SIEMENS

Hicom 150
Programming Guide

Important

In the event of any problems on your PABX system please call one of the following numbers for service:-

Maintenance Call Centre   **011-652-3114**   Tel

                                    0800-110069   Toll free

                                    011-652-3041   Fax

Customer Support Centre   **011-652-3050**   Tel

                                    011-652-3041   Fax

Quick Service   **011-652-3041**   Fax
(Moving / Add. Ext.)

Your Maintenance
Contract Number   [   ]

Hicom 150 Programming Guide

Introduction

Range of optiset E Instruments

A variety of optiset E screen based instruments are available for use on the Hicom 150:

optiset E standard - Loudspeaking
No Key Modules   No adapter plug-in positions

optiset E advance plus - Loudspeaking
Key Module   Two adapter plug-in positions

optiset E memory - Loudspeaking
Key Modules   Two adapter plug-in positions

The optiset E telephones are Digital Feature instruments that have 12 programmable keys.

The telephones are easily recognised by three dialogue keys namely:

- ✔   Yes Key
- ▶   Forward Scroll Key
- ◀   Backward Scroll Key
- ☐   LED

The Siemens optiset E Digital Feature telephones operate via a Menu-controlled User Guidance Display System.
The display will automatically offer you a choice of the available options most suited to the task you are about to carry out.

Introduction - Cont'd

Glossary

LED   **-** Light Emitting Diode

Shuttle **-** Alternating between calls

DDS   **-** Direct Destination Select (External number)

DSS   **-** Direct Station Select (Extension number with busy and
ringing indication)

Programme Dial Keys

Internal or external numbers may be stored under keys on the Optiset phones or switchboard:

WHAT YOU HAVE TO DO   **WHAT HAPPENS**

Programme Internal number (DSS)

Press SERVICE MENU key

```
MENU:
OUTGOING CALLS...?   >
```

Dial 02

```
PRESS FEATURE KEY

                     >
```

Press key you wish to programme

```
NOT PROGRAMMED
OUTGOING CALLS...?   >
```

Press ▶ to scroll to Miscellaneous

```
NOT PROGRAMMED
MISCELLANEOUS...?    >
```

Press ✔

```
MISCELLANEOUS...
81 RINGER CUT OFF?   >
```

Press ▶ to scroll to 87 DSS

```
MISCELLANEOUS...
87 DSS?              >
```

Press ✔

```
DEST:

                     >
```

Dial required internal no. e.g. 201

```
DEST: 201
DONE?                >
```

Programme Dial Keys - Cont'd

WHAT YOU HAVE TO DO	*WHAT HAPPENS*

Press ✔

```
DEST: 201
                          >
```

```
87 DSS: 201
                          >
```

Programme External number
(Repertory Dial key)

Press SERVICE MENU key

```
MENU:
OUTGOING CALLS...?   >
```

Dial 02

```
PRESS FEATURE KEY
                          >
```

Press key you wish to programme

```
NOT PROGRAMMED
OUTGOING CALLS...?   >
```

Press ✔

```
OUTGOING CALLS...
10 SPEED INDIVIDUAL? >
```

Press ▶ to scroll to 19 Repertory Dial

```
OUTGOING CALLS...
19 REPERTORY DIAL?   >
```

Press ✔

```
DEST:
DONE?                     >
```

Dial 0 plus external number

```
06522000
DONE?                     >
```

Press ✔

```
REDIAL STORED
                          >
```

Change Time

WHAT YOU HAVE TO DO

WHAT HAPPENS

Press SERVICE MENU key

```
MENU:
OUTGOING CALLS...?   >
```

Dial 03

```
TIME (HHMM):
```

Enter the time e.g. 1051

```
TIME:      1051
```

```
ACCEPTED
```

Change Date

WHAT YOU HAVE TO DO	WHAT HAPPENS

Press SERVICE MENU key

```
MENU:
OUTGOING CALLS...?    >
```

Dial 05

```
PASSWORD:
                      >
```

Enter PIN (xxxx)

```
PASSWORD:....
DONE?                 >
```

Press ✔

```
SYSTEM ADMINISTRATION
CALL CHARGE REC?      >
```

Press ▶ to scroll to System Parameters

```
SYSTEM ADMINISTRATION
SYSTEM PARAMETERS    >
```

