HiPath 500
HiPath 3000

Assistant TC
optiPoint for
System Administration

Operating Instructions

SIEMENS

Global network of innovation

About These Operating Instructions

These operating instructions are aimed at System Support and describe how to customize your HiPath 500 and HiPath 3000 to your individual requirements.
To do this, you need to be working at one of the system telephones with the two lowest internal station numbers (such as 11 and 12 or 100 and 101).
For system support one of the following system telephones must be connected:
• In connection with optiPoint application module:
  optiPoint 500 basic, optiPoint 500 standard, optiPoint 500 advance
• optiPoint 600 office
• alternatively (no text input):
  – optiPoint 500 economy, optiPoint 500 basic, optiPoint 500 standard,
    optiPoint 500 advance (in each case without optiPoint application module)
  – optiPoint 410 economy, optiPoint 410 economy plus, optiPoint 410 standard,
    optiPoint 410 advance
  – optiPoint 420 economy, optiPoint 420 economy plus, optiPoint 420 standard,
    optiPoint 420 advance

> Only with optiPoint 500 in connection with the optiPoint application module and with optiPoint 600 office can text be entered. On the optiPoint 600 office telephone this can also be done using an external keyboard.

These instruction describe all system support functions that you can perform on your telephone. You may find that some functions you wish to use are not available on your telephone. This may be due to one of the following reasons:
• The function has not been configured for your telephone - address any questions to Customer Support.
• Your communications platform does not support this function - address any questions to Customer Support.

By default, this telephone can also be operated as an optiPoint Attendant console with appropriate key assignment (see optiPoint Attendant Operating Instructions) if it can be reached by dialing the lowest internal station number (for example, 11 or 100).

The information provided in this document contains merely general descriptions or characteristics of performance which in case of actual use do not always apply as described or which may change as a result of further development of the products.
An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of contract.
The trademarks used are owned by Siemens AG or their respective owners.

Contents

⇩ **All About Your Telephone**

Basic Information for System Administration

After system administration has been started → page 12, the keys of the system tele-
phone have meanings which differ from the usual telephone functions.
This is briefly demonstrated below by an example:

optiPoint 500 advance with optiPoint application module

1 Scroll within a function or list

2 Press function keys **F1** to **F8** if prompted in the menu;
depending on the communication platform version in use, the function keys F1 to F8
may also be programmed on the lower 8 keys

3 System administration display

4 Keys for selecting a function or highlighting a menu line

5 Key for confirming the displayed/highlighted function/menu line

6 Keypad (can also be used for entering text)

7 Typewriter keyboard for entering text/Hotkeys F3, F7, F8

Step by Step

How to Use these Operating Instructions

You will find a graphic representation of the steps in logical sequence in the left column. Below is an explanation of the symbols:

Enter a telephone number or code.

0 0 Enter the code.

A B C Enter letters or digits.
On the optiPoint application module → page 7,
using the external keyboard → page 8,
using the keypad → page 9.

⊕ **or** ⊖ Scroll (back and forth within a function)

Program/Service ▬⬤ Press the specified key.

Program/Service)⬤ Press the illuminated key.

1 Speed dial number ✓ Options for selection appear on the screen. Press the ✓ key to confirm a selection.

▸ **2 Verification mode** ✓ Search for an option.
To do this, keep pressing the ◁ ▷ keys until the option appears on the screen.

Then press the ✓ key to confirm your selection.

⫸ If the system administration has been started
→ page 12, keys
⬅ and ⬥ ⬥
may be used on the optiPoint application module instead of
✓ and ◁ ▷;
for the optiPoint 600 office, keys
↵ and ↓ ↑
on the external keyboard may be used.
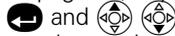
Entering Characters

Some functions require alphanumeric text to be entered:
- Speed dial name → page 17
- Currency → page 23
- US: Station name, UK: Extension Name → page 26
- Text messages → page 27
- Advisory messages → page 28
- Group name → page 31

These functions are only available on the optiPoint 500 with the optiPoint application module and on the optiPoint 600 office.

optiPoint application module keypad (optiPoint 500 only)

� The optiPoint application module add-on device cannot be connected to an optiPoint 500 economy.

The optiPoint application module offers both easy operation for entering letters, numbers and special characters, and keys for scrolling and selecting.
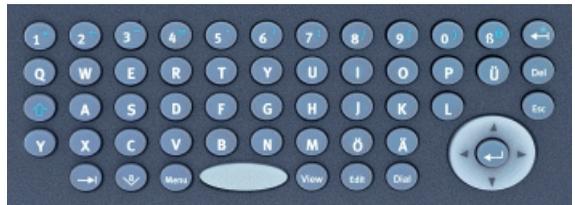
Keypad

A B C Keys for lower-case letters or, in combination with the ⇧ key, upper-case letters.

