Documentation

OpenScape Voice

OpenStage 60 SIP, OpenStage 60 G SIP OpenStage 80 SIP, OpenStage 80 G SIP OpenStage Key Module User Guide



Communication for the open minded

Siemens Enterprise Communications www.siemens-enterprise.com

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Important information



For safety reasons, the telephone should only be supplied with power:

- using the original power supply unit.
 Part number: L30250-F600-C14x (x: 1=EU, 2=US, 3=UK) or
- in a LAN with PoE (Power over Ethernet), which complies with the IEEE 802.3af standard.



Never open the telephone or a key module. Should you encounter any problems, contact the responsible service personnel



Use only original Siemens accessories. The use of other accessories may be hazardous and will render the warranty, extended manufacturer's liability and the CE marking invalid.

Trademarks



The device conforms to the EU directive 1999/5/EC as attested by the CE marking.



All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.

Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment.

For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative.

The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.

Location of the telephone

- The telephone should be operated in a controlled environment with an ambient temperature between 5°C and 40°C.
- To ensure good speakerphone quality, the area in front of the microphone (front right) should be kept clear. The optimum speakerphone distance is 50 cm.
- Do not install the telephone in a room where large quantities of dust accumulate; this can considerably reduce the service life of the telephone.
- Do not expose the telephone to direct sunlight or any other source of heat, as this is liable to damage the electronic components and the plastic casing.
- Do not operate the telephone in damp environments, such as bathrooms.

Product support on the internet

Information and support for our products can be found on the Internet at: http://www.siemens-enterprise.com/.

Technical notes, current information about firmware updates, frequently asked questions and lots more can be found on the Internet at: http://wiki.siemens-enterprise.com/.

Contents

| Important information | 2 |
|---|----|
| Trademarks | |
| Location of the telephone | 3 |
| Product support on the internet | 3 |
| General information | 13 |
| About this manual | |
| Symbols used in the manual | |
| Service | |
| Intended use | |
| Telephone type | |
| Speakerphone quality and display legibility | 14 |
| Single-line telephone/multi-line telephone | 15 |
| | |
| Getting to know your OpenStage phone | 16 |
| The user interface of your OpenStage | 16 |
| Ports on the underside of the phone | |
| Using network ports more efficiently | |
| OpenStage Key Module | |
| OpenStage Manager | |
| Features | |
| Function keys | |
| Audio controls | |
| Mode keys | |
| TouchGuide | |
| Programmable sensor keys | |
| Trunk keys (on multi-line phones only) | |
| Keypad | |
| Graphic display | |
| Appearance | |
| Display keyboard | |
| Context-dependent displays | |
| Telephony dialogs | |
| Messages | |
| Context menus | |
| Pop-up window | |
| Application tab | |
| | |

| Applications available on your OpenStage phone | 37 |
|--|--|
| Application navigation | 37 |
| Telephony interface | 38 |
| Single-line view | 38 |
| Multi-line view | |
| Phonebooks | |
| Personal phonebook | |
| LDAP directory | |
| Call lists | |
| Managing call lists | |
| Entry details | |
| Managing call lists | |
| Using an entry | |
| Program/Service menu/Applications menu | |
| User settings | |
| Administration | |
| Applications | |
| Help function | |
| Control and monitoring function | |
| | ٠. |
| | |
| Basic functions | 52 |
| Basic functions | |
| Secure voice transmission | 52 |
| Secure voice transmission | 52 52 |
| Secure voice transmission. Incoming calls | 52 52 53 |
| Secure voice transmission. Incoming calls | 52 52 53 53 |
| Secure voice transmission. Incoming calls | 52 52 53 53 54 |
| Secure voice transmission. Incoming calls | 52 52 53 53 54 55 |
| Secure voice transmission. Incoming calls | 52 52 53 53 54 55 55 |
| Secure voice transmission. Incoming calls | 52 53 53 54 55 55 56 |
| Secure voice transmission. Incoming calls Answering a call via the handset Answering a call via the loudspeaker (speakerphone mode) Answering a call with a headset Directed pickup Picking up call Picking up a held call Switching to speakerphone mode. Switching to the handset. | 52 53 53 54 55 55 56 57 |
| Secure voice transmission. Incoming calls Answering a call via the handset Answering a call via the loudspeaker (speakerphone mode) Answering a call with a headset Directed pickup Picking up call Picking up a held call Switching to speakerphone mode Switching from headset to speakerphone mode | 52 53 53 54 55 55 56 57 57 58 |
| Secure voice transmission. Incoming calls Answering a call via the handset Answering a call via the loudspeaker (speakerphone mode) Answering a call with a headset Directed pickup Picking up call Picking up a held call Switching to speakerphone mode Switching from headset to speakerphone mode In standard mode | 52 53 53 54 55 55 56 57 57 58 |
| Secure voice transmission. Incoming calls Answering a call via the handset Answering a call via the loudspeaker (speakerphone mode) Answering a call with a headset Directed pickup Picking up call Picking up a held call Switching to speakerphone mode Switching to the handset. Switching from headset to speakerphone mode In standard mode In U.S. mode | 52 53 53 54 55 55 56 57 57 58 58 |
| Secure voice transmission. Incoming calls Answering a call via the handset Answering a call via the loudspeaker (speakerphone mode) Answering a call with a headset Directed pickup Picking up call Picking up a held call Switching to speakerphone mode Switching to the handset. Switching from headset to speakerphone mode In standard mode In U.S. mode Open listening | 52 53 53 54 55 55 56 57 57 58 58 58 |
| Secure voice transmission. Incoming calls Answering a call via the handset Answering a call via the loudspeaker (speakerphone mode) Answering a call with a headset Directed pickup Picking up call Picking up a held call Switching to speakerphone mode. Switching to the handset. Switching from headset to speakerphone mode In standard mode In U.S. mode Open listening. Ending a call. | 52 52 53 53 54 55 55 56 57 57 58 58 58 58 59 |
| Secure voice transmission. Incoming calls Answering a call via the handset Answering a call via the loudspeaker (speakerphone mode) Answering a call with a headset Directed pickup Picking up call Picking up a held call Switching to speakerphone mode Switching to the handset. Switching from headset to speakerphone mode In standard mode In U.S. mode Open listening Ending a call. Group call. | 52 52 53 53 54 55 55 56 57 57 58 58 58 58 59 60 |
| Secure voice transmission. Incoming calls Answering a call via the handset Answering a call via the loudspeaker (speakerphone mode). Answering a call with a headset Directed pickup Picking up call Picking up a held call Switching to speakerphone mode. Switching to the handset. Switching from headset to speakerphone mode In standard mode In U.S. mode Open listening. Ending a call. Group call. Listening to voicemail | 52 53 53 54 55 55 56 57 58 58 58 58 59 60 63 |
| Secure voice transmission. Incoming calls Answering a call via the handset Answering a call via the loudspeaker (speakerphone mode) Answering a call with a headset Directed pickup Picking up call Picking up a held call Switching to speakerphone mode Switching to the handset Switching from headset to speakerphone mode In standard mode In U.S. mode Open listening Ending a call. Group call. Listening to voicemail Call control. | 52 52 53 53 54 55 55 56 57 57 58 58 58 58 59 60 63 64 |
| Secure voice transmission. Incoming calls Answering a call via the handset Answering a call via the loudspeaker (speakerphone mode). Answering a call with a headset Directed pickup Picking up call Picking up a held call Switching to speakerphone mode. Switching to the handset. Switching from headset to speakerphone mode In standard mode In U.S. mode Open listening. Ending a call. Group call. Listening to voicemail | 52 53 53 54 55 56 57 57 58 58 58 59 60 63 64 64 |

| Making calls | 66 |
|---|----|
| Off-hook dialing | 66 |
| On-hook dialing | 67 |
| Immediate dialing | 68 |
| Dialing using the hot or warm line function | 69 |
| Redial | 70 |
| Activating/deactivating the microphone | 71 |
| Consulting a second party | 72 |
| Ending a consultation call | |
| Canceling a consultation call | |
| Switching to the held party (alternating) | 75 |
| Putting on hold and retreiving successively or simultaneously | 76 |
| Connecting parties | 77 |
| Call forwarding | 78 |
| Activate or deactivate immediate forwarding | 79 |
| Saving destination phone numbers for call forwarding | 80 |
| Activate/deactivate call forwarding | 82 |
| Call forwarding chain | 84 |
| Callback | 85 |
| Requesting callback | 85 |
| Responding to a callback | 86 |
| Permitting a callback | 87 |
| Calling back missed calls | 88 |
| | |
| Dyanyammahla aanaay kasa | 00 |
| Programmable sensor keys | |
| List of available functions | |
| Programming sensor keys | 90 |
| Beginning programming | |
| Beginning programming | |
| Programming enhanced functions | |
| Repertory dial | |
| Feature toggle | 92 |
| Forwarding | 93 |
| Using sensor keys | 94 |
| Example 1: Calling saved number | 94 |
| Example 2: Call Waiting Activating/deactivating | |
| Example 3: Immediate ring | 94 |
| Resetting sensor keys | 95 |

