

# SIEMENS

*Hicom 300*

*optiset E standard*

*optiset E advance / advance plus*

*optiset E memory*



# ***User Guide***

Introduction .....	4
<b>Executive / Secretary Features .....</b>	<b>7</b>
Dial Executive / Dial Secretary .....	8
Answering Calls for Executive/s .....	9
Ring Transfer .....	10
Representative Secretary .....	11
Voice Calling .....	12
<b>Standard Features .....</b>	<b>15</b>
Internal and External Dialling .....	16
Dialling the Switchboard .....	16
Call Transfer .....	17
Enquiry Call .....	18
Toggle Between Calls .....	19
8 Way Conference .....	20
Call Pickup .....	22
Second Call Camp-on .....	23
Transfer a Second Caller .....	24
Call Park .....	25
Call Back .....	26
External Line Reservation .....	28

# ***User Guide - Cont'd***

<b>Call Diversion Features</b> .....	<b>29</b>
Fixed Call Forwarding .....	30
Variable Call Forwarding .....	32
<b>PIN Features</b> .....	<b>33</b>
Electronic Telephone Lock .....	34
Mobile Class of Service .....	35
Follow Me .....	36
<b>Optional Features</b> .....	<b>37</b>
Speed Dialling via Programme Key .....	38
Individual Abbreviated Dialling .....	39
System Abbreviated Dialling .....	40
Stored Number Redial .....	41
Timed Reminder .....	42
Night Service .....	43
Key Settings .....	44
<b>optiset E Menu Functions</b> .....	<b>46</b>

# Introduction

This guide is designed to assist extension users on a Siemens Hicom 300 Communication System to use all authorised features.

Your extension may not be authorised \* to use all features. The Siemens representative can confirm features that are available to you.

*\* - authorised features are those features that your company has designated for your use and may vary from extension to extension.*

Your extension may also be subject to trunk barring thus restricting where you may dial.

## **Range of optiset E Instruments**

A variety of optiset E screen based instruments are available for use on the Hicom 300:

**optiset E standard** - Loudspeaking

No Key Modules      No adapter plug-in positions

**optiset E advance** - Open Listening

Key Modules          Two adapter plug-in positions

**optiset E advance plus** - Loudspeaking

Key Modules          Two adapter plug-in positions

**optiset E memory** - Loudspeaking

Key Modules          Two adapter plug-in positions

A Key Module is an add-on terminal with 16 programmable keys. The 16th key is a shift key which allows the 2nd level of numbers to be programmed.

4 Key Modules can be added to an Advanced, Advanced Plus or Memory telephone.

The optiset E telephones are Digital Feature instruments that have 12 programmable keys.

## ***Introduction - Cont'd***

The telephones are easily recognised by three dialogue keys namely:

- ✓ Yes Key
- ▶ Forward Scroll Key
- ◀ Backward Scroll Key

The Siemens optiset E Digital Feature telephones operate via a Menu-controlled User Guidance Display System.

The display will automatically offer you a choice of the available options most suited to the task you are about to carry out.

### ***Glossary***

- LED - Light Emitting Diode
- Toggle - Alternating between calls
- DDS - Direct Destination Select (External number)
- DSS - Direct Station Select (Extension number with busy and ringing indication)





## ***Dial Executive / Dial Secretary***

The Dial Exec / Dial Sec keys have multiple functions

These keys provide direct access to the executive or secretary without using the Transfer option.

The LED indicates when the executive or secretary is busy on a call.

### ***Transfer a Call to the Executive or Secretary.***

- press **Dial Executive / Dial Secretary** key
- announce call
- replace handset

### ***Dial Executive or Secretary***

- press **Dial Executive / Dial Secretary** key

# Answering Calls for Executive/s

When the secretary is **FREE**, calls for the executive/s will ring on the secretary's extension.

## **Answer Call for Executive/s when FREE**

SOURCE OF CALL FOR EXEC 1/2/3/4
------------------------------------

- lift handset or press **Speaker** key

## **Transfer the call**

- press **Dial Executive** key
- announce the call
- replace handset or press **Speaker** key

When the secretary is **BUSY**, calls for her executive/s will flash on **Pickup Executive** key/s and a ping ring will warn her of holding call/s.

## **Answer Call for Executive when BUSY**

- ask your current caller to hold on
- press flashing **Pickup Executive** key

You are now connected to your executive's call and your original call is on hold.