1" 2⁺ 3⁻ Keys for numbers or, in combination with the ⇧ key, special characters.

⇧ Shift key for upper and lower case or for numbers and special characters.

Step by Step

Function keys/Hotkeys

Deletes to the left one character at a time, or in combination with the key for the "*" sign.

= Hotkey F3 US: Clear, UK: Delete

= Hotkey F7 Previous menu

= Hotkey F8 Main menu

= * Change
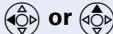
or Scrolls up in lists.

or Scrolls down in lists.

Saves an entry or confirms a function.

External keyboard (optiPoint 600 office only)

A B C Enter text or digits.

Switch to upper case.

Back-space Delete characters to the left of the cursor.

Further functions

Additionally to the text input over the external keyboard you can use the following functions.

Alt + Tab Toggle between the **Phone tab**, the **Applications tab** and the **Menu key** in the Display menu.

To select a function or menu item:
Move the cursor (⬚) down.

or

Move the cursor (⬚) up.

Enter Press the "return" key to confirm the selected function.

Keypad (optiPoint 600 office only)

0 … **9**, **✱**, **⌗**

Enter letters or digits via the keypad.
Digit keys must be pressed a specific number of times to enter letters.

Example:
"R" = Press the **✱** key once and the **7** key three times.

Key	1x	2x	3x	4x	5x
1	[1]	1			
2	a	b	c	2	
3	d	e	f	3	
4	g	h	i	4	
5	j	k	l	5	
6	m	n	o	6	
7	p	q	r	s	7
8	t	u	v	8	
9	w	x	y	z	9
0	[2]	.	-	0	
✱	[3]				
⌗	[1]				

[1] Delete the character to the left
[2] Space
[3] Next letter in upper-case

Accessing the System Administration Functions

> It is recommended that you use an optiPoint 500 with optiPoint application module (see below) or an optiPoint 600 office (→ page 10).
> For system telephones with a two-line display (e.g. optiPoint 410 standard), the keys ◁ and ▷ allow you to scroll through the individual menu lines. Text cannot be entered here, however.

optiPoint 500 operation with optiPoint application module

If your optiPoint 500 is equipped with an optiPoint application module, is automatically switched to "Terminal Mode" when the system administration is started → page 12.

"Terminal Mode" means that the prompts are no longer shown on the optiPoint 500 display, but on the optiPoint application module display.

Operation example

In the following example the prompts are shown on the optiPoint application module graphic display.

Prerequisite: System administration has been started → page 12.

Menus and available functions appear on the screen.

```
Terminal Mode

System admin.-User
------------------------------------
11 System speed dial
12 Time
▌13 Date
14 CDR
15 Station name
16 Text messages        >
```

To activate the menus and functions shown:

Pressing the keycode, which is offered next to the cursor (▌) (* # 0 to 9 with the dialing keypad and F1 to F8 → page 5) or scrolling with navigation keys.

❶❺

Enter the code for the required function, such as 15 for US:Station name UK:Extension Name
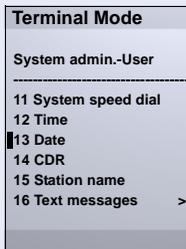
or

▶ US: 15 Station name ✓
▶ UK: 15 Extension Name ✓

Select an confirm

```
Terminal Mode

15 Station name
Stn: 11
--------------------------------
+      Next
*      Change
#      Select station
F2     Continue
F8     Previous           >
```

Menus and available functions appear on the screen.

When the symbol ">" appears to the right on the last line of the screen, additional functions are available for selection.

The optiPoint application module keypad may also be used.
Alpha texts can be entered easily using this keypad.

For using the optiPoint application module keypad see → page 7.

optiPoint 600 office operation

The mode of operation and representation are comparable with the
optiPoint application module → page 10.

An external keyboard may be used for entering text → page 8.

Starting System Administration

Before you begin, you must start system administration. Once system administration has been started, the main menus and functions appear on the screen and can be modified. For details on the individual functions contained in the main menus, refer to the main menu or submenu table → page 14. This table is followed by an explanation of the various functions (note page references).

Program/Service

Press the specified key. The LED lights up

US:*95=System admin?
UK:*95=System features?

Select and confirm.

or

🔢 Enter the code.

Enter user name
(Default ="*95"; can be changed by your service technician).

user: XXX

Confirm your entry.

Enter password
.(necessary only if you or your service technician defined a password).

If you are starting system administration for the first time, do not enter a password. Just press ✓ to accept the "US:Identification UK:Ident/Password" prompt. You do not have to do this if your service technician has already set up a password for you.

While the system will prompt you to enter a password (up to 16 characters long), you can ignore the request.
In either case, press ✓ to confirm.
Once you have entered your password, you need to enter it again.

Make a note of your password because even your service technician cannot recover it later on.