| Enhanced phone functions | 96 |
|--|-----|
| Incoming calls | |
| Rejecting a call | |
| Deflecting a call | |
| Configuring call forwarding | |
| Placing a call on hold | 99 |
| Call waiting (second call) | 103 |
| Transferring a call | 107 |
| CTI calls | 110 |
| Making calls | |
| Dialing with the DDS key | |
| Dialing from the local phonebook | |
| Dialing from the LDAP database | |
| Dialing a phone number from a list | |
| Calling a contact from a group | |
| Using autodial delay | |
| Conference | |
| Local conference | |
| System-supported conference | 119 |
| Making calls with multiple lines | 121 |
| | |
| Incoming calls | |
| Accepting calls for the primary line | |
| Making calls | |
| Manual trunk seizure | |
| Automatic trunk seizure | |
| Dialing the last dialed number | |
| Forwarding calls on primary line | |
| During calls | |
| Making and receiving calls on a single line | |
| Making and receiving calls with multiple lines | |
| Putting a line on hold | |
| Lines with hot or warm line function | |
| Busy override | 128 |
| Direct station selection keys | 129 |
| Calling a station directly | 129 |
| Call pickup | |
| Deflecting a call to a DSS station | |
| LED display on DSS keys | |
| Making calls in an executive-secretary team | |
| Sample scenarios | |
| Accepting a call | |
| Connecting a call | |
| DSS keys | |
| Using line overview | 136 |

| "Executive-secretary" with Executive/Assistant Cockpit | 137 |
|---|-----|
| Sample scenarios | 137 |
| Function overview | |
| Launching the E/A Cockpit from the secretary | 139 |
| Managing call forwarding | 140 |
| Managing secretary statuses | 142 |
| Making calls in the E/A Cockpit team | |
| Settings for multi-line phones (keyset) | 145 |
| Displaying the line in the "Overview" tab | 145 |
| Setting the time for a delayed ringer | 146 |
| Configuring the "Overview" tab display | 147 |
| Line preview | 148 |
| Rollover for a line | 149 |
| | |
| Phonebooks and call lists | 150 |
| | |
| Personal phonebook | |
| Creating a new contact | |
| Editing a contact | |
| Selecting a preferred phone number | |
| Deleting all phonebook entries | 151 |
| Managing contact groups | |
| Deleting a group | |
| Saving a picture for a contact | 153 |
| Quick search in the phonebook | 154 |
| Changing the display format for contacts | |
| LDAP database | |
| Finding an LDAP entry | |
| Quick search | |
| Copying entries to the local phonebook | |
| Call lists | |
| Deleting entries | |
| Copying entries from the call lists into the personal phonebook | |
| copyring critics from the can lists into the personal phonesook | 101 |
| | 400 |
| Privacy/security | 162 |
| Deactivating the ring tone | 162 |
| Do not disturb | |
| Enabling "Do not disturb" via a key | |
| Enabling "Do not disturb" via the idle menu | |
| Allowing "Do not disturb" | |
| Security | |
| User password | |
| Locking the phone | |
| | |
| | |

| Mobility function | 170 |
|--|-----|
| Mobility scenarios | 170 |
| Logging on and off at the same phone | |
| Logging on and off at different phones | |
| Logging on and off at the same phone | |
| Logging on to the phone | |
| Logging off from the phone | |
| Logging on at different telephones | |
| Logging on with forced logoff at a remote phone | 173 |
| Logging on with forced, delayed logoff at a remote phone | 174 |
| OpenScape Voice functions | 175 |
| Feature toggle key | |
| Making anonymous calls | |
| Deactivating | |
| Activating | |
| Temporarily activate anonymous calling for the next call | |
| Temporarily deactivate anonymous calling for the next call | |
| Creating a list for selective calls | |
| For call acceptance | 178 |
| For call rejection | 179 |
| Anonymous calls | 180 |
| Rejecting | 180 |
| Accepting | 180 |
| Using abbreviated dialing | 181 |
| Call tracing | 181 |
| Hunt group functions | 182 |
| Making a line busy | 182 |
| Marking the last line in the hunt group chain | 183 |
| Reachability | 184 |
| Serial call | 184 |
| Parallel call | 185 |
| Parking a call | 187 |
| Park a call | 187 |
| Unparking | |
| Silent Monitoring | |
| Active silent monitoring | |
| Muted silent monitoring | |
| Table of codes for OpenScape Voice functions | 190 |

| Individual phone configuration | 191 |
|--|-----|
| Display | |
| Adjusting the display to a comfortable reading angle | |
| Appearance | 191 |
| Lamp brightness for TouchSlider | |
| Set the sensitivity of the TouchGuide | |
| Contrast for the OpenStage Key Module | |
| Screensaver | |
| Activating the screensaver | 195 |
| Automatic screensaver activation | 196 |
| Setting the fade time for the screensaver | 197 |
| Date and time | 198 |
| Setting the time | 198 |
| Setting the date | |
| Time display format | |
| Date display format | 199 |
| Setting daylight saving time | |
| Automatic daylight saving time | |
| Audio | |
| Volumes | |
| Settings | |
| Activating/deactivating the ringer | |
| Adjusting the volume during a call | |
| Nonsecure voice communication tone and message | |
| Key click | |
| Setting the language and country | |
| Display language | |
| Country-specific setting | |
| Context menu | |
| Activating/deactivating automatic menu display | |
| Setting the display time | |
| Bluetooth | |
| Activating and deactivating Bluetooth | |
| Open Bluetooth discoverability | |
| Bluetooth name for your OpenStage | |
| Configuring pairing settings | |
| Entering the pairing PIN | |
| Managing Bluetooth devices | |
| Blacklist for Bluetooth devices | |
| Network information | |
| Resetting user data | |
| Initiating the reset | 228 |

| Bluetooth | 229 |
|--|-----|
| Discoverability | |
| Pairing | |
| Transferring contacts | |
| Receiving a vCard | |
| Sending a vCard | 231 |
| Using a Bluetooth headset | 232 |
| Connecting the Bluetooth headset | |
| Testing a Bluetooth headset | |
| Using a Bluetooth Conference Phone | |
| Connecting a "Konftel 60W" Bluetooth conference phone | |
| Testing the "Konftel 60W" Bluetooth conference phone | 235 |
| Backup/restore | 237 |
| Saving user data | |
| Restoring user data | |
| Deleting a user backup on a storage medium | |
| Displaying and checking backups on USB media | |
| 2.00.00,0.00 | |
| Call recording | 242 |
| Call recording modes | 242 |
| Explanations of recording | 243 |
| Recordable calls | |
| Non-recordable calls | |
| Enhanced functions: | |
| The following features are not supported: | |
| Recording tips | |
| Multiline | |
| Recording calls | |
| Using the call recording feature | |
| Automatic call recording | |
| Manual call recording | |
| Call recording with AutoStart | |
| Consultation during call recording | |
| Second call during call recording | |
| Call recording while alternating | |
| Your call is paused and reconnected during the recording | |
| Setting up a conference during recording | |
| Adding conference participants during the recording | |
| Your call is included in a conference during the recording | |
| Putting a line on hold manually during the recording | |
| Diagnostic data | |

| Web interface (WBM) | 255 |
|---|-----|
| Calling up the Web interface | |
| Administrator Pages | |
| User pages | |
| User menu | |
| Fixing problems | 261 |
| Caring for your telephone | |
| Troubleshooting. | |
| Contact partner in the case of problems | |
| Local user menu | 262 |
| Opening the user menu on the phone | 262 |
| User menu display | |
| Key functions | |
| Index | 274 |
| Display icons | 278 |

General information

About this manual

This document contains general descriptions of the technical options, which may not always be available in individual cases. The respective features must therefore be individually defined in the terms of the contract.

If a particular function on your phone is not available to you, this may be due to one of the following reasons:

- The function is not configured for you or your telephone. Please contact your system support representative.
- Your communications platform does not feature this function. Please contact your Siemens sales partner for information on how to upgrade.

This user guide is intended to help you familiarize yourself with OpenStage and all of its functions. It contains important information on the safe and proper operation of your OpenStage phone. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your multifunctional telephone in the network.

These instructions should be read and followed by every person installing, operating or programming an OpenStage phone.



For your own protection, please read the section dealing with safety in detail. Follow the safety instructions carefully in order to avoid endangering yourself or other persons and to prevent damage to the unit.

This user guide is designed to be simple and easy to understand, providing clear step-by-step instructions for operating your OpenStage phone.

Administrative tasks are dealt with in a separate manual. The Quick Reference Guide contains quick and reliable explanations of frequently used functions

Symbols used in the manual

Operations and settings that can be made both at the phone and over the Web interface are indicated by an icon and page reference.



is a reference to an operation or setting performed directly on the phone



is a reference to an operation or setting performed via the Web-interface

Service



The Siemens service department can only help you if you experience problems or defects with the phone.

Should you have any questions regarding operation, your specialist retailer or network administrator will gladly help you.

For queries regarding connection of the telephone, please contact your network provider.

If you experience problems or defects with the phone, please dial the service number for your country.

Intended use

The OpenStage phone is a desktop unit designed for voice transmission and for connection to the LAN. It can also be used as a workstation device. Any other use is regarded as unauthorized.

Telephone type

The identification details (exact product designation and serial number) of your telephone can be found on the nameplate on the underside of the base unit. Specific details concerning your communications platform can be obtained from your service technician.

Please have this information ready when you contact our service department regarding faults or problems with the product.

Speakerphone quality and display legibility

- To ensure good speakerphone quality, the area in front of the telephone (front right) should be kept clear.
 - The optimum handsfree distance is 20 in. (50 cm).
- Proceed as follows to optimize display legibility:
 - Turn the phone to tilt the display. This ensures you have a frontal view of the display while eliminating light reflexes.
 - Adjust the contrast as required → page 191.

