







Optic GS Quick Start User Guide



Home Screen:


Swipe right or left to move between Idle screen and the Feature and Line activities screen.

Idle Activity:






- Press the  icon to initiate phone call.
- Press the  icon to view and manage contacts for both the Directory and Speed Dial lists.
- Press the  icon to view and manage call history.
- Press the  icon to access the voicemail box for the extension.
- Press speaker button or lift handset to initiate or answer a phone call.
- Press any digit on keypad to initiate dialing.

Contacts:

You can toggle between viewing and managing Speed Dial or Directory contact entries. The speed dial list entries are not sorted, they appear in the order they are added, or you can re-arrange the list via edit mode.

To do so, press the  icon. When in edit mode, you can move speed dial entries up and down within the list. Press and hold the button and then drag the entry to the desired position. The directory list is sorted alphabetically and cannot be re-ordered.

Contact List Icons:







- Press the  icon to add a new contact.
- Press the  icon to delete **all** speed dial or directory contact entries.
- Press the  icon to toggle edit mode on/off.
- Note: Individual entries can be selected for deletion in the Edit mode.
- To do so, press the  icon and then select the desired entries via the checkbox.
- When ready, press the  icon to delete just the selected entries.

Calling from the Contact Lists:

- To initiate call, press the contact from the list.
- To access additional options for that entry, press and hold a contact to see its options menu.
- To return to the Home page, press the back button.

Call History:

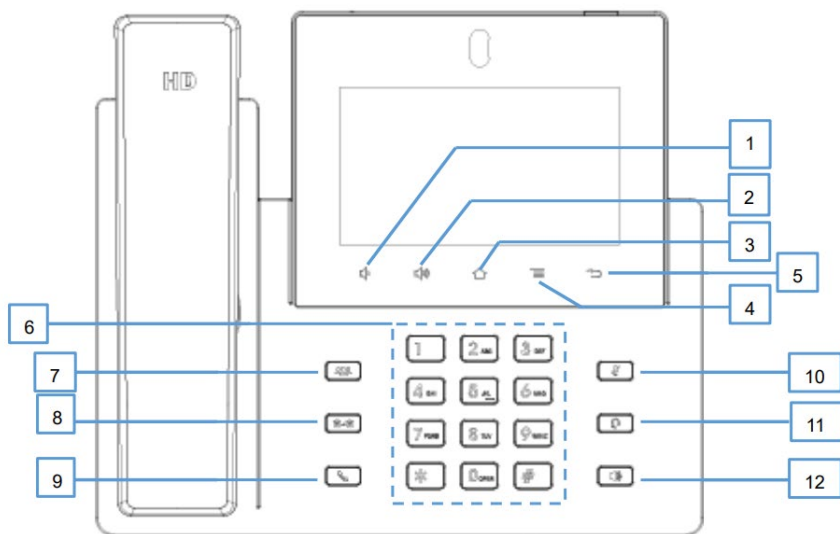
You can toggle between viewing and managing All or Missed call history records.

- Press the  icon to delete either **all** call history records or missed call history records.
- Press the  icon to toggle edit mode on/off.
- Press the call history record from the list to view details.
- To access additional options, press and hold a call history record from the list to display an options menu.
- Through the options menu, you can easily move a call history entry to either contact lists or to delete the entry.
- When in edit mode, you can select individual call history records for deletion.
- To do so, press the  icon and then select the desired entries via the checkbox.
- From the call history detail activity, you can click on the  icon to dial the number associated with that record, or press the  icon to delete the record, or press the  icon to display a menu with additional options.
- From the Call History Detail activity, press the back button to return to Call History.

Features: From the Home Screen, swipe left to move to the Features Screen.

Buttons:

Message:	When pressed, takes you to the voicemail box for that extension. NOTE: There is a VM icon on the main screen as well that is always present.
Redial:	Redial Last number dialed.
Forward:	Manual call forwarding options for the extension.
Page:	Paging system access if configured for the PBX.
Pickup:	Used to pick up a ringing extension from a specific phone or an extension within a specific pickup group.
Privacy:	Do Not Disturb for the extension. When pressed, a padlock icon appears at the top menu bar indicating that DND is active for the extension. Press the button again and DND is removed.
View:	View options include: A specific extension's status, your extension's status, your call forwarding status, or information for a repertory speed dial button.
Com:	When pressed, Intercom dialing has been initiated. Dial the desired extension to intercom.
Com Speed Dial:	Allows for the dialing of an Intercom Speed Dial number.
Com Switch SD Setup:	Allows the programming of Intercom Speed Dial numbers.
Com Auto-Answerback:	Allows for the setting of the answer mode for the extension – Ringing or Hands-Free Speaker mode.



1	Volume Down	Tap to turn down the call volume and media volume.
2	Volume Up	Tap to turn up the call volume and media volume.
3	Home	Tap to go back to Home screen; or touch and press for about 2 seconds to take a screenshot.
4	Menu	Tap to view options for different screens or applications.
5	Back	Tap to go back to the previous menu.
6	Keypad	Tap to enter numbers or send DTMF
7	Conference	Tap to enter into conference, then make an online meeting
8	Transfer	Transfer the call.
9	Dial/Send	Make a call or send DTMF.
10	Mute	Mute / Unmute the call. Or enable DND when free.
11	Earphone	Tap to enter into the dial interface or switch the media channel to earphone
12	Speaker	Tap to enter into the dial interface or switch the media channel to speaker



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