## **Transfer the Second Call**

- press **Dial Executive** key
- announce the call
- scroll to **TRANSFER** option
- press **✓** key to confirm **TRANSFER** option

Secretary is reconnected to first caller.

# Ring Transfer

Calls for the executive can be forced from the secretary to the executive for answering.

This feature can be activated from either extension.

## **Activate Ring Transfer**

- press **Ring Transfer** key
- **Ring Transfer** LED is on

```
CALL TRANSFER TO EXEC
ACTIVATED
```

Incoming calls for the executive which normally ring on the secretary's extension will now be diverted to the executive's extension.

## **Cancel Ring Transfer**

- press **Ring Transfer** key
- **Ring Transfer** LED goes off

```
CALL TRANSFER TO EXEC
DEACTIVATED
```

# **Representative Secretary**

When a secretary is temporarily absent another digital telephone may be nominated to receive the calls for the executive/s.  
Calls for the secretary will not be forwarded.

## ***Programme Representative Secretary***

- press **Service Menu** key
- press **Representative Secretary** key
- dial nominated person's extension number
- press **✓** key to confirm **SRVEP** option
- **Representative Secretary** LED is on

## ***Deactivate Representative Secretary***

- press **Representative Secretary** key
- **Representative Secretary** LED goes off

## ***Reactivate Representative Secretary***

- press **Representative Secretary** key
- **Representative Secretary** LED is on

When the executive presses the **Dial Secretary** key, the call is routed to the Representative Secretary.

## ***Change Representative Secretary destination***

- press **Service Menu** key
- press **Representative Secretary** key
- press **✓** key to confirm **NEW ENTRY?** option
- dial nominated person's extension number
- press **✓** key to confirm **SRVEP** option
- **Representative Secretary** LED is on

# Voice Calling

This feature allows the executive or secretary to operate the Siemens optiset E as an intercom.

The executive and secretary has the option to disable this feature by activating the **Voice Call Protect** feature.

## **Programme Voice Calling on a vacant key**

- press **Service Menu** key
- scroll to **KEY FUNCTIONS** option
- press ✓ key to confirm **KEY FUNCTIONS** option
- press desired key

```
NOTHING STORED
CHANGE?
```

- press ✓ key to confirm **CHANGE** option
- scroll to **VOICE CALLING** option
- press ✓ key to confirm **VOICE CALLING** option
- press ✓ key to confirm **SAVE?** option

```
KEY FEATURE
STORED
```

## **Make an Intercom Call**

- press **Dial Executive / Dial Secretary** key
- press **Voice Calling** key

The secretary's or executive's loudspeaker is activated

## **Activate Voice Call Protect**

- press **Service Menu** key
- scroll to **SWITCHES** option
- press ✓ key to confirm **SWITCHES** option
- scroll to **VOICE CALL PROTECT** option
- press ✓ key to confirm **ACTIVATE VOICE CALL PROTECT** option

## ***Voice Calling - Cont'd***

If Voice Call Protect is activated on the extension to which you wish to make a Voice Call, the Voice Call key will not activate the loudspeaker

**PROTECTED**





# ***Internal and External Dialling***

## ***Handset Operation***

- lift handset, listen for internal dial tone
- dial the required extension number or external number preceded by line access code (code is normally **0**)

## ***Handsfree Operation***

- do not lift handset
- dial the required extension number or external number preceded by line access code (code is normally **0**)



Your telephone may have restricted dialling facilities, e.g. trunk calls may not be permitted.

# ***Dialling the Switchboard***

## ***Handset Operation***

- lift handset, listen for internal dial tone
- dial code for switchboard (code is normally **9**)

## ***Handsfree Operation***

- do not lift handset
- dial code for switchboard (code is normally **9**)

# Call Transfer

You may transfer an internal or external call from your extension to any other extension or to the switchboard.

## ***Transfer to a Free Extension (Announcing the Call)***

- press ✓ key to confirm `CONSULTATION` option
- dial required extension
- announce the call and replace handset

## ***Transfer to a Free Extension (Call not Announced)***

- press ✓ key to confirm `CONSULTATION` option
- dial required extension
- replace handset when ring tone is heard
- the call has now been transferred

## ***Transfer to a Busy Extension***

- press ✓ key to confirm `CONSULTATION` option
- dial required extension
- replace handset when busy tone is heard
- the call has now been transferred to the busy extension.