US:Identification: XXX
UK:Ident/Password: XXX

Confirm your entry even if you did not enter a password.

System administration is now active and the available functions (main menu→ page 14) appear on the screen.

Step by Step

You can also carry out the system administration functions during a call. Once you have started system administration, no further access to system administration is possible.

Exiting System Administration

You can exit system administration at any time; any unconfirmed entries or changes are discarded.

Program/Service

Press the specified key. The LED goes out.

System Administration Menu

Main Menu	Submenu	
11 System speed dial	1 Speed dial number	→ page 15
	2 Speed dial name[1]	→ page 17
12 Time		→ page 18
13 Date		→ page 18
14 CDR (does not appear if another user has call detail recording authorization)	1 CDR per station	→ page 19
	2 CDR per trunk	→ page 20
	4 Edit Charge Factor	→ page 21
	5 ISDN unit	→ page 22
	6 Currency [1]	→ page 23
	7 On Call Arrival	→ page 24
	8 Pay phone	→ page 25
15 US:Station name UK:Extension Name[1]		→ page 26
16 Text messages[1]		→ page 27
17 Advisory messages[1]		→ page 28
18 Select language		→ page 30
19 Group name[1]		→ page 31
20 Account code	1 Code entries	→ page 33
	2 Verification mode	→ page 34
	3 Trunk group mode	→ page 35
	4 Code length	→ page 36
21 Hotline	1 Hotline dest.	→ page 37
	2 Hotline stn no	→ page 38
	3 Hotline timeout	→ page 40
22 RMA code		→ page 41
23 Code, CMI		→ page 42
24 Security	1 Change password	→ page 43

[1] Only available on the optiPoint application module and the optiPoint 600 office

Setting Up System Speed-Dialing

To simplify dialing, you can store the station numbers (up to 31 digits each) frequently used by all users as three-digit system speed dialing numbers.
The following system speed-dialing numbers can be used from all telephones.

- 000 - 299
  (HiPath 500, HiPath 3300/3350)
- 000 - 999
  (HiPath 3500/3550, HiPath 3700/3750/3800)

Always remember to inform your telephone users of the station numbers stored under the system speed dialing numbers.

Entering and Deleting Speed Dialing Numbers

Prerequisite: System administration has been started → page 12.

| 11 System speed dial | ✓ | Confirm. |

| 1 Speed dial number | ✓ | Confirm. |
or

⦿⦿⦿ Enter the code.

Select memory location (000 - 299 or 000 - 999): Press these keys.

⊕ **or** ⊖
or

| +=Next | ✓ | Confirm. |
or

⊞ ▦ Enter the memory location directly and

| US:Save | ✓ | Confirm your entry. |
| UK:Confirm | ✓ |

✱ Enter the code.
or

▶ | ✱=Change | ✓ | Select and confirm. |

▦ Enter the complete external station number with the external code, such as 0 or 9, or a trunk access code, such as 801 (up to 31 digits).

15

Step by Step

If necessary **To program automatic suffix-dialing**

$\ominus$ Press the key[1] to program the next digits entered as an automatic suffix.
If you dial the speed-dial number (for example, "089123456-0"), the initial bloc is dialed first (in the example, "089123456"). If the user does not enter a suffix within 4 or 5 seconds (for example, extension "20"), the second bloc is dialed (in the example "0").

If necessary **To program DTMF suffix-dialing**

Press the key to transmit the next digits entered as DTMF tones.

If necessary **To program a dial pause**

Redial

Press the key to program a dial pause between two digits.

or **To delete the station number:**

US:F3=Clear ✓
UK:F3=Delete ✓

Select and confirm.

US:Save ✓
UK:Confirm ✓

Confirm your entry.

[1] optiPoint 600 office: "-" (minus key) also on external keypad.

16

Step by Step

Entering/Deleting Names for Speed Dialing Numbers

This function is only available on the optiPoint 500 with an optiPoint application module or on the optiPoint 600 office. Overview of all text entry functions → page 14.

You can assign a name to each defined speed dialing number. This name is then displayed in certain situations; for example, when the speed dialing number is dialed, or in the case of an incoming call, when a caller is stored as a system speed dialing number with a name.

Prerequisite: System administration has been started → page 12.

11 System speed dial ✓	Confirm.
▶ **2 Speed dial name** ✓	Select and confirm.
or	
❶❶❷	Enter the code.
	Select memory location (000 - 299 or 000 - 999):
⊕ **or** ⊖	Press these keys.
or	
+=Next ✓	Confirm.
or	
⊞ 📟	Enter the memory location directly and
US:Save ✓	Confirm your entry.
UK:Confirm ✓	
✱	Enter the code.
or	
▶ **✱=Change** ✓	Select and confirm.
Ⓐ Ⓑ Ⓒ	Enter the name (up to 16 digits long). Entering characters see → page 9 and → page 8.
or	**To delete the name:**
▶ **US:F3=Clear** ✓	Select and confirm.
▶ **UK:F3=Delete** ✓	
US:Save ✓	Confirm your entry.
UK:Confirm ✓	

Entering and Changing the Date and Time

The date and time are stored automatically after an outgoing external call has been set up, provided that the ISDN makes this information available.
If this is not the case or if your system is not connected to ISDN trunks, you can enter or modify the time and date yourself.

