

# Siemens Optiset Basics

---

## Hold

Hold allows you to temporarily hang up a line without disconnecting your caller.

To place a call on hold:

- Press the HOLD button
- Hang up

To reconnect to a call on hold:

- Press line button
- Pick up receiver

## Transfer

Transfer allows you to convey a call to another extension. The transfer is completed when you hang up. If the line to which you are transferring the call is busy, refuses the call or does not answer you can reconnect to the original party using the CNCT button.

To transfer a call to another extension:

- Press XFER button
- Dial extension number
- Announce call
- Hang up

To reconnect with the original call:

- Press CNCT button

## Call Forwarding

Call forwarding allows you to send your calls to another extension.

To forward a call:

- Get dial tone
- Press FWD or #9 1
- Dial number of extension to receive calls
- Hang up

To cancel call forwarding:

- Get dial tone
- Press FWD or # # 9 1

- Hang up

## **Callback Camp-On**

Callback camp-on automatically rings you back (with a long ring) when the busy extension you are trying to reach becomes free. When you answer, you'll hear the extension you called begin to ring. You can only camp-on to one extension at a time.

To camp-on to an extension:

- Listen for busy signal
- Press CALLBACK or XFER # 1
- Listen for internal dial tone
- Hang up
- 

To cancel the callback camp-on:

- Get dial tone
- Press CALLBACK or # # 1
- Hang up

## **Connect**

Connect allows you to reconnect with a transferring call if the party you are transferring a call to does not want the call, if the extension is busy, or unanswered. Connect also allows you to alternate between two parties, accept a call that has been camped-on to your extension, and accept a call that has been parked on your extension.

To connect a call:

- Press CNCT button

## **Conference Call**

Conference call allows you to have up to eight parties, including yourself, in a telephone conversation.

To set up a conference call:

- Call the first party
- Press XFER button
- Dial extension number, or key in 9 followed by the outside number
- Inform the called party of the conference call
- Press CONF button or key in XFER \* 4 to connect all parties
- Press CNCT if a called party refuses the conference, is busy, or does not answer

To drop the last added party:

- Press XFER button

- Key in \* \* 4

## **Call Waiting**

The CALL WTG status light blinks when you have a call waiting on your line or if you are transferring a to another extension. Note: If you do not have a light labeled "CALL WTG" the status light is located next to the CNCT button.

To accept a Call Waiting call or to alternate between calls:

- Press CNCT button