

# HiPath 3000 optiPoint 500 Advance/Standard/Basic/Economy Phone User Guide

## Placing an outside call

Lift handset.  
Dial access code **0**.  
Dial desired number.

## Placing an intercom call

Lift handset.  
either  
Press **extension button**  
or  
Dial 3 digit **extension number** (100-199).

## Placing a call on hold

While connected to an outside line,  
Check display **-Enquiry?**  
Press **[ü]** button.  
To retrieve the call  
Check display **-Return to held call?**  
Press **[ü]** button.

## Transferring a call

While connected to an outside line,  
either  
Press **extension button**  
or  
Check display **-Enquiry?**  
Press **[ü]** button.  
Dial desired **extension number**.  
Either announce the call and hang up or just hang up to complete transfer.  
If you want to retrieve the call back  
Check display **-Return to held call?**  
Press **[ü]** button.

## Transferring to a caller to an off-site number

While connected to an outside line,  
Check display **-Enquiry?**  
Press **[ü]** button.  
Then either  
Press [**<**] or [**>**] till **Phonebook?**  
Press **[ü]** button then select speed dial  
or  
Dial **0 then the number**

Announce the call and then  
Hang up to complete transfer or  
If you want to retrieve the call back  
Check display **-Return to held call?**  
Press **[ü]** button.

## Group call pickup

When you hear an unattended phone ring.  
Lift handset.  
Check display **-Pickup - group?**  
Press **[ü]** button.  
You will be connected to an incoming internal or outside line call.

## Activate Do Not Disturb

Press [**<**] or [**>**] till **DND on?** appears in the display  
Press **[ü]** button.

## Deactivate Do Not Disturb

Press [**<**] or [**>**] till **DND off?** appears in the display  
Press **[ü]** button.

## Call forward

Press [**<**] or [**>**] till **Forwarding on?** appears in the display  
Press either **1** for all calls or  
**2** for external calls only or  
**3** for internal calls only.  
Press **[ü]** button.  
Dial either an extension number (100-199) or route code (0 for outside line) then the external number to where calls are to be forwarded.  
Press **[ü]** button to save entry.

## Cancel call forward

Press [**<**] or [**>**] till **Forwarding off?** appears in the display  
Press **[ü]** button.

## Parking a Call

Press **[Call Park]**  
then park slot number ( **0-9** )

## Retrieving a Parked a Call

Press **[Call Park]**  
then park slot number ( **0-9** )

## Making a voice announcement to an Optiset

Lift handset.  
Dial \* **8 0**  
either  
Press **extension button**  
or  
Dial 3 digit **extension number** (100-199).  
Speak after hearing ring burst.

## Last number redial on an outside call

Lift handset.  
Press **[Redial]** button

## Speed dial numbers on an outside call

Lift handset.  
Dial \* **7**.  
Dial **memory number**.  
\*0-\*9 personal numbers  
001-999 system numbers

## Storing a personal speed dial number

Lift handset.  
Dial \* **9 2**.  
Dial **memory number**.  
(\*0-\*9 personal numbers).  
Press **[ü]** button.  
Dial **0** then the **number** to be stored.  
Hang up.