Prerequisite: System administration has been started → page 12.

▶ | **12 Time** | ✓

or

▶ | **13 Date** | ✓

or

①② or **①③**   Enter the code (time or date).

✱   Enter the code.

or

| **✱=Change** | ✓   Confirm.

⌨   Enter time or date.
Note the data format required for date entry:
- "Format hhmm" (hh = hour as two digits; mm = minutes as two digits); Example: 0905 for 9.05 h. (9.05 a.m.) or 1430 for 14.30 h. (2.30 p.m.).
- "Format: ddmmyy" (tt = day as two digits; mm = month as two digits; yy = year as two digits); Example: 171100 for the date 17.11.00

| **US:Save** | ✓
| **UK:Confirm** | ✓   Confirm your entry.

Step by Step

Call detail recording (GE) (If Configured and Authorized)

CDR Station (Not for U.S.)

You can display any call charges incurred as monetary amounts for each telephone; you can also cancel this display.
If a printer is connected to the V.24 (RS-232) interface, you can also obtain a printout of the call charges.

Prerequisite: System administration has been started → page 12.

14 ✓	Select and confirm.
1 CDR per station ✓	Confirm.
or	
🄌🄌🄌	Enter the code.

To display or delete call charges per station:

1 View CDR/station ✓	Confirm.
or	
🄌	Enter the code.
▶ _____ ✓	Follow the user prompts on the screen (select a station and delete the displayed charges, if desired).

or **To print the displayed charges of all stations:**

▶ **2 Print CDR/station** ✓	Select and confirm.
or	
🄌	Enter the code.
US:Save ✓ **UK:Confirm** ✓	Confirm your entry.

19

Step by Step

CDR Trunk (Not for U.S.)

You can display any call charges incurred as monetary amounts for each trunk to the carrier; you can also cancel this display.
If a printer is connected to the V.24 (RS-232) interface, you can also obtain a printout of the call charges.

Prerequisite: System administration has been started → page 12.

▶ | 14 | ✓   Select and confirm.

| 2 CDR per trunk | ✓   Confirm.

or

1 4 2   Enter the code.

To display or delete call charges per trunk:

| 1 View CDR/trunk | ✓   Confirm.

or

1   Enter the code.

▶ | | ✓   Follow the user prompts on the screen (select the trunk and delete the displayed charges, if desired).

or   **To print the call charges of all trunks:**

▶ | 2 Print CDR/trunk | ✓   Select and confirm.

or

2   Enter the code.

| US:Save | ✓   Confirm your entry.
| UK:Confirm | ✓

Call Charge Factor (Not for U.S.)

If necessary, you can specify a factor for displaying call charges as monetary amounts. The call charge pulses are then multiplied by this factor (price per call charge pulse).
The call charge factor can be specified separately for each trunk group (for example, for the external code 0 or 9).

Prerequisite: System administration has been started → page 12.

14 ✓	Select and confirm.
4 Edit Charge Factor ✓	Confirm.
or	
🔟4️⃣4️⃣	Enter the code.

To select a trunk group:
⊕ **or** ⊖	Press these keys.
or	
+=Next ✓	Confirm.
or	
⊞ 🔢	Enter the trunk group directly and
US:Save ✓	Confirm your entry.
UK:Confirm ✓	

✳	Enter the code.
or	
▶ ***=Change** ✓	Select and confirm.

🔢	Enter the factor.
US:Save ✓	Confirm your entry.
UK:Confirm ✓	

ISDN Unit (Not for U.S.)

Depending on the configuration, it may be necessary to adapt the ISDN unit of the system to an ISDN trunk to display the call charges as a monetary amount. The ISDN unit provided by the network depends on the carrier.

This unit can be specified for each trunk group (for example, for the external code 0 or 9).

Prerequisite: System administration has been started → page 12.

▶ **14** ✓	Select and confirm.
5 ISDN unit ✓	Confirm.
or	
1 4 5	Enter the code.
+ or −	Select trunk group: Press these keys.
or	
+=Next ✓	Confirm.
or	
# ⌨	Enter the trunk group directly and
US:Save ✓ **UK:Confirm** ✓	Confirm your entry.
✱	Enter the code.
or	
▶ **✱=Change** ✓	Select and confirm.
⌨	Enter the unit.
US:Save ✓ **UK:Confirm** ✓	Confirm your entry.

