

SIEMENS

HiPath 4000 Analog Telephone Quick Reference Guide

<u>FEATURE</u>	<u>DEFINITION</u>	<u>COMMAND</u>
HOLD	Place a caller on hold. and to RECONNECT	Press FLASH * 9 . Press * 9 .
TRANSFER	Transfer a call to another extension. To RECONNECT with 1st party if line is busy	Press FLASH , dial the extension number, announce caller, hang up. Hang up.
CONFERENCE CALL	Join up to 8 parties in one conversation. To RECONNECT if busy	Establish the first connection, Press FLASH *4 , dial second number, press FLASH *4 to include all callers. Hang up.
STATION CALL PICK-UP	Answer a call that is ringing or on hold from another phone.	Press * 3 plus the extension number.
GROUP PICK-UP	Answer a call that is ringing at another phone within your department.	Press ** 3 .
CALLBACK REQUEST	The phone system will call you back when the busy extension you are calling is free. To respond to CALLBACK (a triple ring indicator)	Hear busy signal or Vmail, press FLASH # 1 . Lift the receiver.
FORWARD	Temporarily redirect calls to another extension. To CANCEL	Get dial tone, press # 9 1 plus the extension number, press # and hang up. Press ## 9 1
SAVE NUMBER REDIAL	Save a dialed number in memory so you can redial it later. To REDIAL SAVED NUMBER	Dial the number, press FLASH # 4 . Get dial tone, press # 4 .
LAST NUMBER REDIAL	Redial the last number dialed.	Get dial tone, press ## 4 .
SYSTEM SPEED	Speed calling of frequently dialed system-wide numbers.	Get dial tone, press # 6 1 and enter the speed dial code.