If the busy extension terminates the call within a predetermined time, the transferred call will ring the extension.

## ***Transfer Using the Dial Keys***

- press the required **Dial (DSS)** key
- announce the call when the extension answers
- replace handset

## ***Return to Caller***

If no reply or busy tone is received, you may return to the caller without attempting to transfer the call.

- scroll to `RETURN TO HELD CALL?` option
- press ✓ key to confirm `RETURN TO HELD CALL?` option
- you are reconnected to the caller

## ***Call Transfer - Cont'd***

If the extension remains busy or unanswered the call will automatically be transferred back to your extension.

SOURCE OF CALL
WAITING

## ***Enquiry Call***

This feature allows you to hold an existing call, dial another extension or an external number, conduct a conversation without the original caller overhearing, and then return to the original caller.

### ***Activate Enquiry Call***

- press ✓ key to confirm *CONSULTATION* option
- dial required extension number or dial 0 and required external number
- conduct conversation
- press ✓ key to confirm *RELEASE AND RETURN?* option to return to original call

### ***Activate Enquiry Call Using Dial Keys***

- press required **Dial** key
- conduct conversation
- press ✓ key to confirm *RELEASE AND RETURN?* option to return to holding call

You may use the *TOGGLE* option to switch between the original and third party calls. In each case the other party is automatically placed on hold.

# ***Toggle Between Calls***

You have a call on the line and wish to **make** a second call and want to toggle between both calls.

## ***Activate Toggle***

- press ✓ key to confirm *CONSULTATION* option
- dial the required extension or external number

or

- press **Dial/DSS** key

Once you have the second call on the line

- scroll to *TOGGLE* option
- press ✓ key to confirm *TOGGLE* option
- keep on pressing ✓ key to confirm *TOGGLE* option each time you wish to speak to the holding caller

or

You have a call on the line and wish to **answer** a second call and want to toggle between both calls.

- press **Call Pickup** key

or

- press **Pickup Executive** key

You may use the *TOGGLE* option to switch between the original and third party calls. In each case the other party is automatically placed on hold.

## ***Disconnect either Party***

- toggle to the party you wish to disconnect
- scroll to *RELEASE AND RETURN* option
- press ✓ key to confirm *RELEASE AND RETURN* option
- you will now be connected to the remaining caller



The waiting party cannot hear your conversation.

# 8 Way Conference

This feature allows you to bring up to seven parties into an existing conversation on your extension.

The seven parties could be external, internal or a mix of both.

## **Activate Conference**

- you are engaged on a call
- press ✓ key to confirm *CONSULTATION* option
- dial required extension or 0 and external number
- scroll to *CONFERENCE?* option
- press ✓ key to confirm *CONFERENCE?* option
- conference tone is heard and all three parties are connected

CONF 1- 2 - 3

## **Add more parties to the Conference**

- press ✓ key to confirm *CONSULTATION* option
- dial required extension or 0 and external number
- scroll to *ADD TO CONFERENCE?* option
- press ✓ key to confirm *ADD TO CONFERENCE?* option
- conference tone is heard and all four parties are connected

CONF 1- 2 - 3 - 4

Repeat the procedure to add more parties to the conference.

## **Disconnect one of the Parties**

- press 2/3/4/5/6/7/8 to select the party you wish to disconnect
- scroll to *RELEASE PARTNER?* option
- press ✓ key to confirm *RELEASE PARTNER?* option
- the party is now disconnected from the conference

## **8 Way Conference - Cont'd**

### ***Transfer the Conference to Another Extension***

- press ✓ key to confirm *CONSULTATION* option
- dial required extension
- scroll to *TRANSFER CONFERENCE* option
- press ✓ key to confirm *TRANSFER CONFERENCE* option
- you have now transferred the conference to the extension

### ***Consult with an Extension or External Party when you are Busy with a Conference***

- press ✓ key to confirm *CONSULTATION* option
- dial required extension or 0 and external number
- consult with the party
- press ✓ key to confirm *RETURN TO CONFERENCE* option
- you are now reconnected to the conference

# Call Pickup

The Call Pickup feature allows you to answer any ringing extension in your pickup group from your telephone.

