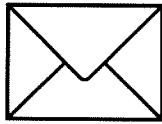


**SIEMENS**

## NEW Voicemail Features



- **One touch to features** (ex: SAVE, DELETE, SKIP)
- **Easy to navigate visual and audible voicemail prompts**
- **Customized greetings available for missed call types** (busy, external, internal, after-hours, vacation)
- **Continuous message playback available**
- **Automatically call the sender of voicemail message (internally) with (2) key strokes**

**Mailbox Number: Your Extension      Initial Default Password: 111**

**Please Note: Initial Password for 633 3<sup>rd</sup>, 500 7<sup>th</sup> Ave, 275 7<sup>th</sup> Ave, 1249 Park, 638 Columbus and 770 Lexington Ave Floors 14 and 15 will not default, your password will remain the same.**

## **Xpressions Access Numbers**

**Phonemail / Voicemail Button:** • Accesses your mailbox when pressed  
• Provides message waiting indication

**Direct Access Number**.....27200  
(To access voicemail within the office)

**Remote/After Hours Direct Access Number** .....212-731-7200  
(To access voicemail outside the office)

**Guest Access Number**..... 127200  
(To leave a message directly in another mailbox within the office)

**Forward Access Number**.....127200  
(Target extension used to forward your calls directly to voicemail)

**Transfer Access Number** ..... 117200  
(Target extension used to transfer a caller to voicemail)

### **Transfer a Caller to a Voicemail Box to Leave a Message:**

With caller on the line ⇒ Press **Transfer** ⇒ Dial Transfer Access Number **117200**  
⇒ Dial the person's extension ⇒ Press the # key twice (# #) ⇒ Hang up your handset.

## **Accessing Your Xpressions Voicemail Box**

1. Press the **Phonemail** button on **your** telephone, **OR** dial the Direct Access Number and follow voice prompts.
2. Enter password followed by the # key (use initial default password 111 when logging in for the first time except the users listed above) you will be prompted to change your password and to record your name.

**ONCE YOU HAVE DIALED INTO XPRESSIONS, ENTERED YOUR MAILBOX NUMBER AND PASSWORD, YOU ARE NOW AT HOME STATE! This will allow you to check your messages and make changes to your mailbox**

## **Changing Your Password**

**Quick Keys: 9 3**

1. From **HOME STATE**, Push **9** for Mailbox Options
2. Push **3** to Change Password
3. Enter new password and press # (Xpressions will verify your new password)  
(note: **new passwords cannot be consecutive numbers, i.e.: 123456, your extension number, or the same number in sequence, i.e.: 111111. The system requires a "secure" password. Minimum of 6 digits in length, maximum 24 digits.**)

## **Recording Your Name**

**Quick Keys: 8 4 1**

1. From **HOME STATE**, Push **8** for Answering Options
2. Push **4** to Record Name
3. Push **1** to change your recorded name (if already recorded)
4. When prompted, say your full name and **press \* #** when finished

## Listening To Your Messages

Quick Keys: 3 3

1. Log in to Xpressions
2. Press **3** to listen to messages (Press **3** to bypass the message header and go directly to message)

## Recording and Sending a Message (used to SEND a message to another mailbox)

Quick Keys: 1

1. From HOME STATE, Push **1** to record a message
2. Record your message and **press \* #** when finished
3. Enter recipient's extension or Distribution List and **press #** (or press **\*** to search by name)
4. Enter additional extensions or Distribution Lists if sending to more than one person
5. Push **#** when finished entering all destinations
6. Push **#** for regular delivery or press **3** for special delivery options and follow the prompts

### Special Delivery Options (available only if mailbox class of service permits)

- 1 – Return Receipt (confirmation will be sent to you when message has been retrieved)
- 2 – Private (prevents recipient from forwarding message to another user)
- 3 – Urgent (Urgent messages will be heard first)
- 4 – Future Delivery (specify date and time of delivery, along with recurring delivery options)

## Sample Greeting

"You have reached (your name). I am unavailable to take your call. If you need immediate assistance, press **0**, and you may select to transfer to someone who can assist you. Otherwise, leave a detailed message and a phone number after the tone and I will return your call as soon as possible."

## Recording Greetings

8

1. From HOME STATE, be sure to Push **8** for Answering Options

## SIMPLIFIED GREETING MENU

THERE ARE (3) GREETING MODES: Today's Greeting, Regular Greetings or Alternate Greeting  
Only (1) Greeting MODE can be active.