22

Currency Designation (Not for U.S.)

This function is only available on the optiPoint 500 with an optiPoint application module or on the optiPoint 600 office. Overview of all text entry functions → page 14.

You can enter a currency designation (a text of up to three characters) for displaying the call charges as a monetary amount.

Prerequisite: System administration has been started → page 12.

▶ `14` ✓	Select and confirm.
`6 Currency` ✓	Confirm.
or	
❶❹❻	Enter the code.
✱	Enter the code.
or	
`✱=Change` ✓	Confirm.
Ⓐ Ⓑ Ⓒ	Enter the currency designation. Entering characters see → page 9 and → page 8.
	At present the function of entering letters is not available.
or	**To delete the currency designation:**
▶ `US:F3=Clear` ✓ ▶ `UK:F3=Delete` ✓	Select and confirm.
`US:Save` ✓ `UK:Confirm` ✓	Confirm your entry.

23

Call Log

If a printer is connected to the V.24 (RS-232) interface, all incoming external ISDN calls are logged. You can also prevent output on the printer.

Prerequisite: System administration has been started → page 12.

▶ **14** ✓	Select and confirm.
7 On Call Arrival ✓	Confirm.
or	
🔟❹❼	Enter the code.
⭐	Enter the code.
or	
✳=Change ✓	Confirm.
▶ **0=No** ✓	Select and confirm.
or	
▶ **1=Yes** ✓	
or	
0 or **1**	Enter the code (no or yes).
US:Save ✓	Confirm your entry.
UK:Confirm ✓	

CDRA Pay Phone (Not for U.S.)

When a user terminates a chargeable call (for example, from a pay phone), the call charges can be displayed on a different telephone.

Prerequisite: System administration has been started → page 12.

▸ 14 ✓	Select and confirm.
8 Pay phone ✓	Confirm.
or	
① ④ ⑧	Enter the code.

Select the station whose charges you want to display.

⊕ **or** ⊖	Press these keys.
or	
+=Next ✓	Confirm.
or	
▣ 📱	Enter the station directly and
US:Save ✓	Confirm your entry.
UK:Confirm ✓	

✱	Enter the code.
or	
▸ ✱=Change ✓	Select and confirm.

📱 Enter the station on which you want to display the charges.

US:Save ✓	Confirm your entry.
UK:Confirm ✓	

Station Names

> This function is only available on the optiPoint 500 with an optiPoint application module or on the optiPoint 600 office. Overview of all text entry functions → page 14.

You can enter or change names for all telephones. Depending on the situation, these names then appear on the screen; for example "US:Call from: UK:From: Maier". You can also assign names to the S_0 interfaces used as subscriber lines.

Prerequisite: System administration has been started → page 12.

▶ **US:15 Station name** ✓	Select and confirm.
▶ **UK:15 Extension Name** ✓	
or	
1 5	Enter the code.
	To select a station:
⊕ or ⊖	Press these keys.
or	
+=Next ✓	Confirm.
or	
⊞ ▦	Enter the station directly and
US:Save ✓	Confirm your entry.
UK:Confirm ✓	
✱	Enter the code.
or	
▶ **✱=Change** ✓	Select and confirm.

A B C Enter a name (up to 16 characters long). Entering characters see → page 9 and → page 8.

At present the function of entering letters is not available.

or **To delete the name:**

▶ **US:F3=Clear** ✓	Select and confirm.
▶ **UK:F3=Delete** ✓	
US:Save ✓	Confirm your entry.
UK:Confirm ✓	

Text Messages

Predefined text messages can be sent from all telephones to all system telephones. You can modify these predefined text messages to suit your requirements (up to 24 characters long). If you make changes to the predefined texts, you should notify users accordingly.

Prerequisite: System administration has been started → page 12.

Step by Step

16 Text messages ✓

or

1 6 Enter the code.

To select a predefined text message:
Press these keys.

+ or −

or

+=Next ✓

or

Enter the text message number (0 - 9) directly and

US:Save ✓
UK:Confirm ✓ Confirm your entry.

✱ Enter the code.

or

✱=Change ✓ Select and confirm.

A B C Enter the message (up to 24 characters long).
Entering characters see → page 9 and → page 8.

or **To delete the message:**

US:F3=Clear ✓
UK:F3=Delete ✓ Select and confirm.

US:Save ✓
UK:Confirm ✓ Confirm your entry.

Select and confirm.

Enter the code.

Confirm.

Confirm your entry.

On system telephones without display text messages that have been sent are signaled as a callback request; the Message Waiting LED flashes.

Advisory Messages

> This function is only available on the optiPoint 500 with an optiPoint application module or on the optiPoint 600 office. Overview of all text entry functions → page 14.