## **Activate Call Pickup**

An extension within your pickup group is ringing

- **Call Pickup** LED flashes
- a ping ring will also alert you to an incoming call

SOURCE OF CALL
DESTINATION OF CALL

- lift handset, listen for internal dial tone
- press **Call Pickup** key
- you have now answered the call

or

- **Call Pickup** LED flashes
- a ping ring will also alert you to an incoming call

SOURCE OF CALL
DESTINATION OF CALL

- press **Call Pickup** key
- you have now answered the call for handsfree operation

## Second Call Camp-on

This feature allows a second call to camp on your extension when you are busy on a call.

The caller will receive ringing tone instead of busy tone.

### Activate Second Call Camp-on

- press **Service Menu** Key
- scroll to *SWITCHES* option
- press ✓ key to confirm *SWITCHES* option
- press ✓ key to confirm *CAMP-ON?* option
- press ✓ key to confirm *ACTIVATE CAMP-ON?* option

```
SECOND CALL  
ACTIVATED
```

When you are busy on a call and a second call arrives it will be signalled by the flashing of your **Call Pickup** LED and on all other digital instruments in your Pickup Group.

A ping ring will also alert you to the next call.

If you do not use the **Call Pickup** feature to answer the second call then it will be routed to your Fixed Call Forward destination.

### Deactivate Second Call Camp-on

- press **Service Menu** Key
- scroll to *SWITCHES* option
- press ✓ key to confirm *SWITCHES* option
- press ✓ key to confirm *CAMP-ON?* option
- press ✓ key to confirm *DEACTIVATE CAMP-ON?* option

```
SECOND CALL  
DEACTIVATED
```

# Transfer a Second Caller

## **Answer Second Call**

If you are busy on a call when the **Call Pickup** LED flashes and you wish to answer the waiting call.

- ask existing caller to hold
- press **Call Pickup** key
- first call is placed on hold
- second call is now on the line

## **Transfer Second Call**

- press ✓ key to confirm *CONSULTATION* option
- dial required extension
- scroll to *TRANSFER* option
- press ✓ key to confirm *TRANSFER* option
- first call is now on the line

## **Return to Call**

If you receive no reply or busy tone, you can return to the second call.

## **Return to Second Call**

- scroll to *RELEASE AND RETURN* option
- press ✓ key to confirm *RELEASE AND RETURN* option
- second call is now on the line

You can either *TOGGLE* between the two remaining calls or disconnect the second caller and return to the first call.

## **Disconnect the Second Call**

- scroll to *RELEASE AND RETURN* option
- press ✓ key to confirm *RELEASE AND RETURN* option
- first call is now on the line

# Call Park

Calls may be parked on your optiset E for retrieval from your telephone or any other digital telephone in your Call Pickup group which is equipped with a **Park** key.



Only ONE call per pickup group may be parked at a time.

## ***Park a Call***

- press **Park** key
- **Park** LED flashes
- replace handset or press **Speaker** key
- **Park** LED remains flashing

## ***Retrieve a Parked Call***

- **Park** LED is flashing
- lift handset, listen for internal dial tone
- press **Park** key
- **Park** LED is off
- call is now on the line

or

- press **Park** key
- **Park** LED is off
- call is now on line for handsfree operation

# Call Back

Call Back requests can be left on extensions which have been rung and not answered or are busy.

## **Activate Call Back Busy**

- called extension is busy
- press ✓ key to confirm *CALL BACK?* option

WILL CALL BACK

- replace handset or press **Speaker** key

The system will automatically call you back when both your extension and the called extension are free.

NAME AND NUMBER  
CANCEL CALLBACK?

- lift handset or press **Speaker** key
- ring tone is heard as the required extension is rung

## **Activate Call Back No Answer**

- called extension does not answer
- press ✓ key to confirm *CALL BACK?* option

WILL CALL BACK

- replace handset or press **Speaker** key

When the called party returns to the office and has used the telephone the system will ring your extension.

NAME AND NUMBER  
CANCEL CALLBACK?

- lift handset or press **Speaker** key
- ring tone is heard as required extension is rung

## Call Back - Cont'd

If the called extension is a screen based digital telephone with a **Mailbox** key a message will be left in the user's mailbox to call your extension.

Should you fail to answer a **Call Back** that you have activated, the system will automatically cancel the feature after ringing your extension for a predetermined time.

### Cancel Call Back

- press **▶** key and scroll to *DISPLAY CALL BACK* option
- press **✓** key to confirm *DISPLAY CALL BACK* option

```
EXTENSION AND NAME
DATE AND TIME
```

- scroll to *DELETE?* option
- press **✓** key to confirm *DELETE?* option

### Call Back Message Request

In your absence a caller has left a Call Back request on your extension.

