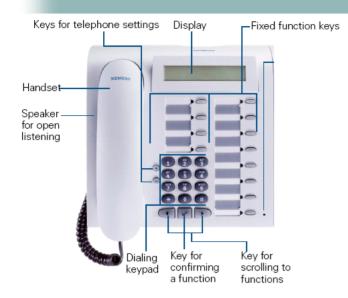
### The College of Saint Rose

# Siemens Telephone Quick Reference Guide



Welcome! The optiPoint digital telephone gives you advanced, easy-to-use features. The following documentation provides information on the basic features of your Siemens optiPoint single line telephone.

The 2 line OptiGuide (LCD) Display provides a menu system to help you use your phone.

The Time Date and Extension appears when the phone

is idle. The second line on the display shows what features are currently available depending on the

### FEATURE / KEYCODE

#### INSTRUCTIONS

# **OptiGuide Keys**









- The name and phone number will appear on the display for on campus calls.
- Press Scroll Backward or Scroll Forward keys to access the Main Menu.
- Scroll forward through the menu to view system features.
- Press the checkmark to select the item presented on the 2nd line of the OptiGuide display.

#### DIALING

To dial another extension:

1. Dial the 4 digit extension.

To dial an outside number:

1. Dial 9 + the telephone number.

TIP: To dial from the **HOT keypad**... Simply start dialing on the keypad. you DON'T have to lift the handset OR press SPEAKER OR press your line key for a dial tone.