Predefined advisory messages can be left on system telephones that have a display. When a call is placed, the message appears on the caller's display. You can modify the predefined advisory messages to suit your requirements (up to 24 characters long).
If you make changes to the predefined texts, you should notify users accordingly.

Prerequisite: System administration has been started → page 12.

▶ **17 Advisory messages** ✓ Select and confirm.
or

❶❼ Enter the code.

To select a predefined advisory message:

⊕ **or** ⊖ Press these keys.
or

+=Next ✓ Confirm.
or

⊞ **▦** Enter the advisory message number (0 - 9) directly and

US:Save ✓ Confirm your entry.
UK:Confirm ✓

✱ Enter the code.
or

▶ **✱=Change** ✓ Select and confirm.

🅰🅱🅲 Enter the message (up to 24 characters long). Entering characters see → page 9 and → page 8.

At present the function of entering letters is not available.

Step by Step

| | **or** | **To delete the message:** |

US:F3=Clear ✓
UK:F3=Delete ✓

Select and confirm.

US:Save ✓
UK:Confirm ✓

Confirm your entry.

Selecting a Language

You can assign a specific menu language to each telephone; for example:
- "German"
- "US English"
- "French"
- "English"
- "Spanish"
- "Italian"
- "Dutch"
- "Portuguese"

Prerequisite: System administration has been started → page 12.

▶ **18** ✓	Select and confirm.
or	
1 8	Enter the code.

Selecting a station:

⊕ or ⊖ Press these keys.

or

+=Next ✓ Confirm.

or

 # ⌨ Enter the station directly and

US:Save ✓ Confirm your entry.
UK:Confirm ✓

✱ Enter the code.

or

▶ **✱=Change** ✓ Select and confirm.

▶ **11=English** ✓ Select and confirm.

or

⌨ Enter the code

US:Save ✓ Confirm your entry.
UK:Confirm ✓

or

▶ **Change all like stns** ✓ Select and confirm.

or

▶ **for all stns** ✓

Group Names

▮▮▶ This function is only available on the optiPoint 500 with an optiPoint application module or on the optiPoint 600 office. Overview of all text entry functions → page 14.

Several groups (group call/hunt group call), each with several participants, can be set up:
- Up to 20 groups, each with 8 participants (HiPath 500, HiPath 3300/3350)
- Up to 150 groups, each with 20 participants (HiPath 3500/3550)
- Up to 800 groups, each with 20 participants (HiPath 3700/3750/3800)

These groups have their own station numbers. If such groups have been configured, you can enter a name for each group or modify it as necessary.

Prerequisite: System administration has been started → page 12.

▶ **19 Group name** ✓ Select and confirm.

or

❶ ❾ Enter the code.

To select a group:
⊕ or ⊖ Press these keys.

or

+=Next ✓ Confirm.

or

⊞ ▦ Enter the group directly and

US:Save ✓ Confirm your entry.
UK:Confirm ✓

✱ Enter the code.

or

▶ **✱=Change** ✓ Select and confirm.

Ⓐ Ⓑ Ⓒ Enter a group name (up to 12 characters long). Entering characters see → page 9 and → page 8.

At present the function of entering letters is not available.

Step by Step

           or **To delete the group name:**

▶ US:F3=Clear   ✓ Select and confirm.
▶ UK:F3=Delete   ✓

US:Save   ✓ Confirm your entry.
UK:Confirm   ✓

Account Code

Telephone users can assign call charges to specific activities or projects by entering an account code before, or even during, a chargeable call.
The freely definable account code is assigned to all subsequent segments of the current call for call detail recording.
The account code appears on the printout of the data.

Defining Account Codes

You can define up to 1,000 account codes of up to 11 characters each in a list for telephone users.

Prerequisite: System administration has been started → page 12.

20 ✓ Select and confirm.

1 Code entries ✓ Confirm.
or

❷⓪❶ Enter the code.

To select a list:
⊕ **or** ⊖ Press these keys.
or

+=Next ✓ Confirm.
or
❏ ⌨ Enter the list directly and

US:Save ✓ Confirm your entry.
UK:Confirm ✓

✳ Enter the code.
or
✳=Change ✓ Select and confirm.

⌨ Enter an account code (up to 11 characters long).

or **To delete the account code:**

F3=Clear ✓ Select and confirm.

US:Save ✓ Confirm your entry.
UK:Confirm ✓

Defining Verification Modes

You can define three verification modes for the account codes provided:
- Non-verified (default),
- Verified against the list;
- Verified against the number of characters (to define the number of characters → page 36).

By doing this, you can avoid entering invalid account codes, because only valid account codes from the list are accepted.
You can also dispense with verification altogether or simply check the account code entered.

Prerequisite: System administration has been started → page 12.