Press ✔

```
SYSTEM PARAMETERS
DATE?                 >
```

Press ✔ and enter date

```
DATE:(DDMMYY): 220198
DONE?                 >
```

Press ✔

```
ACCEPTED
```

Press ✔

```
SYSTEM ADMINISTRATION
END OF SESSION?       >
```

```
10:56  SAT 24. JAN 98
                      >
```

Change Names

WHAT YOU HAVE TO DO

WHAT HAPPENS

Press SERVICE MENU key

```
MENU:
OUTGOING CALLS...?   >
```

Dial 05

```
PASSWORD:
                     >
```

Enter PIN (xxxx)

```
PASSWORD:....
DONE?                >
```

Press ✔

```
SYSTEM ADMINISTRATION
CALL CHARGE REC?     >
```

Press ▶ to scroll to Stations

```
SYSTEM ADMINISTRATION
STATIONS?            >
```

Press ✔

```
EXT NUMBER: 200
DONE?                >
```

Enter Ext No to be changed

```
EXT NUMBER: 201
DONE?                >
```

Press ✔

```
EXT NUMBER: 201
STATION NAME?        >
```

Press ✔

```
STN NAME: 201
DONE?                >
```

Press ▶ to scroll to Change

```
STN NAME: PETER
CHANGE?              >
```

Change Names - Cont'd

WHAT YOU HAVE TO DO   **WHAT HAPPENS**

Press ✔

```
STN NAME:
                      >
```

Enter name via Alpha keypad

```
STN NAME: PAUL
DONE?                 >
```

Press ✔

```
STN NAME: PAUL
OTH STATION PARAM?    >
```

Move to next Extension number

Press ▶ to scroll to Next Station

```
STN NAME: PAUL
NEXT STATION?         >
```

Press ✔

```
EXT NUMBER: 202
DONE?                 >
```

Repeat procedure from step
"Enter Ext No to be changed"

or

Press ▶ to scroll to Quit

```
EXT NUMBER: 202
QUIT?                 >
```

Press ✔

```
SYSTEM ADMINISTRATION
END OF SESSION?       >
```

Press ✔

```
10:56  SAT 24. JAN 98
                      >
```

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Pickup Groups

The system allows for a maximum of 64 groups with unlimited members per group.

WHAT YOU HAVE TO DO   **WHAT HAPPENS**

Add Member to Group

Press SERVICE MENU key

```
MENU:
OUTGOING CALLS...?   >
```

Dial 05

```
PASSWORD:

                     >
```

Enter PIN (xxxx)

```
PASSWORD:....
DONE?                >
```

Press ✔

```
SYSTEM ADMINISTRATION
CALL CHARGE REC?     >
```

Press ▶ to scroll to Stations

```
SYSTEM ADMINISTRATION
STATIONS?            >
```

Press ✔

```
EXT NUMBER: 200
DONE?                >
```

Enter Ext No to be changed

```
EXT NUMBER: 210
DONE?                >
```

Press ✔

```
EXT NUMBER: 210
STATION NAME?        >
```

Press ▶ to scroll to Call Pickup Group

```
EXT NUMBER: 210
CALL PICKUP GROUP?   >
```

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Pickup Groups - Cont'd

WHAT YOU HAVE TO DO	WHAT HAPPENS
Press ✔	CALL PICKUP GROUP: 1 DONE? >
Enter new Pickup Group No (e.g. 2)	CALL PICKUP GROUP: 2 DONE? >
Press ✔	CALL PICKUP GROUP: 2 OTH STATION PARAM? >

Move to next Extension number

Press ▶ to scroll to Next Station	CALL PICKUP GROUP: 2 NEXT STATION? >
Press ✔	EXT NUMBER: 211 DONE? >

Repeat procedure from step
"Enter Ext No to be changed"

or

Press ▶ to scroll to Quit	CALL PICKUP GROUP: 2 QUIT? >
Press ✔	SYSTEM ADMINISTRATION END OF SESSION? >
Press ✔	10:56 SAT 24. JAN 98 >

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PIN Numbers

WHAT YOU HAVE TO DO   **WHAT HAPPENS**

Display Extension PIN

Press SERVICE MENU key

```
MENU:
OUTGOING CALLS...?    >
```

Dial 05

```
PASSWORD:

                      >
```

Enter PIN (xxxx)

```
PASSWORD:....
DONE?                 >
```

Press ✔

```
SYSTEM ADMINISTRATION
CALL CHARGE REC?      >
```

Press ▶ to scroll to Stations

```
SYSTEM ADMINISTRATION
STATIONS?             >
```