- **Mailbox** LED is on
- press **Mailbox** key

```
NAME      CALL N
DATE AND TIME
```

- press **Forward Scroll** key and scroll to *OUTPUT?* option
- press **✓** key to confirm *OUTPUT?* option
- caller appearing on display will be called

# External Line Reservation

Should you dial **0** for a line and receive busy tone, i.e. all lines are busy, you may reserve the first line to become free for your use.

## Activate External Line Reservation

You have dialled **0** for an external line and receive busy tone

PLEASE TRY LATER

- press **✓** key to confirm *CALL BACK?* option

WILL CALL BACK

- replace handset or press **Speaker** key

When an external line becomes free, your extension will ring.

0  
FREE

- lift handset or press **Speaker** key
- internal dial tone is heard
- dial **0** for the line and required external number



# Fixed Call Forwarding

Your line can be forwarded to a fixed destination for answering.  
This can be to either a Digital, analogue extension or external number.

## Programme Fixed Call Forwarding

- press **Service Menu** key
- press **Call Forward** key **twice**

```
NOTHING STORED
NEW ENTRY?
```

- press **✓** key to confirm **NEW ENTRY?** option
- dial required extension number or **0** and external number
- press **✓** key to confirm **SAVE?** option
- **Call Forward** LED is on

```
FORWARDING TO
EXTENSION     NAME
```

The Fixed Call Forward destination has now been permanently programmed.  
Calls will now go to the Fixed Call Forward destination immediately.

## Deactivate Fixed Call Forwarding

- press **Call Forward** key
- **Call Forward** LED is off

```
FORWARDING
DEACTIVATED
```

When the Fixed Call Forward destination has been programmed but deactivated, it will serve as Call Forward No Answer  
i.e. if your extension rings for longer than a predetermined time it will automatically divert to the Fixed destination.

# Fixed Call Forwarding - Cont'd

## Reactivate Fixed Call Forwarding

- press **Call Forward** key
- **Call Forward** LED is on

```
FORWARDING TO
EXTENSION     NAME
```

Calls will now go to the Fixed Call Forward destination **immediately**.

## Change Fixed Call Forwarding Destination

- press **Service Menu** key
- press **Call Forward** key TWICE

```
FORWARDING
NEW ENTRY? 
```

- press **✓** key to confirm *NEW ENTRY?* option
- dial extension number
- press **✓** key to confirm *SAVE?* option
- **Call Forward** LED is on

```
FORWARDING TO
EXTENSION     NAME
```

# Variable Call Forwarding

This is a temporary Call Forwarding feature which allows you to divert all your calls to a destination of your choice and will **override** your Fixed Call Forwarding destination.

## *Programme Variable Call Forwarding*

- press **Service Menu** key
- press **Call Forward** ONCE only
- dial extension number or **0** and external number
- press **✓** key to confirm *SAVE?* option
- **Call Forward** LED is on

FORWARDING TO	
EXTENSION	NAME

## *Cancel Variable Call Forwarding*

- **Call Forward** LED is on
- press **Call Forward** key
- **Call Forward** LED is off

Calls will now ring as normal on your extension.  
Your Fixed Call Forward destination will be restored.



# ***Electronic Telephone Lock***

This feature allows you to lock your extension by dialling your PIN, which prevents unauthorised use of your extension. The PIN assigned to your extension will be provided by your System Administrator.

## ***Lock your Extension***

- dial **\* 21** and your **PIN**

CARRIED OUT

Your extension will now be restricted to local or internal calls only. Special dial tone will be heard to remind you that the feature is activated.

## ***Unlock your Extension***

- dial **# 21** and your **PIN**

CARRIED OUT



You will still be able to receive calls when your extension is locked.

# Mobile Class of Service

This feature allows you to activate your own Class of Service (barring level) on any extension.

## **Activate Mobile Class of Service**

- dial \* 25 and your PIN

ENTER ID      EXTENSION

Call will now register against your name on the Telephone Management System

## **Cancel Mobile Class of Service**

- dial # 25

IDENTIFICATION DELETED



Should you forget to cancel your PIN at the remote extension, contact the extension and ask them to dial # 25. The PIN will however be automatically cancelled if the extension is not used for a predetermined time.