<u>TODAYS Greeting</u>	<u>REGULAR Greetings</u>	<u>ALTERNATE Greeting</u>
(Quick Keys 8 8) Push <b>8</b> for Answering Options Push <b>8</b> for <b>TODAYS GREETING</b>  Push <b>1</b> to record your greeting. (When finished, <b>press *7 3</b> to replay greeting, or simply hang up.)  <i>NOTE: This greeting is perfect for the user who updates their greeting daily. When active, this greeting is deleted at midnight daily. The System "Canned" Greeting will play for incoming callers the morning after, until a new daily greeting has been recorded.</i>	(Quick Keys 8 1 2) Push <b>8</b> for Answering Options Push <b>1</b> for <b>PERSONAL GREETINGS</b> Push <b>2</b> – <i>Activate</i> <b>REGULAR Greetings</b> <ul style="list-style-type: none"><li>○ Push <b>2</b> for - <b>Busy</b> – plays for both internal and external callers when you are on the phone</li><li>○ Push <b>3</b> for - <b>Internal</b> – plays for internal callers only when phone is unanswered</li><li>○ Push <b>4</b> for - <b>External</b> – plays for external callers when phone is unanswered</li><li>○ Push <b>5</b> for - <b>After Hours</b> – plays for callers after Business hours</li></ul> Push <b>1</b> to record your greeting and <b>press * #</b> when finished	(Quick Keys 8 1 3) Push <b>8</b> for Answering Options Push <b>1</b> for <b>PERSONAL GREETINGS</b> Push <b>3</b> – <i>Activate</i> <b>ALTERNATE Greeting</b>  Push <b>1</b> to record your greeting and <b>press *</b> when finished  <i>NOTE: When active, this greeting calls 24/7.</i>

## Changing Your Referral Extension (0 # transfer target)

Quick Keys: 8 3 1

1. Press **8** for Answering Options
2. Press **3** for Referral Extension
3. Press **1** to change your referral extension

Options Available AFTER Listening to a Message	
	Press
Replay entire message.....	7 3
Save the message.....	4
Delete the message.....	6
Skip to the next message.....	2
Reply to a message (delete or save first).....	1
Forward a message (delete or save first).....	9
Call the sender (delete or save first).....	7 0
Reply.....	#
Return to main menu.....	7 #

Other Tips	
	Press
Bypass a Greeting.....	1
Abbreviated Prompts.....	9 2 2
	(from HOME State)
Change the order of message playback to First In, First Out (default is Last In, First Out).....	9 5 3 2
	(from HOME Menu)

Options Available WHILE Listening to a Message	
	Press
Pause a message.....	*
Continue message playback.....	*3
Save the message.....	* 4
Delete the message.....	* 6
Skip Forward to next message.....	* 2
Skip Back to previous message.....	* 7 2
Skip To End of message.....	#
Slow Down message playback.....	7
Speed Up message playback.....	9
Replay message from the beginning.....	* 7 3
Go Forward 8 seconds.....	* 9 8
Go Backward 8 seconds.....	* 7 8
Increase Volume.....	5
Decrease Volume.....	8
Listen to Message Details.....	* 7 1
Replay Message Header (from/time/date).....	* 7 7
Go to Next Message Queue.....	* 9 1
Skip back to Previous Message Queue.....	* 9 2
Return to Home State.....	* 7 #
End voicemail session.....	* 7 6
Help.....	0

\*\*\*Please Note Users at 633 3<sup>rd</sup>, 500 7<sup>th</sup> Ave, 275 7<sup>th</sup> Ave, 1249 Park, 638 Columbus and 770 Lexington Ave Floors 14 and 15 passwords will not default, your password will remain the same. Your current greetings will also remain. You will have the same prompts as you currently have. Your access numbers will change.

For any other questions about your new mailbox or need to have it unlocked, please contact [Xpressions.Help@MountSinai.Org](mailto:Xpressions.Help@MountSinai.Org)

# Siemens OptiPoint Display Telephones Quick Reference Guide Mt. Sinai 3/25/14

## GUIDANCE KEYS

Arrow keys are used to search for features:

- Press "▶" to Scroll Forward
- Press "◀" to Scroll Backward

Press "✓" to "Select" a feature

## DIALING

To dial:

- Lift the handset, press the "Speaker key", or press the "Line key", to hear a dial tone
- Dial the 5 digit extension number or press "9" to access an outside line

## HOLD

To place a call on hold at your phone:

- Press the "Hold" key
- Hang up

To reconnect with the call:

- Press "Line key" next to flashing light

## TRANSFER

To transfer a call to another extension:

- During a call, press "✓" at the "Start transfer?" prompt.  
(The caller will go on hold and you will hear a dial tone)
- At the dial tone, dial the extension #
- When answered, announce the caller then hang up

To stop the transfer:

