

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
(Moving / Add. Ext.)

011-652-3041

Fax

Your Maintenance
Contract Number

Hicom 150 Programming Guide

Introduction	5
Programme Dial Keys	7
Change Time	9
Change Date	10
Change Names	11
Pickup Groups	13
PIN Numbers	15
System Abbreviated Numbers	17

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

Press ✓

WHAT HAPPENS

DEST: 201

>

87 D55: 201

>

Programme External number (Repertory Dial key)

Press SERVICE MENU key

MENU:

OUTGOING CALLS...P

>

Dial 02

PRESS FEATURE KEY

>

Press key you wish to programme

NOT PROGRAMMED

OUTGOING CALLS...P

>

Press ✓

OUTGOING CALLS...

10 SPEED INDIVIDUALP

>

Press ► to scroll to 19 Repertory Dial

OUTGOING CALLS...

19 REPERTORY DIALP

>

Press ✓

DEST:

DONEP

>

Dial 0 plus external number

06522000

DONEP

>

Press ✓

REDIAL STORED

>

Change Time

WHAT YOU HAVE TO DO

Press SERVICE MENU key

Dial 03

Enter the time e.g. 1051

WHAT HAPPENS

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

```
TIME (HHMM):
```

```
TIME:      1051
```

```
ACCEPTED
```

Change Date

WHAT YOU HAVE TO DO

Press SERVICE MENU key

Dial 05

Enter PIN (xxxx)

Press ✓

Press ► to scroll to System Parameters

Press ✓

Press ✓ and enter date

Press ✓

Press ✓

WHAT HAPPENS

MENU:
OUTGOING CALLS...? >

PASSWORD:
>

PASSWORD:....
DONE? >

SYSTEM ADMINISTRATION
CALL CHARGE REC? >

SYSTEM ADMINISTRATION
SYSTEM PARAMETERS >

SYSTEM PARAMETERS
DATE? >

DATE:(DDMMYY): 220198
DONE? >

ACCEPTED

SYSTEM ADMINISTRATION
END OF SESSION? >

10:56 SAT 24. JAN 98
>

Change Names

WHAT YOU HAVE TO DO

Press SERVICE MENU key

Dial 05

Enter PIN (xxxx)

Press ✓

Press ► to scroll to Stations

Press ✓

Enter Ext No to be changed

Press ✓

Press ✓

Press ► to scroll to Change

WHAT HAPPENS

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

```
PASSWORD:  
 >
```

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

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

```
SYSTEM ADMINISTRATION  
STATIONS? >
```

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

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

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

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

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

Change Names - Cont'd

WHAT YOU HAVE TO DO

Press ✓

WHAT HAPPENS

```
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  
>
```

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? >
```

Pickup Groups - Cont'd

WHAT YOU HAVE TO DO

Press ✓

Enter new Pickup Group No (e.g. 2)

Press ✓

Move to next Extension number

Press ► to scroll to Next Station

Press ✓

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

or

Press ► to scroll to Quit

Press ✓

Press ✓

WHAT HAPPENS

```
CALL PICKUP GROUP: 1  
DONE? >
```

```
CALL PICKUP GROUP: 2  
DONE? >
```

```
CALL PICKUP GROUP: 2  
OTH STATION PARAM? >
```

```
CALL PICKUP GROUP: 2  
NEXT STATION? >
```

```
EXT NUMBER: 211  
DONE? >
```

```
CALL PICKUP GROUP: 2  
QUIT? >
```

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

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

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.

PIN Numbers - Cont'd

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? >
```

Abbreviated Numbers - Cont'd

WHAT YOU HAVE TO DO

Press ✓

Press ✓

Enter Access code (normally 0)

Press ✓

Enter External number

Press ✓

Press ► to scroll to Done

Press ✓

Enter Group number (normally 1)

Press ✓

WHAT HAPPENS

```
123:
CHANGE NUMBER? >
```

```
ACCESS CODE:
>
```

```
ACCESS CODE: 0
DONE? >
```

```
DIAL STR:
>
```

```
DIAL STRING: 6522000
DONE? >
```

```
POST DIAL:
>
```

```
POST DIAL:
DONE? >
```

```
SPEED DIAL GROUP: 0
DONE? >
```

```
SPEED DIAL GROUP: 1
DONE? >
```

```
ACCEPTED
```

```
123: 06522000
CHANGE NUMBER? >
```

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 ✓