Single-line telephone/multi-line telephone

Your OpenStage is a "multi-line telephone" . This means that multiple lines can be configured, which is not the case with single-line phones. Each line is assigned an individual phone number which you can use to make and receive calls.

The programmable sensor keys function as line keys on multi-line phones → page 26.

The "Overview" tab on the telephony interface provides information about the lines configured on your phone and the current status of each line → page 39.

When using a multi-line phone to make and receive calls, certain particularities must be taken into account \rightarrow page 121.

Getting to know your OpenStage phone

The following sections describe the most frequently used operating elements and the displays on your OpenStage phone.

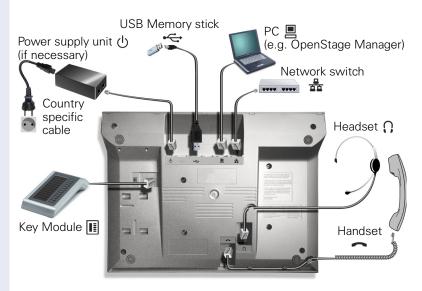
The user interface of your OpenStage

The diagram shows an OpenStage 60/60 G SIP, the description applies to both product variants.



| 1 | You can make and receive calls as normal using the handset . |
|----|--|
| 2 | The large graphic display permits intuitive operation of the phone → page 30. |
| 3 | The mode keys allow easy operation of the applications featured on your telephone. To select a tab within a function press the relevant key repeatedly until the required tab is displayed → page 22. |
| 4 | Use the TouchGuide to navigate conveniently through the applications on your telephone → page 23. |
| 5 | You can customize your telephone by assigning phone numbers and functions to the programmable sensor keys → page 25. |
| 6 | The function keys allow you to call up the most frequently used functions during a call (e.g. Disconnect) → page 21. |
| 7 | Audio keys are also available, allowing you to optimally configure the audio features on your telephone → page 21. |
| 8 | The TouchSlider allows you to adjust the current volume (e.g. telephone rings - ringer volume) → page 21. |
| 9 | Incoming calls are visually signaled via the call display. |
| 10 | The keypad can be used to enter phone numbers and text → page 28. |

Ports on the underside of the phone



OpenStage operating features

| OpenStage | 80 | 80 G | 60 | 60 G |
|-----------------------------------|--------------|--------------|--------------|--------------|
| Display type | Color TFT | Color TFT | Color TFT | Color TFT |
| . , ,, | 640x480 | 640x480 | 320x240 | 320x240 |
| Illuminated display | ✓ | ✓ | ✓ | ✓ |
| Programmable sensor keys | 9 | 9 | 8 | 8 |
| Full-duplex speakerphone function | ✓ | ✓ | ✓ | ✓ |
| Headset | ✓ | ✓ | ✓ | ✓ |
| USB master | ✓ | ✓ | ✓ | ✓ |
| Interface for key modules | ✓ | ✓ | ✓ | ✓ |
| Bluetooth | ✓ | ✓ | ✓ | ✓ |
| 10/100 Mbps switch → page 18 | ✓ | | ✓ | |
| 1000 Mbps switch → page 18 | | ✓ | | ✓ |
| Web-Based Management (WBM) | ✓ | ✓ | ✓ | ✓ |



To avoid damaging your OpenStage phone, make sure you use the adapter cable C39195-Z7704-A5 when connecting a USB stick.



Do not connect a USB hub to the USB master as this can cause stability problems.

Using network ports more efficiently

OpenStage 60/80 SIP has a built-in 10/100 Mbps Ethernet switch. OpenStage 60 G/80 G SIP has a 1000 Mbps Ethernet switch. This means that you can directly connect one additional network device in each case (e.g. a PC) via the telephone with the LAN. The telephone-PC connection option must first be activated on the telephone by service personnel.



Using this connection option saves one network port for each switch used and requires fewer or shorter network cables when arranged correctly.

OpenStage Key Module

The OpenStage Key Module is a key module attached to the side of the phone that provides 12 additional illuminated, programmed keys. Like keys on the phone, these keys can be programmed and used according to your needs → page 25.

You can attach up to two OpenStage Key Modules to your OpenStage 60/80 SIP.



The diagram shows an OpenStage Key Module for OpenStage 80 SIP.

OpenStage Manager

This program offers an additional option for tailoring your OpenStage to your personal needs.

OpenStage Manager is suitable for the following models:

- OpenStage 60 (SIP/HFA)
- OpenStage 60 T
- OpenStage 80 (SIP/HFA)
- OpenStage 80 T
- OpenStage 60 G / 80 G (SIP/HFA)

Features

- Phonebook management
- Assignment of images to contacts
- Synchronization of contacts
- Save and restore
- Key programming
- Screensaver
- Ringtones



Contact your administrator for the latest version of OpenStage Manager.

Keys and controls

Function keys



| Key | Function when key is pressed |
|--------------------------------|--|
| 8 −4/p− 8 | End (disconnect) call → page 59. |
| - | Activating/deactivating call forwarding → page 78. |
| ((¹ / ₂ | Key currently has no function |

Audio controls

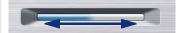
Audio keys



| Key | Function when key is pressed | | | | |
|----------|--|--|--|--|--|
| (() | Activate/deactivate the loudspeaker → page 53. | | | | |
| 0 | Activate/deactivate headset → page 54. | | | | |
| X | Activate/deactivate microphone (also for speakerphone mode) > page 71. | | | | |

TouchSlider

Similar to the TouchGuide → page 23, you can set properties for your telephone, such as the volume, by sliding your finger over the TouchSlider.



The blue illuminated slider control displays the volume setting for the current tone (ring tone, handset tone and loudspeaker tone). You can adjust the volume by moving the slider left or right.

Set the lamp brightness of the TouchSlider → page 192.

Mode keys

These sensor keys allow you to switch to the required application with the simple stroke of a key. To select a tab within an application press the relevant key repeatedly until the required tab is displayed.



| Key | Function when key is pressed | LED display | | |
|-------------|--|--|--|--|
| ▣ | Display telephony interface → page 38 | Blue: The function is active. | | |
| <u></u> | Display phonebooks → page 41 | Blue: The function is active. | | |
| (=) | Display call lists → page 44 | Blue: The function is active. White: New entry in call list | | |
| | Display voicemails → page 47 | Blue: The function is active. White: New voicemail | | |
| = | Display Program/Service menu/Applications menu → page 48 | Blue: The function is active. | | |
| ? | Display Help function → page 50 | Blue: The function is active. | | |

The icons for the mode keys also appear on the display \rightarrow page 36.

TouchGuide



Before using the telephone, remove the protective covering from the TouchGuide ring surface.

With this control, you can manipulate most of your phone's functions as well as its displays.

| Operation | Functions when key is pressed |
|---|--|
| Press the key. | In idle mode: • Open the idle menu → page 32 In lists and menus: • Go to next level |
| | Entry selected: • Perform action |
| | You can now access a context menu: Open the context menu |
| Press the key. | In lists and menus: One level back |
| S OK → | Entry selected: • cancel action |
| | In input fields: Delete character to the left of the cursor |
| Press the key. | In lists and menus: Scroll down Hold down: Jump to the end of the list/menu |
| Press the key. | In lists and menus: |
| Move your finger around the inner wheel . | In lists and menus: Scroll up or down In input fields: Select a character in the display keyboard → page 31 Set the sensitivity → page 193 |
| Press the 😵 key. | Entry selected: Perform action Initiate call |

Browsing in the call list and phonebook tabs

If you are in the phonebook, you normally navigate between the "Personal" and "Corporate" tabs using the

key or if you are in the call lists you navigate between the "Missed", "Received", "Dialed" and "Forwarded" tabs using the
key,

Alternatively you can use the TouchGuide to navigate between the tabs.

Firstly use the key to enter the tab row and move left or right using the and keys. Once you have reached the required tab, click the or to change to the associated selection list.

If you are in one of the phonebook or caller lists or in one of the settings menu, you are go back to the telephony interface by repeatedly pressing the \bigcirc key.

Programmable sensor keys

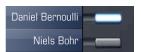
Your OpenStage 80 SIP has nine (OpenStage 60 SIP: eight) illuminated sensor kevs. You can assign functions or numbers to them.

To open the programming menu, press and hold down the relevant sensor \Leftrightarrow page 90.

To activate the programmed function, briefly press the relevant key → page 94.



Increase the number of programmable sensor keys by connecting a key module \rightarrow page 19.



Depending on how they are programmed, you can use the sensor keys as:

- Function keys → page 89
- Repdial keys → page 89
- Direct station selection keys → page 129

Touch the key briefly to activate the programmed function or dial the stored number \rightarrow page 94.

If you hold the key pressed, you are prompted as to whether to start programming this function key.



If the prompt is not displayed or a programmed function is not executed, then you can only launch key programming via the user menu (ask your service personnel about the current setting).

A label indicating the key's function is displayed to the left of the key; it cannot be changed. You can change the labels for repdial keys according to your requirements.

The status of a function is shown by the LED on the corresponding sensor key.



Line and DDS keys can only be programmed by service personnel via the service menu.