Press ✔

```
EXT NUMBER: 100
DONE?                 >
```

Enter required Ext No

```
EXT NUMBER: 210
DONE?                 >
```

Press ✔

```
EXT NUMBER: 210
STATION NAME?         >
```

Press ▶ to scroll to PIN

```
EXT NUMBER: 210
PIN?                  >
```

Press ✔

```
PIN: XXXX
DONE?                 >
```

You now have 3 alternatives - Next extension, Change PIN or Quit.

WHAT YOU HAVE TO DO	WHAT HAPPENS

Move to next Extension number

Press ✔

```
PIN: XXXX
OTH STATION PARAM? >
```

Press ▶ to scroll to Next Station

```
PIN: XXXX
NEXT STATION?      >
```

Press ✔

```
EXT NUMBER: 210
DONE?              >
```

Repeat procedure from step
"Enter required Ext No"

or

Change PIN

Press ▶ to scroll to Change

```
PIN: XXXX
CHANGE?            >
```

Press ✔ and enter new PIN

```
PIN: XXXX
DONE?              >
```

or

Press ▶ to scroll to Quit

```
PIN: XXXX
QUIT?              >
```

Press ✔

```
SYSTEM ADMINISTRATION
END OF SESSION?    >
```

Press ✔

```
10:56  SAT 24. JAN 98
                   >
```

System Abbreviated Numbers

The system can accommodate up to 1000 abbreviated numbers. These numbers can be split into 1 to 5 groups. The system is normally programmed for 1 group only.

WHAT YOU HAVE TO DO   **WHAT HAPPENS**

Add / Change numbers

Press SERVICE MENU key

```
MENU:
OUTGOING CALLS...?    >
```

Dial 05

```
PASSWORD:
                      >
```

Enter PIN (xxxx)

```
PASSWORD:....
DONE?                 >
```

Press ✔

```
SYSTEM ADMINISTRATION
CALL CHARGE REC?      >
```

Press ▶ to scroll to Features

```
SYSTEM ADMINISTRATION
FEATURES?             >
```

Press ✔

```
FEATURES
MESSAGE TEXTS?        >
```

Press ▶ to scroll to Abbreviated Dial

```
FEATURES
SYSTEM SPEED DIAL? >
```

Press ✔

```
SPEED DIAL INDEX:
                      >
```

Enter Index No (000-999)

```
ENTER INDEX NO: 123
DONE?                 >
```

WHAT YOU HAVE TO DO	WHAT HAPPENS
Press ✔	`123:` `CHANGE NUMBER?` >
Press ✔	`ACCESS CODE:` >
Enter Access code (normally 0)	`ACCESS CODE: 0` `DONE?` >
Press ✔	`DIAL STR:` >
Enter External number	`DIAL STRING: 6522000` `DONE?` >
Press ✔	`POST DIAL:` >
Press ▶ to scroll to Done	`POST DIAL:` `DONE?` >
Press ✔	`SPEED DIAL GROUP: 0` `DONE?` >
Enter Group number (normally 1)	`SPEED DIAL GROUP: 1` `DONE?` >
Press ✔	`ACCEPTED`
	`123: 06522000` `CHANGE NUMBER?` >

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Abbreviated Numbers - Cont'd

WHAT YOU HAVE TO DO   **WHAT HAPPENS**

Add / Change names

Press ▶ to scroll to Change Name

```
123 06522000
CHANGE NAME?            >
```

Press ✔

```
123:
                       >
```

Enter name

```
0: SIEMENS
DONE?                  >
```

Press ✔

```
0:
DONE?                  >
```

Press ✔

```
ACCEPTED
                       >
```

Display returns to

```
123: 06522000
CHANGE NAME?           >
```

Press ▶ to scroll to Other Index

```
123: 06522000
OTHER INDEX?           >
```

Press ✔

```
SPEED DIAL INDEX:
                       >
```

Repeat procedure from step
Enter Index No (000-999)

or

Press ▶ to scroll to Quit

```
123: 06522000
QUIT?                  >
```

Press ✔

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