- Press the "Connect" key or, scroll to "Release and return?" then press "✓"

## CONNECT (RECONNECT)

To reconnect with an incomplete transfer, or to alternate between calls when transferring or conferencing:

- Press "Connect"

## CONFERENCE (8 PARTY)

To set up a conference call:

- While connected to a call
- Press "▶" until you see "Start Conference?" then press "✓"  
(The caller will go on hold and you will hear a dial tone)
- At the dial tone, dial the extension number or dial "9" plus the outside number.  
(wait for an answer)
- Announce why you are calling then press "✓" at the "Conference?" prompt,

To add someone to a conference:

- Press "✓" at the "Add party?" prompt  
(The caller will go on hold and you will hear a dial tone)
- At the dial tone, dial the extension number or dial "9" plus the outside number.
- Announce why you are calling then press "✓" at the "Conference?" prompt,

If the party isn't going to join

- Press "Connect"

## FORWARDING

To forward your calls to another extension:

- Get a dial tone, then press "Forward" or #91.
- Dial the extension to where you want your calls forwarded, press "✓" and hang up.  
(to forward to voicemail dial (39951)

To cancel forwarding calls:

- Press "Forward" or ##91.

## STATION SPEED DIAL (Personal List)

To store a speed dial:

- Press "▶" until you see **"Program/Service?"** then press "✓".
- You will then see **"Destinations?"**, press "✓".
- Press "▶" until you see **"Speed Dial Features?"** then press "✓".
- At **"Enter index"**, dial index code (00-29)
- At **"Enter Destination"**, dial "9" plus the number that you wish to store, then press "✓".

### SHORTCUT:

- **Dial ##3**
- At **"Enter index"**, dial index code (00-29)
- At **"Enter Destination"**, dial "9" plus the number that you wish to store, then press "✓".

To dial your number:

- Press the **"Sta-Spd"** key
- At **"Enter index"** prompt dial index code (00-29)

### SHORTCUT:

- **Dial #3**
- At **"Enter index"** prompt dial index code (00-29)

## LAST NUMBER REDIAL

To redial the last call you made:

- Get a dial tone. Screen will display **"Last number redial?"** Press "✓"

## SAVED NUMBER REDIAL

To save a number for future redialing:

- While on a call that you made, scroll to **"Save number?"** and press "✓"

To dial that number later:

- Get a dial tone. Scroll to **"Saved number redial"** and press "✓"

## STATION PICKUP

To pick up another ringing extension, or to pick up a call on hold at another extension:

- Lift the handset
- Press **"Pick Up"**
- Dial the extension

## GROUP PICKUP

To pick up a "ringing" call in your group

(Pre-determined group of extensions):

- Lift the handset
- Press the **"Pick Up"** key *twice*

## TO PROGRAM R-KEY (Redial)

To program a "1" number memory button:

- At an idle phone, press "▶" until you see **"Program/ Service?"** and then press "✓"
- Press an available **"R-Key"** (blank)
- Dial **"9"** plus the number that you wish to store
- At **"Save?"** press "✓"
- At **"Saved - Exit?"** press "✓"

## Preview (caller I.D. for 2<sup>nd</sup> call)

If another line on your phone starts to ring (while you are on a call)

- Press the **"Preview"** button (will blink red), then press the button next to the line that is ringing. (The telephone number will show in the display)

To Answer the new call

- Hang up or put 1<sup>st</sup> call on "Hold". Then make sure that the **"Preview"** button is not "blinking" (if it is, press it again!) Then answer the new call.

## INTERCOM

### To make an intercom call:

- Press the "Intercom" key
- Dial the intercom group member's number i.e. 0 – 9 or 00-99

NOTE: If previously Dialed 1 as the first digit drop the 1

## SPEAKER PHONE & MUTE

### For a hands-free conversation:

- Press "**Speaker**" and hang up

### To mute the microphone (Handset or Speakerphone):

- Press "**Mute**"

## AUDIO SETTINGS

### To adjust ring volume:

- Press (+) or (-) key. Display will show "**Ringer Volume?**" Press "✓"
- Press (+) or (-) key to adjust ring volume. Press "✓" to store.

### To adjust ring tone:

- Press (+) or (-) key, then scroll to "**Ringer Pitch?**" Press "✓"
- Press (+) or (-) key to adjust ring tone. Press "✓" to store.

## LONG DISTANCE DIALING

### To make a Long Distance Call:

- Dial 9 1 Area Code, telephone number  
Display shows ENTER ID or Listen for 2<sup>nd</sup> Dial Tone
- Dial 7 Digit LDAC Code  
NOTE: Do Not Dial 9 5