Meaning of LED displays on function keys

| LED | | Meaning of function key |
|------|-----------------------|--------------------------------|
| | Off | The function is deactivated. |
| \\\/ | Flashing ¹ | Indicates the function status. |
| | On | The function is activated. |

^[1] In this manual, flashing sensor keys are identified by this icon, regardless of the flashing interval. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

Trunk keys (on multi-line phones only)

The programmable sensor keys on multi-line phones function as trunk keys. Each key programmed with the "Line" function is handled as a line. This means up to 9 line keys can be configured on OpenStage 80 SIP and up to 8 on OpenStage 60 SIP.

A distinction is drawn here between primary, secondary and phantom lines. Each of these line types can be used on a private or shared basis \rightarrow page 27.

Primary line

All multi-line telephones have a primary line. This line can be reached in the usual manner via your public phone number. Incoming calls are signaled on this line.



To avoid conflict between individual multi-line phones, the functions "Do not disturb" and "Call forwarding" can only be used for the primary line.

Secondary line

The secondary line on your phone is used as a primary line by another subscriber of the line trunk group. Your primary line, which is configured on another telephone in the line trunk group, simultaneously functions as the secondary line on that telephone.

Phantom line

Phantom lines are not used as primary lines by any telephones in the line trunk group. Phantom lines are established when the number of lines provided by a communications system exceeds the number of available telephones.

Line utilization

- **Private line**: A line that is used by a single telephone. This line cannot be used as a secondary line by another telephone.
- Shared line: A line that is configured on multiple telephones. The line status (if configured) is displayed in the "Overview" tab for all telephones that share this line. If, for example, a shared line is being used by a telephone, a status message indicating that this line is busy is displayed on all other telephones.
- **Direct call line**: A line with a direct connection to another telephone.

The line status is indicated by the LED in addition to the display in the "Overview" tab → page 39.

LED display

| LED | Explanation | | | | |
|----------|--|--|--|--|--|
| | Off: The phone is in idle mode. | | | | |
| | Flashing: • Incoming call on the line → page 121 • Hold reminder is activated → page 100 | | | | |
| <u> </u> | Flickering: Outgoing call on the line The incoming call was prioritized and selected in accordance with the "Automatic line selection for incoming calls" option | | | | |
| | Fast blinking: The line is on "Hold". | | | | |
| | Blinking: Call forwarding is activated. | | | | |
| | Illuminated: The line is busy. | | | | |

Keypad

Text input

In cases where text input is possible, you can use the keypad to input text, punctuation and special characters in addition to the digits 0 to 9 and the hash and asterisk symbols. To do this, press the numerical keys repeatedly.

Example: To enter the letter "h", press the number \P_{nh} key on the keypad twice. When entering the text, all available characters for this key are displayed. After a short while, the character in focus is displayed in the input field



To speed up the input, you can confirm your entry by pressing "©" on the navigator after you have selected the required character. To enter a digit in an alphanumerical input field, press the relevant key and hold it down. You no longer need to scroll through the entire list of possible characters.

Alphabetic labeling of dial keys is also useful when entering vanity numbers (letters associated with the phone number's digits as indicated on the telephone spell a name, e.g. 0700 - PATTERN = 0700 - 7288376).

Character overview (depends on the current language setting)

| Key | 1x | 2x | 3x | 4x | 5x | 6x | 7x | 8x | 9x | 10x | 11x | 12x | 13x | 14x |
|------------------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|
| اسا | 1 | 1 | | | | | | | | | | | | |
| 2abc | а | b | С | 2 | ä | | | | | | | | | |
| 3 def | d | е | f | 3 | | | | | | | | | | |
| ⊣ ghi | g | h | i | 4 | | | | | | | | | | |
| S jkl | j | k | I | 5 | | | | | | | | | | |
| 6 _{mno} | m | n | 0 | 6 | ö | | | | | | | | | |
| ngrs | р | q | r | s | 7 | ß | | | | | | | | |
| B t u v | t | u | ٧ | 8 | ü | | | | | | | | | |
| S wxyz | W | Х | У | Z | 9 | | | | | | | | | |
| 0+ | 0 | + | | | | | | | | | | | | |
| ★ ♠ 2 | | * | # | , | ? | ! | , | - | (|) | @ | / | : | _ |
| #= | 3 | | | | | | | | | | | | | |

- [1] Space
- [2] Additional special characters are available on the display keyboard
- [3] Switch between upper and lower-case text and number entry

Multi-function keys

| Key | Function during text input | Function when held down |
|-----|-------------------------------------|---|
| ₩ ₽ | Write special characters | Deactivate the ring tone → page 162 |
| #= | Switch between upper and lower case | Activate the telephone lock → page 168 |



You can also input text using the display keypad → page 31.

Graphic display

Your OpenStage 60/80 SIP is equipped with a tilt-and-swivel color display → page 17.

Appearance

You can customize your display to suit your personal requirements:

- Angle the display as required → page 14
- Set the contrast (OpenStage 80 SIP only) → page 191
- Select your preferred display design → page 191



Status bar

The time, weekday, date, and your phone number are displayed in the status bar.

In addition, different icons represent different situations and switches:

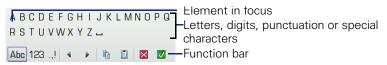
| lcon | Explanation |
|------|---|
| × | The ring tone is deactivated → page 162 |
| - | The "Do not disturb" function is activated → page 163 |
| ~-0 | The phone lock is activated → page 168 |
| (5 | One or more callback requests are active → page 85 |
| * | The Bluetooth function is activated → page 229 |
| C2 | A mobile user is logged on to the telephone |

Display keyboard



Simple text and characters can also be entered at any time using the keypad \rightarrow page 28.

Depending on the context, the display keyboard is displayed with different elements.



Use the TouchGuide to operate the display keyboard → page 23.

| Operation | Function | | |
|-----------------------------------|---|--|--|
| Move your finger around the wheel | Set the focus on the next/previous element | | |
| Press 🚳 | Select the element in focus (enters the character or performs the function) | | |
| Press 🛨 | Delete character to the left | | |
| Press → | Set focus to 🗸 | | |

You can select the following functions from the function bar:

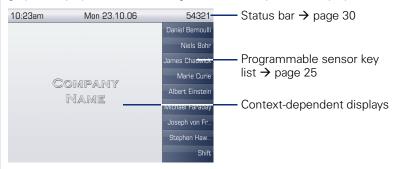
| Element | Explanation |
|----------|--|
| Abc | Switch to upper/lower case characters for first letter of words (initial letter upper case, all subsequent letters lower case) |
| abc | Switch to lower case characters |
| ABC | Switch to upper-case characters |
| 123 | Switch to numeric characters |
| .,! | Switch to punctuation and special characters |
| → | Move cursor one character to the right/left |
| | Copy entire content of the active field to the clipboard |
| | Insert clipboard content at cursor position. Existing content is not overwritten. |
| × | Canceling an action without saving |
| ✓ | Confirm changes |

Context-dependent displays

Depending on the situation at hand, the graphic display on your OpenStage phone displays different content, to which you can respond intuitively.

Idle mode

In addition to the status bar and the programmable sensor key list, the graphic display offers a wide range of context-dependent displays.



Idle menu

In idle mode, press **೨** or **→** on the TouchGuide **→** page 23 to display the idle menu. You can call up various functions here. Entries may vary.

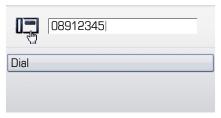
The idle menu may contain the following entries:

- Ringer off
- Do not disturb on
- Directed pickup

Telephony dialogs

The dialogs in the lower area of the display prompt you to input data or provide you with information about the call states.

Example: In idle state, enter a phone number using the dialpad.



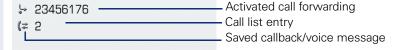
Once you have entered the first digit, several options corresponding to the situation are displayed in a dialog menu (pop-up menu) which you can select and confirm using the TouchGuide \rightarrow page 23.

Messages

The messages displayed in the upper left area of the display advise you of current settings or events.

Example:

- Call forwarding is activated for all calls. All calls are forwarded to the number "220870"
- You received a callback request/voice message in your absence
- A call list contains a new entry

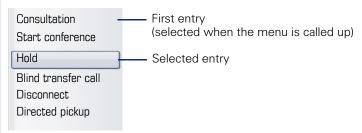


The calls were saved in the missed calls list. Press (to view these calls. Explanation of all message icons:

| lcon | Explanation |
|----------|---|
| | You have received one or more new messages |
| (≄ | One or more new entries have been added to the call lists |
| , | Local call forwarding is activated for all calls |

Context menus

If the arrow icon → appears next to a selected entry, additional menu levels or selection options are available in the form of a context menu. Navigate through these options using the TouchGuide → page 23.



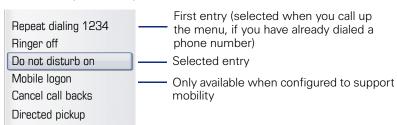
You can select and confirm the required functions using the TouchGuide → page 23.

After a connection is set up – you are called or you make call – the context menu appears automatically under the current connection for the configured time (e.g. 20 seconds).

You can define how long the context menu should be displayed. You can deactivate the automatic display so that the \rightarrow key must be pressed to see the context menu of the connection \rightarrow page 213.

Idle display context menu

When you press → on the TouchGuide in idle state, the following functions are available (if activated):



Pop-up window

In certain situations, a pop-up window opens automatically in the lower third of the display.

Pop-up menu

You will be prompted to use a pop-up menu to select situation-dependant functions and to confirm them or to make entries.

You can use the TouchGuide to navigate within the pop-up menu → page 23.