# Follow Me

This feature allows you to activate Call Forwarding at a remote extension to enable calls to follow you from extension to extension.

## **Activate Follow Me**

When you arrive at the remote extension where you wish to receive calls made to your extension.

- lift handset, listen for internal dial tone
- dial \* **25** and your **PIN**
- dial \* **10**
- replace handset

Incoming calls to your extension will now divert to this extension. When you activate this feature it transfers various facilities to this extension e.g. Barring Restrictions, Stored Number Redial etc.

## **Cancel Follow Me**

### **At the Remote Extension**

- lift handset, listen for internal dial tone
- **first** dial # **10** (this cancels your Call Forwarding)
- dial # **25** (this cancels your PIN)
- listen for confirmation tone
- replace handset



Should you forget to cancel your PIN at the remote extension, contact the extension and ask them to dial # **25**. The PIN will however be automatically cancelled if the extension is not used for a predetermined time.

The Call Forward can be cancelled from your own extension.



# Speed Dialling via Programme Key

Spare keys on the optiset E telephone and on the add-on Key Module are available for programming of direct dialling numbers, internal or external.

There are two types of Direct Dialling keys available:

## 1. Direct Destination Select (DDS) keys

These keys are programmable by yourself for any external numbers, subject to your trunk barring limit.

## 2. Direct Station Select (DSS) keys

These keys are available for programming of internal numbers.

Once an extension number has been programmed the LED will indicate the status of the extension i.e. busy or free.

These keys can be used to pick up calls that flash on them if your phone is free.

## Programme Speed Dial keys

- press **Service Menu** key
- scroll to `KEY FUNCTIONS` option
- press **✓** key to confirm `KEY FUNCTIONS` option
- press required key to be programmed
- press **✓** key to confirm `CHANGE?` option
- scroll to `DIRECT STATION SELECT` or `DIRECT DESTINATION SELECT` option
- press **✓** key to confirm required option
- press **✓** key to confirm `SAVE?` option

## Programme Speed Dial Destinations

- press **Service Menu** key
- press programmed **DDS** or **DSS** key
- dial required external number or extension number
- press **✓** key to confirm `SAVE?` option

## Dial Speed Dial Numbers

- press required **DSS** or **DDS** key

NUMBER DIALLED

# Individual Abbreviated Dialling

In addition to the System Abbreviated Dialling lists you may programme 10 additional numbers, under the dial keypad digits **0 - 9**, for your exclusive use. These numbers will however be subject to any trunk barring limits which apply to your extension.

## Programme Numbers

- press **Service Menu** key
- press **✓** key to confirm *DESTINATIONS* option
- scroll to *SPEED DIALLING* option
- press **✓** key to confirm *SPEED DIALLING* option
- dial access code **0 - 9**
- press **✓** key to confirm *NEW ENTRY?* option
- dial **0** and external number
- press **✓** key to confirm *SAVE?* option

## Dial Numbers

- press **Service Menu** key
- scroll to *USE SPEED DIALLING* option
- press **✓** key to confirm *USE SPEED DIALLING* option
- dial access code **0 - 9**

or

- press **Quick Dial** key
- dial access code **0 - 9**
- wait whilst system dials the number

## Programme a Quick Dial key

First programme a spare key as a **Direct Destination Select (DDS)** key (see **Programme Speed Dial keys** section on page 39)

- press **Service Menu** key
- press programmed **DDS** key
- press **✓** key to confirm *NEW NUMBER?* option
- dial **# 81**
- press **✓** key to confirm *SAVE?* option

# ***System Abbreviated Dialling***

The system allows for the storage of 16000 external telephone numbers divided into 16 groups, each containing 1000 numbers. You can have access to only two groups i.e. 2000 numbers.

By utilising the System Abbreviated Dialling, you will be permitted to dial specific numbers that would be outside your normal trunk barring limits.

## ***Use the System Abbreviated Dialling***

- select the relevant access code from the Abbreviated Dialling Directory
- dial the relevant code XXXXX

**DIALLED NUMBER**

- wait whilst the system dials the number

The system will dial the required external number, the time taken will vary according to the type of main exchange to which your Hicom 300 is connected.

# Stored Number Redial

This feature allows you to store any number for later re-dialling. The number may be stored for as long as required.

## **Store a Number**

You have dialled a number and have not been answered or the number is busy, do not disconnect.

