension you want to send the message to

Use your scroll keys to select which message you want to send

Press the TICK key at selected message to send

## Advisory Message Text (Absence Messages)

Use scroll keys until "Advisory Msg On" is displayed and then press TICK key

Use scroll keys again to pick selected absence message

Press TICK key to save

To cancel absence text – dial # 69

## Caller List (Missed Calls)

This feature lists any missed calls to the phone and also any external numbers saved in the dialling list

Use the scroll keys until "MISSED CALLS LIST" is displayed. Press the TICK key

Your display will show the first telephone number in the list. Use your scroll keys to call the number back, see the next number in the list, see when the call was received or you delete the number from the list

**Entry Telephone - Extra Features**

**To Set Call Forwarding**    Lift handset

Dial * 11

Dial the extension number of where you want calls forwarded to

You will hear a confirmation tone. Replace the handset (NOTE: INSERT '9'
FOR AN EXTERNAL DESTINATION)

**To Cancel Call Forwarding**                                    Lift handset and dial # 1

**To Store Personal Speed Dials**                          Lift handset and dial * 92

Dial desired abdial code (from *0 - *9)

Dial 9 for the outside line followed by the number you wish to store

Wait approximately 5 seconds to hear confirmation tone

You can then replace handset

**To Change Ringing Tone/Volume**                Press + or – key (on right hand side
of receiver)

Press 2 to change the ringing tone or 1 for volume

Press the + or – keys to change the settings

To save desired setting, hold + and – keys down simultaneously