Example:

The following pop-up menu opens after you change a setting and press the key on your TouchGuide.



Pop-up message

Pop-up messages only indicate actions or states for which further action is not required.

Example:

The following pop-up message appears briefly when you change a setting.



Application tab

In many cases you can select further content within an application using tabs.



Example: Press the (\bar{r}) mode key to open the call lists \rightarrow page 22. Press this key repeatedly to switch between the various tabs.

The icon displayed to the left of the tab indicates the application you are currently working in.

| Icon | Explanation | | |
|------|--|--|--|
| | Telephony interface ¹ → page 38 | | |
| Ш | Phonebooks → page 41 | | |
| (≈ | Call lists → page 44 | | |
| | Voicemail → page 47 | | |
| ⋛ | Program/Service menu/Applications menu → page 48 | | |
| Š | Help function → page 50 | | |

^[1] Platform-dependent; please contact the responsible administrator.

Applications available on your OpenStage phone

The following descriptions provide an overview of the various applications available on your OpenStage phone.

Application navigation

Activating an application

You can switch to the relevant application using the mode keys \rightarrow page 22.

Scrolling through application tabs

If an application has more than one tab, you can select the tab you want by pressing the mode key repeatedly \rightarrow page 36.

Scrolling through lists

You can use the TouchGuide to scroll through entries and confirm the functions you want \rightarrow page 23.

Opening context menus

If the arrow → appears beside an entry, a context menu is available for this entry → page 34.

Telephony interface

Single-line view

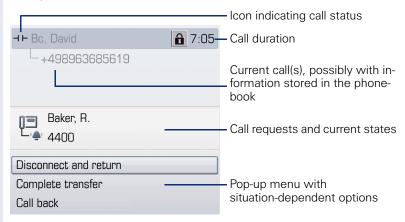
Additional information is displayed in the telephony interface when your phone rings, when you dial a number or during a call, for instance.



The same information is available on multi-line telephones for the selected line in the line overview.

Press (19) to open this interface.

Example:



Icons for frequent call statuses

| lcon | Explanation | | | |
|------|--|--|--|--|
| | The call is active. | | | |
| ~ | The call has been disconnected. | | | |
| ⊣ ⊢ | You have placed the call on hold (e.g. consultation hold). | | | |
| - | Your call partner has placed the call on hold. | | | |
| a | The voice connection is secure. | | | |
| á | The voice connection is not secure. | | | |



Detailed descriptions of the various functions can be found in the sections "Basic phone functions" \rightarrow page 52 and "Enhanced phone functions" \rightarrow page 96.

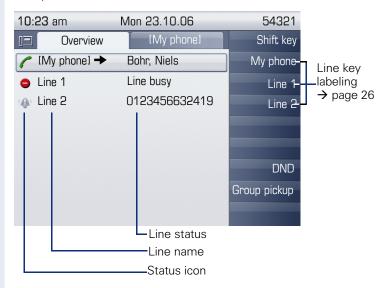
Multi-line view

Two tabs are displayed on the telephony interface:

- "[My phone]" tab represents the primary line or the line view of a selected line → page 38
- "Overview" tab configurable overview of the secondary lines
 → page 26

Press (to open this interface.

Example:



The status icons provide information about the state of the relevant line.

| lcon | Explanation | | | |
|---------------|---|--|--|--|
| (<u></u> | Call for the corresponding line. | | | |
| • | Call for a line with suppressed ring tone → page 149. | | | |
| (\$) | "Hold reminder" is activated → page 100. | | | |
| 8 | The line is currently not available. | | | |
| - | The line is busy. | | | |
| ⊣ ⊢ | You are holding the line. | | | |
| 回 | The line is free. | | | |

Please note the LED displays for the line keys → page 27.

Context in the line overview

In the context menu of a selected line you have the following options with:

- Own free line
 - Select
 - View¹
- · Own line with active call
 - Hold
 - Clear (replace handset)
 - View¹
- Own line with held call
 - Retrieve
 - View¹
- Other free line
 - Select
 - View¹1
- Other line with active call
 - Hold
 - Clear (replace handset)
 - View¹
- Other line with held call
 - Retrieve
 - View¹
- Other line busy
 - View¹

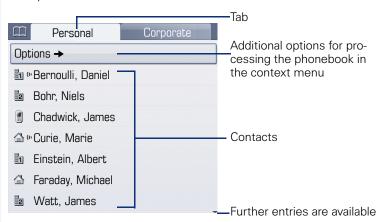
After a period of time set by service personnel the tab of the selected line is displayed as a preview.

Phonebooks

In addition to the local phonebook, this application contains entries from other directory services, such as an LDAP corporate directory.

To activate a specific tab, press m repeatedly until the required tab is displayed.

Example:



Phonebook icons

| Icon | Explanation | | | |
|------------|---------------------------|--|--|--|
| 1 | Primary business number | | | |
| 1 2 | Secondary business number | | | |
| | Mobile phone number | | | |
| | Private phone number | | | |

Search contacts

When in the phonebook or directory list view, press the keypad key that corresponds to the first letter of your search term.

A field opens for you to enter the search term:



Enter your search term using the keypad → page 28.

The cursor jumps to the first entry in the list that matches the character you entered in the search field.

Personal phonebook

The "Personal" tab contains your local phonebook. You can store up to 1000 personal contacts in this phonebook. The entries are sorted in alphabetical order in the phonebook list and displayed with the icon for the specified default phone number.

There are two ways of creating new contacts:

- Via the phonebook list context menu → page 150
- Accept entry from LDAP search → page 157

Contact details

The type of data displayed for a call in the telephony interface → page 38 is dependent on the information you have stored for the contact in your local phonebook.

A contact consists of the entry in the "First name" or "Last name" fields and at least one phone number \rightarrow page 150.

In addition, you can store non-telephony-specific data (e.g. address, function, etc.) for each entry.

You can store several phone numbers for each contact. In this case, however, you should define a preferred number \rightarrow page 151.

Classify your contacts into groups → page 152.

Store a picture of the contact \rightarrow page 153.

Managing contacts

All saved contacts are listed in alphabetical order in the "Personal" tab.

You can use the "Options" context menu to

- create new contacts → page 150
- define contact display format → page 155
- Quick search in the phonebook → page 154
- sort contacts into groups → page 152
- delete the entire phonebook list → page 151



We recommend OpenStage Manager software for the professional management of your contact data and synchronizing your data with Outlook/Notes. For more information, refer to the OpenStage Manager User Manual → page 20.

Using contacts

The following functions are available via the context menu of a selected contact:

- Calling a contact → page 112
- Editing a contact → page 150
- Deleting a contact

LDAP directory

If you have access to an LDAP directory (contact the responsible administrator), you can search contacts in a company-wide directory.

A user-friendly, advanced search function is available for this. You can transfer any entries found to your local phonebook.

Searching for a contact

- Simple search → page 156
- Quick search → page 158

Using a contact

- Calling a contact → page 112
- Transfer entry to local phonebook → page 159

Call lists

All calls and numbers dialed on your phone are logged in chronological order in call lists.



Callers with suppressed numbers cannot be saved in the call lists.

The following call lists are displayed individually on separate tabs:

- "Missed" tab: missed calls
- "Received" tab: answered calls
- "Dialed" tab: dialed numbers
- "Forwarded" tab: forwarded calls



Only calls to the primary line are received on multi-line phones (+) page 15).

When new entries are added to the call lists, a message appears

- (→ page 33) on the idle display and the LED of the mode key (→
- (→ page 22) lights up white.

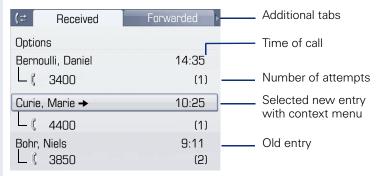
To call up a call list, press (12) repeatedly until the required tab is activated.

Managing call lists

Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.

Multiple calls from the same number are only listed once. The number of call attempts is logged in the "Details" context menu.

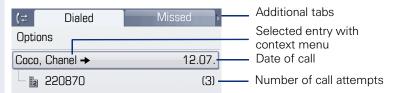
Example: "Received" tab



You can select the following function in the "Options" context menu:

Delete All → page 160

Example: "Dialed" tab



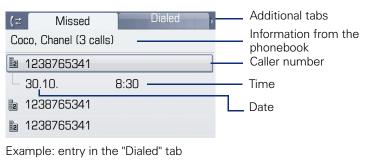
The following functions are available via the context menu of a selected entry:

- Dial → page 70
- Details → page 45
- Delete → page 160

Entry details

Up to ten call attempts can be stored for each entry in the details list.

Example: entry in the "Missed" tab





In this view, the context menu contains the following entry: Dial

If a caller is already entered as a contact in the local phonebook, the stored data is displayed.

Managing call lists

Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.

Multiple calls from the same number are only listed once. The number of call attempts is logged in the "Details" context menu as well as in the "Missed" log on the list display.

The following functions are available via the "List options" context menu:

- Delete list → page 160
- Sort list → page 160

Using an entry

The following functions are available via the context menu of a selected entry:

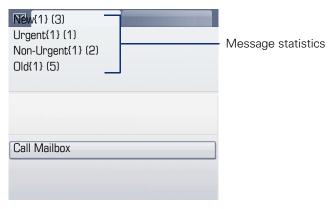
- Establish a call to a preferred number → page 113
- View details → page 160
- Delete the entry → page 160
- Transfer entry to personal phonebook → page 161

Voicemail

Depending on the type and configuration of your communications platform (contact the relevant administrator), messages from services, such as HiPath Xpressions, can be displayed in this a pplication.