▶ **20** ✓	Select and confirm.
▶ **2 Verification mode** ✓	Select and confirm.
or	
🔢**2** 🔢**0** 🔢**2**	Enter the code.
🔘**∗**	Enter the code.
or	
∗=Change ✓	Confirm.
▶ **0=Non-verified** ✓	Select and confirm.
or	
▶ **1=Code entries** ✓	
or	
▶ **2=Code length** ✓	
or	
🔘**0** or 🔘**1** or 🔢**2**	Enter the code
US:Save ✓	Confirm your entry.
UK:Confirm ✓	

Defining the Entry Mode

You can define one of two criteria for account code entry for each trunk group.

Non-verified entry (default):

You can enter an account code on any telephone before a call is initiated and, therefore, also before a trunk is seized. While a call is in progress, you can enter an account code only from a system telephone.

Forced entry:

You must enter an account code before a call is initiated (after a trunk group is seized). The account code is then verified in accordance with the variant you have programmed → page 34.
Account code entry is not mandatory for incoming calls.

Prerequisite: System administration has been started → page 12.

▶ **20** ✓	Select and confirm.
▶ **3 Trunk group mode** ✓	Select and confirm.
or	
2 0 3	Enter the code.
	Select trunk group:
⊕ **or** ⊖	Press these keys.
or	
+=Next ✓	Confirm.
or	
⊞ 📱	Enter the trunk group directly and
US:Save ✓	Confirm your entry.
UK:Confirm ✓	
✱	Enter the code.
or	
▶ **✱=Change** ✓	Select and confirm.
▶ **0=Non-verified** ✓	Select and confirm.
or	
▶ **1=Forced** ✓	

35

or

0 or **1**   Enter the code

US:Save	✓
UK:Confirm	✓

Confirm your entry.

Defining the Code Length

If you have defined code length as the verification mode
→ page 34, you must now define the number of char-
acters to be verified (up to eleven characters long).

Prerequisite: System administration has been started
→ page 12.

▶ 20	✓

Select and confirm.

▶ 4 Code length	✓

Select and confirm.

or

2 0 4   Enter the code.

✳   Enter the code.

or

✳=Change	✓

Confirm.

🔢   Enter the number of characters.

US:Save	✓
UK:Confirm	✓

Confirm your entry.

Hotline

Hotline - immediate:

You can configure any internal telephone so that a connection to an internal or external destination that you define is automatically set up **immediately** after the user lifts the handset.

Hotline after timeout:

You can configure any internal telephone so that automatic connection setup is not carried out until after a certain time has elapsed after the user lifted the handset.
You can define the length of time that must elapse. This "hotline timeout" must be set for the entire system.

Configuring a Hotline Destination

- You can configure one shared destination for HiPath 500, HiPath 3300/3350.
- You can configure six destinations for HiPath 3500/3550, HiPath 3700/3750/3800.
  One of the destinations can be assigned to each telephone ("Hotline assignm." → page 38).

Prerequisite: System administration has been started → page 12.

▶ **21 Hotline** ✓	Select and confirm.
1 Hotline dest. ✓	Confirm.
or	
2 1 1	Enter the code.

To select the hotline you wish to program (HiPath 3500/3550, HiPath 3700/3750/3800):

⊕ **or** ⊖ Press these keys.
or
+=Next ✓ Confirm.
or
⊞ 🔢 Enter the hotline directly and

US:Save ✓
UK:Confirm ✓ Confirm your entry.

Step by Step

⭐   Enter the code.

or

▶ | ✳=Change | ✓ Select and confirm.

🔢   Enter the hotline destination (station number).

or **To delete the hotline destination:**

▶ | US:F3=Clear | ✓
▶ | UK:F3=Delete | ✓   Select and confirm.

| US:Save | ✓
| UK:Confirm | ✓   Confirm your entry.

Configuring Hotline Stations (Telephones)

You can define a hotline mode for each telephone:
- Off (hotline deactivated),
- Hotline (hotline - immediate activated), or
- Hotline after a timeout.

With HiPath 3500/3550, HiPath 3700/3750/3800, you must also assign a hotline destination from 1 to 6 for each telephone.

Prerequisite: System administration has been started → page 12.

▶ | 21 Hotline | ✓   Select and confirm.

▶ | 2 Hotline stn no | ✓   Confirm.

or

2️⃣1️⃣2️⃣   Enter the code.

| 1=Hotline mode | ✓   Confirm.

or

▶ | 2=Hotline assignm | ✓   Select and confirm.

or

1️⃣ **or** 2️⃣   Enter the code

⭐   Enter the code.

or

▶ | ✳=Change | ✓   Select and confirm.

To select a station:

Step by Step

⊕ **or** ⊖   Press these keys.

or

| +=Next | ✓ |

Confirm.

or

⊞ ⌨   Enter a station directly and

| US:Save | ✓ |
| UK:Confirm | ✓ |

Confirm your entry.