- press **Redial** key

STORED

- replace handset or press **Speaker** key

## **Redial the Number**

- press **Redial** key

DIALLED NUMBER

- the number is now automatically dialled by the system

The number will remain stored until another number is stored, thus erasing the previous number.

# Timed Reminder

Timed reminders or alarms can be programmed to remind you of meetings or appointments.

This feature has to be programmed on a key.

## **Programme Timed Reminder on a Key**

- press **Service Menu** key
- scroll to *KEY FUNCTIONS* option
- press ✓ key to confirm *KEY FUNCTIONS* option
- press required key
- scroll to *REMINDER* option
- press ✓ key to confirm *REMINDER* option
- press ✓ key to confirm *SAVEP* option

## **Set Timed Reminder (e.g. 3:30 PM)**

- press **Service Menu** key
- press **Reminder** key
- enter 1530
- press ✓ key to confirm *SAVEP* option
- **Remind** LED is on

Alarm will sound for 40 seconds at 15:30, or stop if **Remind** key is pressed. If **Remind** key is not pressed, the alarm will be repeated after 5 minutes and then automatically cancelled.

## **Display Timed Reminders**

- **Remind** LED is on
- press **Remind** key to scroll for alarms

REMINDER
15:30

## ***Timed Reminder - Cont'd***

### ***Cancel Timed Reminders***

- press **Service Menu** key
- press **Remind** key until required alarm is displayed
- scroll to *DELETE?* option
- press **✓** key to confirm *DELETE?* option

**DELETED**

- **Remind** LED goes off if this is the last remaining alarm

## ***Night Service***

### ***When the Night Bell rings***

- dial **\* 88**
- you are now connected to the caller

Check with System Administrator if any other type of Night Service is operational.

# Key Settings

The **Plus (+)** and **Minus (-)** keys allow for the individual settings of the levels of speech, ringing, ring tones and warning tone volume.

## ***Change Speech Volume***

- whilst busy on a call
- press **+** or **-** keys to adjust Speech volume
- press **+** and **-** keys simultaneously to store setting

## ***Change Ringer Volume, Ringer Pitch or Warning Tone Volume***

### ***To Change Ringer Volume***

- do not lift handset
- press **+** and **-** keys simultaneously
- press **✓** key to confirm *RINGER VOLUME?* option
- press **+** or **-** keys to adjust **Ringer Volume**
- press **+** and **-** keys simultaneously to store setting

### ***To Change Ringer Pitch***

- do not lift handset
- press **+** and **-** keys simultaneously
- scroll to *RINGER PITCH?* option
- press **✓** key to confirm *RINGER PITCH?* option
- press **+** or **-** keys to adjust **Ringer Pitch**
- press **+** and **-** keys simultaneously to store setting

### ***To Change Warning Tone Volume***

- do not lift handset
- press **+** and **-** keys simultaneously
- scroll to *WARNING TONE?* option
- press **✓** key to confirm *WARNING TONE?* option
- press **+** or **-** keys to adjust **Warning Tone Volume**
- press **+** and **-** keys simultaneously to store setting

# Key Settings - Cont'd

## To Change Hands-free Mode

- do not lift handset
- press + and – keys simultaneously
- scroll to *HANDS-FREE MODE* option
- press ✓ key to confirm **Hands-free Mode** option

SOUND PROOFED

- press + key

NORMAL ROOM

- press + key

REVERBERATING

- press ✓ key to confirm one of the above options
- press + and – keys simultaneously to store setting

# optiset E Menu Functions

Variable Call Forward



**Service**



- Variable Call Forward (11) ←
- Fixed Call Forwarding (12)
- Speed Dial
- Save Number Redial
- DDS (14)
- DSS (15)
- Return?

**Destinations**



**Switches**

⇒ Camp-on (21)

Use Speed Dial

DND (22)

Voice Call Protect (23)

Hunt Group (24)

Call Forward (25)

Return?

- 1 Camp-on
- 2 DND
- 3 Voice Call Protect
- 4 Call Forward
- 5 Voice Calling
- 6 DSS
- 7 DDS
- 8 Conference
- 9 Park
- 10 Paging
- 11 Hunting
- 12 Output
- 13 Remind
- 14 Data
- 15 Messenger Call
- Return?

**Key Functions**



Voice Mail Services (51/52)



PIN/COS (67)



Reminder (7)



**Additional Functions**

⇒ Display Suppression (81)



Return?

Phone Test (91)



Cancel