Listening to messages

The LED on the \boxtimes key lights up to signal new messages. Press this key to open the menu for the mailbox (\rightarrow page 63). You will be shown the following for example:



(The labels displayed here for the message status may have been altered individually by service personnel).



Only messages for the primary line are received on a multi-line phone \rightarrow page 15.

Program/Service menu/Applications menu

This menu includes a configuration area for users and administrators, as well as an area for any available applications (contact administrator).

Press 🗎 repeatedly until the "Settings" tab is active.

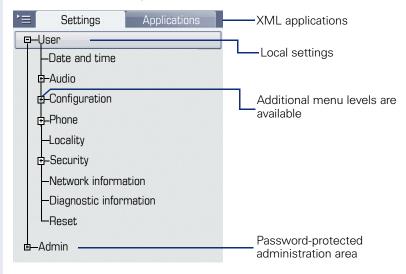
Select and confirm the "User" entry using the TouchGuide \rightarrow page 23.

If necessary, enter the user password \rightarrow page 165.

User settings

You can adjust local settings for your OpenStage using the "User" menu.

The menu structure comprises several levels.





You can also configure all of the settings using your OpenStage's **Web interface** → page 255.

Open the menu → page 48.

Date and time



Adjust the settings on your telephone \rightarrow page 198.

Audio

Optimize the audio settings on your OpenStage for your environment and according to your personal requirements.

Volumes



Adjust the settings on your telephone → page 202.

Settings



Adjust the settings on your telephone → page 203.

Configuration

Call forwarding

Set up call forwarding for your telephone. Adjust the settings on your telephone \rightarrow page 78.

Enhanced phone functions

Use the enhanced phone functions on your telephone.

Keyset

Manage your trunk keys.

Adjust the settings on your telephone \rightarrow page 145.

Adjust the settings on your telephone \rightarrow page 96.

Bluetooth

Prepare your phone for Bluetooth operation.

Adjust the settings on your telephone \rightarrow page 214.

Phone

Adjust the display design settings and program the sensor keys on your OpenStage. Save your settings.

Backup/restore

Back up the current user settings or restore the saved settings.

Adjust the settings on your telephone \rightarrow page 237.

Screensaver

Adjust the settings on your telephone \rightarrow page 191.

Display

Adjust the settings on your telephone \rightarrow page 191.

Programmable keys

Program sensor keys with frequently used functions or phone numbers.

Adjust the settings on your telephone \rightarrow page 89.

Locality



Enter your country-specific settings.

Adjust the settings on your telephone → page 210.

Security

Protect your settings and data by assigning a password.

Adjust the settings on your telephone → page 165.

Network information

Information about the IP address of the phone and HTML address of the Web interface.



View information on the phone \rightarrow page 226.

Diagnostic information



Provides information on all of the important settings of the telephone. Can provide valuable help in support situations \rightarrow page 253.

Reset

Personal settings made via the telephone menu or the web interface can be reset to factory settings. \rightarrow page 227.

Administration

You can access the administration area via the "Admin" function and by entering the administration password.

Refer to the administration manual for your phone for more detailed information on this topic.



During a software update, the phone must not be disconnected from the power supply unit, the LAN line or the phone line.

An update action is indicated by messages on the display and/or by flashing LEDs.

Applications

E/A Cockpit → page 137

Help function

You can call up the "Help" function at any time, even during a call.

Calling up the "Help" function

Press ?. The "Help" function is activated.

Control and monitoring function

A control or monitoring function can be activated on your phone for service purposes by remote maintenance.

Control function

Service personnel have the option to activate and deactivate features of the phone via remote maintenance. During maintenance the handset, microphone, loudspeaker and headset are deactivated. You are additionally informed on the display that the control function is active.

Monitoring function

In order to detect malfunctioning of a phone for example, the service personnel install a monitoring function. You can use your phone as normal during monitoring. However you will first be informed about the operation with a message on the display and prompted to allow monitoring.

If service personnel have activated a function on your phone, which continuously transmits operating data to a server, you will see the flashing icon & in the upper display line.

Basic functions



Please read the introductory chapters "Getting to know your OpenStage phone" → page 16 and "Applications available on your OpenStage phone" → page 37 carefully before performing any of the steps described here on your phone.

Secure voice transmission

Prerequisite: The secure voice communication option must be activated by your administrator.

If you call a party or receive a call from a party over a secure connection, a padlock icon¹ appears on the other party's row on your graphic display. You can opt to have voice connections that are no longer secure indicated by a brief alerting tone and a window with the message "Unencrypted call" (see → page 208).

Incoming calls

Your OpenStage phone rings with the tone signal set when an incoming call is received. The call is also visually signaled on the call display.

If transmitted, calling party information (name, phone number) appears on the graphic display.



If you have set a pattern melody → page 205 or a ringtone → page 204 on your phone, it is possible that service personnel preset a different ringtone or deactivates the ringtone, regardless of the call type (e.g. an external or internal call).

An incoming call will interrupt any ongoing telephone setting operations. As soon as the call ends, press (\equiv) to return to the point in the menu structure where you were interrupted.

1 Closed for secure or open for nonsecure voice communication

Answering a call via the handset

The phone rings. The caller is displayed.



Lift the handset.

if nec. ←

Set the call volume

Answering a call via the loudspeaker (speakerphone mode)

The phone rings. The caller is displayed.

The pop-up menu opens:

Accept

Select and confirm the option shown. The $\frak{1}$ key lights up.



Press the key shown. The key lights up. The speaker-phone function is activated.

if nec. ←

Set the call volume.

Suggestions for using speakerphone mode:

- Tell the other party that speakerphone mode is active.
- Adjust the call volume while speakerphone mode is active.
- The ideal distance between the user and the phone in speakerphone mode is about 50 cm.

Answering a call with a headset

Prerequisite: A headset is connected.



Make sure your headset port is set up properly → page 206.

Answering calls via the headset

The phone rings. The key flashes.

0

Press the key shown.

if nec. ←

Set the call volume → page 21.

Answering calls automatically via the headset

Prerequisite: The service personnel have additionally configured a key with the "Auto-Headset function (AICS Zip tone) (→ page 89).



Press the "Auto-Headset" sensor key to activate automatic call answering. This key and the headset key illuminate.

A short acoustic signal is heard on the headset for a call and the connection is established.

If you want to manually answer calls again, deactivate the automatic answering function using the "Auto-Headset" key. Both keys are off.

Directed pickup

You can pick up a call signaled at an absent coworker's phone. If a colleague has placed a call on hold on their multi-line phone you can also pick up this call.

Picking up call

Prerequisite: You know the coworker's internal phone number and the function is configured for you in OpenScape Voice.

A coworker's phone rings.

Select and confirm the option shown in the idle phone's context menu.

or

Lift the handset.

or □())

Press the key shown.

Directed pickup

Directed pickup

Select and confirm the option shown.



Enter and confirm the relevant phone's internal number. You are connected to the calling party either via the handset or in speakerphone mode.

Step by Step Directed pickup or. □()) Directed pickup μ,

Picking up a held call

Prerequisite: Your colleague has placed a call on hold on their multi-line phone → page 126. You know the coworker's internal phone number and the function is configured for you in OpenScape Voice.

Select and confirm the option shown in the idle phone's context menu.

Lift the handset.

Press the key shown.

Select and confirm the option shown.

Enter and confirm the relevant phone's internal number. You are connected to your colleague's held call either via the handset or in speakerphone mode.

Switching to speakerphone mode



Make note of the two different processes and activate, if necessary, your preferred setting → page 206.

Prerequisite: You are conducting a call via the handset and the microphone and loudspeaker functions have been activated by administrator.

Standard mode



and 🗡

Hold down the key and replace the handset. Then release the key and proceed with your call.

US mode

If the country setting is set to US, you do not have to hold down the loudspeaker key when replacing the handset to switch to speakerphone mode.



Press the key shown.



Replace the handset. Proceed with your call.





A secure voice communication is indicated by a closed padlock icon on the graphic display; a nonsecure voice communication is indicated by an open padlock icon on the graphic display (see also \rightarrow page 52).

Switching to the handset

Prerequisite: You are conducting a call in speakerphone mode.



Lift the handset.



The key shown goes out.

Switching from headset to speakerphone mode

In standard mode

- Press and hold the key (open listening ist activated),
- Press the key. Speakerphone mode is activated.

In U.S. mode

- Press the key
- Press the key. Speakerphone mode is activated.

Open listening

People present in the room can silently monitor your call. Let the other party know that you have turned on the loudspeaker.



It is not recommended to activate the open listening feature in connection with a Bluetooth headset → page 232 because this can lead to reduced quality depending on headset an environment.

Prerequisite: You are conducting a call via the handset.

Activating

Press the key shown.

Deactivating

Press the lit key.

Switching to speakerphone mode

Hold down the lit key and replace the handset.

Step by Step **--**-/--• or □()) or Disconnect

Ending a call

Press the key shown.

Press the lit key.

Select and confirm the option shown in the connections's context menu.

Group call

Your administrator can incorporate multiple telephones in a call pickup group. If your telephone belongs to a pickup group, you can also accept calls intended for other members of the group.