✻   Enter the code.

or

▶ | ✻=Change | ✓ |

Select and confirm.

▶ | 0=off | ✓ |

Select and confirm.

or

▶ | 1=Hotline | ✓ |

or

▶ | 2=Hotline delayed | ✓ |

or

0 or **1** or **2**   Enter the code

or   For HiPath 3500/3550, HiPath 3700/3750/3800 only:

⌨   Enter and assign a hotline.

or   **To delete the hotline assignment:**

▶ | US:F3=Clear | ✓ |
| UK:F3=Delete | ✓ |

Select and confirm.

| US:Save | ✓ |
| UK:Confirm | ✓ |

Confirm your entry.

Step by Step

Configuring a Hotline Time (with Hotline after Timeout Only)

Prerequisite: System administration has been started → page 12.

▶ | 21 Hotline | ✓ Select and confirm.

▶ | 3 Hotline timeout | ✓ Confirm.

or

🄰🄰🄰 Enter the code.

✱ Enter the code.

or

▶ | ✱=Change | ✓ Select and confirm.

📞 Enter the time in seconds (1 to 99).

Changing the Remote Administration Password

Your system can be configured and administered from a remote location. To do this, you must execute a number of operating procedures when prompted to do so by the service technician. Among other things, you must enter a six-character password; default = "000000".
You can change the default password. Please make a note of the new password, because not even the service technician can recover it later on.

Prerequisite: System administration has been started → page 12.

▶ **US:22 RMA code**	✓
▶ **UK:22 Code, RMA**	✓
	or

Select and confirm.

2 2 Enter password.

🖐 Enter the old six-character password.
If you have not yet assigned a password, use the default password "000000" the first time you enter it.

🖐 Enter the new password.

🖐 Enter the new password again.

Changing the CMI Logon PIN (Not for U.S.)

Changing the Logon PIN

Before you can log on to a CMI (cordless multicell integration telephone), you must enter a PIN (default PIN = 19 97 07 07) to place your system in logon mode.
You can change the default code. Please make a note of the new PIN, because not even the service technician can recover it later on.

Prerequisite: System administration has been started → page 12.

▶ **23 Code, CMI** ✓   Select and confirm.

or

❷❸   Enter PIN

🎹   Enter the current PIN.
If you have not yet assigned a PIN, use the default PIN "19970707" the first time you enter it.

🎹   Enter the new PIN.

🎹   Enter the new PIN again.

Setting Logon Mode

In order to log on a CMI unit (cordless telephone), you must set your system to logon mode. You can then log on your CMI units during the next ten minutes or so.

Program/Service ▬ ◯   Press the specified key. The LED lights up

▶ **✳942=Log on CMI unit.?** ✓   Select and confirm.

or

✳❾❹❷   Enter the code.

🎹   Enter PIN.

Changing the System Administration Password

If you entered a password when you started system administration → page 12, you can change it here.
Please make a note of the new password because not even the service technician can recover it later on.

Prerequisite: System administration has been started → page 12.

▶ **24 Security** ✓	Select and confirm.
1 Change password ✓	Confirm.
or	
2 4 1	Enter the code.
⌨	Enter new password
US:Save ✓ **UK:Confirm** ✓	Confirm your entry.
⌨	Enter the new password again.
US:Save ✓ **UK:Confirm** ✓	Confirm your entry.

Call Forwarding in the Carrier Network (Not for U.S.)

If this function is configured (consult your service technician), you can forward all calls arriving from the public network via a basic access point (system number or system interface) directly to an external destination in the public network.

For example, in the evening you can transfer calls received at your company to your private residence.

In a multi-device connection, only the assigned multiple subscriber number (MSN) is forwarded.

▶ **Trunk FWD on?** ✓ Select and confirm.
or

✱ 6 4 Enter the code.

1=immediate? ✓ Select the forwarding type you wish to use and press "OK" to confirm.
or

▶ **2=on no answer?** ✓
or

▶ **3= On busy?** ✓
or

1 or **2** or **3** Enter the code.

⠿ Enter the destination number (without the external code).

To deactivate call forwarding:

▶ **Trunk FWD off?** ✓ Select and confirm.
or

 # 6 4 Enter the code.

✓ Press "OK" to confirm the displayed call forwarding type.
or

1 or **2** or **3** Enter the active call forwarding type.

Documentation

You can find these operating instructions in the Internet in PDF format under

http://www.siemens.com/hipath

and on CD-ROM (ask System Support) in HTML and PDF format.

In order to look at and print the operating instructions in PDF format, you need a computer on which the free Acrobat Reader software package is installed by Adobe.

To look at the operating instructions in HTML format you need a computer with a www browser, e.g. Microsoft Internet Explorer.

Index

www.siemens.com/hipath