A group call is displayed on the phone. Service personnel may have made the following settings for signaling:

| Telephone status | | | Ring on group call = Yes | Ring on group call = No |
|------------------|------------------|---------------------------|--------------------------------------|--------------------------------------|
| Ringtone on | Silent | | Ringtone Loudspeaker | Beep Loudspeaker |
| | in Connection | Handset | Ringtone Loudspeaker | Beep Handset |
| | | Handset Open listening | Beep Handset and loud- speaker | Beep Handset and loud- speaker |
| | | Headset | Ringtone Loudspeaker | Beep Headset |
| | | Headset Open listening | Beep Headset and loud- speaker | Beep Headset and loud- speaker |
| | | Speakerphone mode | Beep Loudspeaker | Beep Loudspeaker |
| Ringe- | Silent | | Nothing | Nothing |
| tone off | in Connection | Handset | Nothing | Beep Handset |
| | | Handset Open listening | Beep Handset and loud- speaker | Beep Handset and loud- speaker |
| | | Headset | Nothing | Beep Headset |
| | | Headset open listening | Beep Headset and loud- speaker | Beep Headset and loud- speaker |
| | | Speakerphone mode | Beep Loudspeaker | Beep Loudspeaker |

The volume settings can be found from \rightarrow page 202.

Further service personnel settings for group calls:

- The group call can be picked up both by lifting the handset and via the "Pickup call" menu option..
- The group call be picked up via the "Pickup call" menu option but **not** by just lifting the handset.
- A key is programmed for call pickup.
- Open a pop-up menu with the Call pickup key when a group call is waiting.

Picking up a group call with the call pickup key

Prerequisite: The Call pickup key is configured. Your service personnel have set up the group call such that it is only displayed through flashing of the Call pickup key. The phone can also ring when idle.

A group call is waiting. The Call pickup key flashes. The group call is not shown on the display.

Press the sensor key with the "Call pickup" function.

The group call is now shown on the display with

Pickup: Caller for: Party

The pop-up menu opens:

Picking up a group call immediately via the pop-up menu

Prerequisite: Your service personnel have set up the group call such that it will be shown immediately on the display and the pop-up menu will open.

A group call is waiting and is shown on the display with

Pickup: Caller for: Partv

Step by Step Picking up a group call The pop-up menu opens: Pickup call Confirm the option shown. or Lift the handset (only if the appropriate function is set by your administrator). or Press the sensor key programmed with the "Call pickup" function (if configured). The speakerphone function is activated. Ignoring a group call Select and confirm the option shown. The phone stops Ignore signaling the group call.

Listening to voicemail

To use this function, you need to have a voice mailbox set up on your communication platform for voicemails (see \rightarrow page 47).

The message key 🖾 lights up to signal new messages. It only extinguishes when all messages have been picked up.

Picking up messages



Press this key when the phone is in idle mode. The menu for the mailbox opens.

If messages are waiting, you will be shown a list with the new messages and the messages you have already listened to, sorted by status (see → page 47). The number of the respective messages is indicated.

Call Mailbox

Confirm the option shown to call the mailbox. Follow the voice instructions. You may need to enter a password.

Calling the mailbox directly

You can also call the mailbox directly without using the menu. The mailbox answers even if there are no messages waiting.



Lift the handset.



Press this key. The mailbox answers. Follow the voice instructions. You may need to enter a password.



You can call the mailbox any time you see the "Please dial" prompt on the display.

Call control

To ensure that you do not miss any important calls, service personnel can configure a key that blinks when a call is waiting, for instance, when you are dialling a number or when two calls come in simultaneously.



Call control does not work with MultiLine telephones

Two calls simultaneously

Prerequisite: The call control key (2nd alert) is configured and call waiting is allowed (\rightarrow page 105).



Δ' two calls ring at the same time.

Caller information from the first caller is displayed and you have the following options:

- Accept
- Reiect
- Deflect



The "Call control" key is blinking and you hear a notification tone.

Display second caller



Pressing the blinking "Call control" key will display the second caller's information and you again have three options to choose from.

Return to first caller



Press the blinking "Call control" key again to return to the first caller's displayed information.

Accept a call

If you accept one of the calls, the other call is treated as a second call (see \rightarrow page 103)

While dialling



Please note that the "Busy when dialing" → page 115 function is disabled after call control is configured. The exception is if you dial a number during a Consult > page 72.



Prerequisite: The "Call control" key (2nd alert) is configured and call waiting is allowed (→ page 105).

You receive a call while you are dialling. The "Call control" key is blinking and you hear a notification tone.

\\\/

Press the blinking "Call control" key. Dialling is interrupted. The caller's information is displayed and you have the following options:

- Accept
- Reject
- Deflect

Making calls



If you selected the option "Busy When Dialing" → page 115, you will not be interrupted by an incoming call. In this case, the caller hears the busy signal.

Off-hook dialing



Lift the handset.



Enter the station number.

In the pop-up menu:

Dial

Confirm or wait until the dial delay expires (see → page 114).

or In the pop-up menu:

Repeat dialing S. Hawking

Confirm the option shown.

The connection is set up.



If you are using a dial plan and Immediate dialing is set (see → page 68), dialing is automatically performed as soon as the character string entered matches an entry in the dial plan.

On-hook dialing

The connection is set up with on-hook dialing via the loudspeaker (speakerphone mode) or via a connected headset. The line is seized before dialing.

Press the key shown.

or

Press the key if a headset is connected.

Enter the station number.

Press or wait until the dial delay expires (see \rightarrow page 114).

or In the pop-up menu:

Repeat dialing S. Hawking

First enter the number

Confirm the option shown.

First enter the number. The loudspeaker or headset key illuminate when you enter the first digit.

7

Enter the station number. Use the TouchGuide → page 23 to correct entries as necessary.

In the pop-up menu:

Dial

Confirm or wait until the dial delay expires (see \rightarrow page 114).

The connection is set up.



If you are using a dial plan and Immediate dialing is set (see \rightarrow page 68), dialing is automatically performed as soon as the character string entered matches an entry in the dial plan.

Step by Step **Immediate dialing** Immediate dialing should only be activated if service personnel has configured and approved a dial plan. Immediate dialing is deactivated by default. For this reason after entering the number you must either confirm the "Dial" option or wait until the dial delay expires to set up the connection. If Immediate dialing is configured, your call is automatically dialed as soon as the string entered matches an entry in the dial plan. Activating or deactivating immediate dialing ïΞ You can also configure this setting via the web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Select and confirm the option shown. Outgoing calls Immediate dialing Select and confirm the option shown. Select and confirm the option shown in the context Yes menu. Select and confirm the option shown. Save & exit.

Dialing using the hot or warm line function

Your service personnel can configure a hot or warm line for your phone.

If you lift the handset of the phone or press the loudspeaker key

- with a hot line immediately or
- with a warm line after a defined period of time, a number specified by service personnel is dialed.

Examples:

- The phone in the lift immediately dials the reception number.
- The phone at a patient's bed dials the ward number e.g. after a minute if no other number is dialed.

Redial

Redialing from the call list



Only calls to the primary line are received on multi-line phones (\rightarrow page 15).



Press the key repeatedly until the application's "Dialled" tab appears.

Niels, Bohr18.10. 07:06am

Select and confirm the entry you want. The phone number associated with the list entry is dialed.

Redialing from the pop-up menu



□())

Lift the handset.

or

Press the key shown.

Repeat dialing S. Hawking

Select and confirm the option shown.

The last phone number entered is dialed.

Redialing from the idle menu

Repeat dialing S. Hawking

Select and confirm the option shown in the idle display (\rightarrow) page 34) context menu. The last phone number entered is dialed.





A secure voice communication is indicated by a closed padlock icon on the graphic display; a non-secure voice communication is indicated by an open padlock icon on the graphic display (see also \rightarrow page 52).

Activating/deactivating the microphone

You can temporarily switch off the handset microphone to prevent the other party from listening in while you consult with someone in your office.

Prerequisite: You are conducting a call.

Deactivating the microphone

Press the key shown.

Activating the microphone

Press the lit key.

Consulting a second party

You can call a second party while a call is in progress. The connection to the first party is placed on hold.

Prerequisite: You are conducting a call.

Select and confirm the option shown in the connections's context menu.

Consultation

Start conference

Start Conference

Select and confirm the option shown in the context menu for the call connection when you intend to set up a conference with the new participant. You can also use an already configured **Conference** key in this instance.

Enter and confirm the second party's phone number.



If you are using a dial plan and **Immediate dialing** is set (see → page 68, dialing is automatically performed as soon as the character string entered matches an entry in the dial plan.

or

74

In the pop-up menu:

Repeat dialing S. Hawking

Confirm the option shown.



If you want to use the **phonebook** or a **call list** for the consultation call or the new conference parties, select **Hold** instead of Consult and/or Start conference in the context menu or press the **Hold** key and then open the phonebook or a required call list (\rightarrow page 150).

Alternatively you can select the phonebook or a call list without using the **Hold** functions - the active call is automatically placed on **Hold**.

Ending a consultation call

Disconnect & return

Select and confirm the option shown in the context menu.

The consultation call is disconnected. The call with the first party is resumed.

Ending a consultation call

Disconnect & return

You end the consultation

Select and confirm the option shown in the context menu.

The consultation call is disconnected. The call with the first party is resumed.

The second party hangs up

Once the second party hangs up, you are prompted to resume the first call

Retrieve held call

Confirm the option shown. You are reconnected with the first party.

Ending the consultation with an active headset

Prerequisite: The service personnel have additionally configured a key with the "Auto-Headset" function (AICS Zip tone) (→ page 89).



Press the "Auto-Headset" sensor key to activate automatic call answering. This key and the headset key illuminate.



You make a consultation call and the second party hangs up. You are automatically reconnected with the waiting first party. The prompt "Retrieve held call" does not appear.

| Step by Step | |
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Canceling a consultation call

If the called party does not answer

In the pop-up menu:

Select and confirm the option shown.

The call with the first party is resumed.

If the called party does answer

Select and confirm the option shown in the context menu for the connection to the second station.

The call with the first party is resumed.

Alternate

Disconnect

Disconnect & return

Switching to the held party (alternating)

Prerequisite: You are conducting a consultation call → page 72 or have accepted a second call → page 103.

Select and confirm the option shown in the connection's context menu.



It does not matter which context menu is open when alternating. The "Alternate" function appears in both menus (active and passive connection).

You can switch back and forth between two subscribers by repeatedly selecting and confirming "Alternate".

Ending an alternate operation

Disconnecting the held call:

Select and confirm the option shown in the held connection's context menu.

The held call is disconnected. The active call continues.

Disconnecting the active call:

Select and confirm the option shown in the active connection's context menu.

The active call is disconnected. The held call remains on hold and can be managed via the context menu.

Putting on hold and retreiving successively or simultaneously

Putting an active call on hold

Prerequisite: You are conducting a consultation call → page 72 or have accepted a second call → page 103. The "Hold" sensor key must be configured → page 89.

Press the "Hold" key. The key lights up. The consultation or second call **and** the first call are put on hold.

Retrieving the first call

Switch to the first call.

Press the illuminated "Hold" key. You are connected with the other party. The consultation or second call continues on hold.

Retrieving the second call

Switch to the held consultation or second call

Press the illuminated "Hold" key. You are connected with the other party. The first called is put on "Hold" again.

Step by Step **Connecting parties** You can join the first party with the party you consulted, clearing down your connection to both parties in the process. **Prerequisite:** You are conducting a consultation call \rightarrow page 72 and call joining must be allowed \rightarrow page 77. Complete Xfer Select and confirm the option shown in the active connection's context menu. The other two parties are now connected to one another. You can now hang up. or Connect by hanging up **→** or 🔍) Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. The other two parties are now connected to one another. Allowing call joining ïΞ You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Select and confirm the option shown. Configuration Connected calls Select and confirm the option shown. Select and confirm the option shown. Allow call joining Yes Select and confirm the option shown in the context menu. Save & exit. Select and confirm the option shown.

Call forwarding

You can forward calls for your phone to another phone. You can also change, activate and deactivate call forwarding during a call. The function **Forwarding** must be authorized by service personnel.



On multi-line telephones (→ page 15), you can only configure call forwarding for the primary line.

Three forwarding conditions can be programmed in the forwarding menu:

- All Calls
- Busy
- No reply

Because of its direct impact, "All Calls" call forwarding has the highest priority followed by "No reply" and "Busy".

If active, "All Calls" call forwarding is indicated on the graphic display when the phone is idle.

Forwarded calls can be logged in a call list → page 44.

The menu **Forwarding** offers you three types of call forwarding:

- ☐ All calls →
 - Destination phone number
- ☐ Busy →

Destination phone number

■ No reply →

Destination phone number

A phone number may already be assigned to each call forwarding type. For example, one Destination could be Destination 12345.

Activate or deactivate immediate forwarding

L+

Press the key shown.

Deactivating call forwarding

If call forwarding was activated for **All calls**, it will now be automatically deactivated.

or Activate forwarding to last destination.

The pop-up menu opens:

The message:

"**Set forward on to**" is displayed with the number of the last forwarding destination and you have the following options:

- Accept
- Set a forwarding destination
- Edit call forwarding
- Cancel

Use last forwarding destination

Accept

Select and confirm the option to use the last saved destination for **All calls** again. Call forwarding to this destination is immediately activated for All calls and the key illuminates

or Activate with variable destination phone numbers

If you want to use a new forwarding destination:

Select and confirm the option shown.

Set a forwarding destination

Enter and confirm the new destination phone number.

or Confirm saved destination phone number (displayed).

Call forwarding to this destination is immediately activated for **All calls** and the key : illuminates.

79

Step by Step Saving destination phone numbers for call forwarding You can also enter the call forwarding settings via the user menu (→ page 98) or via the WEB Surface \rightarrow page 255. <u>_</u> Press the key shown. The pop-up menu opens: The message: "Set forward on to" is displayed with the number of the last forwarding destination and you have the following options: Accept Set a forwarding destination Edit call forwarding Cancel Select and confirm the option shown. Edit call forwarding Three types of call forwarding are offered in the settings menu: All calls Busv No reply You can check whether Busy or No reply call forwarding is activated. Save destination phone number □ All calls → Select forwarding type (here for instance All calls) Enter destination Select forwarding type in context menu. 74 Enter/edit and confirm the destination phone number. Edit favorites or

You can configure up to five destination phone numbers for call forwarding. These destination phone numbers can then be assigned different forwarding conditions.

tions

Select forwarding type (here for instance All calls)

□ All calls →

| | _ |
|----------------------|--|
| Step by Step | |
| Edit favorites | Select and confirm forwarding type in context menu. |
| Destination 1 | Select and confirm the option shown. |
| ₩ | Enter/edit and confirm the destination phone number. If necessary, define additional destination phone numbers. |
| Save & exit | Select and confirm the option shown |
| | Copy and insert destination phone numbers |
| | The current destination phone number for a call forwarding type is copied. For example, the current destination phone number for All calls should also become the current destination phone number for No reply. |
| Ļ | Press the key shown. |
| | The pop-up menu opens: |
| Edit call forwarding | Select and confirm the option shown. |
| | Three types of call forwarding are offered in the settings menu: • All calls • Busy • No reply |
| | 1. Copy |
| ☐ All calls →3338 | Select forwarding type (here for instance All calls) |
| Сору | Select and confirm forwarding type in context menu. |
| | 2. Insert |
| ☐ No reply → | Select target forwarding type (here for instance No reply) |
| Paste | Select and confirm target forwarding type in context menu. |
| ☑ No reply →3338 | Both types of call forwarding now have the same destination phone number. |
| | |

| Step by Step | |
|----------------------|---|
| | Assign a destination phone number for call forwarding |
| | Prerequisite : At least one destination phone number has already been saved. |
| ☐ All calls →3339 | Select forwarding type (here for instance All calls) |
| 3336 | Select and confirm a saved destination in the context menu of the relevant forwarding type. |
| ☑ All calls →3336 | The forwarding type is activated and the new destination is displayed. |
| | Press to open the call display If All calls was activated, the forwarding destination is displayed with the forwarding symbol. The Busy and No reply types of call forwarding are not displayed. |
| | Activate/deactivate call forwarding |
| | Prerequisite : A forwarding destination is already configured for the relevant forwarding type. |
| <u> </u> | Press the key shown. |
| | The pop-up menu opens: |
| | The message: |
| | "Set forward on to" is displayed with the number of the last forwarding destination and you have the following options: Accept Set a forwarding destination |
| | Edit call forwardingCancel |
| Edit call forwarding | Select and confirm the option shown. |
| ☐ All calls →3338 | Choose one of the forwarding types offered |
| | ☐ All calls (default setting is off)☐ Busy☐ No reply |
| | . Here e.g. All calls. |
| Х | Confirm your selection. The forwarding type is activated or deactivated. |
| | Call forwarding settings can appear as follows: |

| Step by Step | |
|---|---|
| | ☐ All calls (default setting is off) ☑ Busy ☑ No reply |
| | Press to open the call display If All calls was activated, the forwarding destination is displayed with the forwarding symbol and the key illuminates. The Busy and No reply types of call forwarding are not displayed. |
| | Defining the ring duration before call forwarding on no reply |
| | You can define how often the phone should ring before the "No replay (after 16 s)" call forwarding is activated. |
| | This setting is only available if the "Server features" function was deactivated by the administrator. |
| E | You can also configure this setting via the Web interface → page 255. |
| | Prerequisite: The phone is idle. |
| | |
| <u>_</u> | Press the key shown. |
| L _p | |
| Edit call forwarding | Press the key shown. |
| | Press the key shown. The pop-up menu opens: |
| Edit call forwarding | Press the key shown. The pop-up menu opens: Select and confirm the option shown. |
| Edit call forwarding ☐ No replay (after 16 s) → | Press the key shown. The pop-up menu opens: Select and confirm the option shown. Select forwarding type Select and confirm forwarding type No replay (after 16) |
| Edit call forwarding ☐ No replay (after 16 s) → Set delay | Press the key shown. The pop-up menu opens: Select and confirm the option shown. Select forwarding type Select and confirm forwarding type No replay (after 16 s) in context menu. Default is 16 seconds. Enter the desired time in seconds and confirm your en- |
| Edit call forwarding ☐ No replay (after 16 s) → Set delay | Press the key shown. The pop-up menu opens: Select and confirm the option shown. Select forwarding type Select and confirm forwarding type No replay (after 16 s) in context menu. Default is 16 seconds. Enter the desired time in seconds and confirm your entry. The set time is displayed with the option. |
| Edit call forwarding ☐ No replay (after 16 s) → Set delay | Press the key shown. The pop-up menu opens: Select and confirm the option shown. Select forwarding type Select and confirm forwarding type No replay (after 16 s) in context menu. Default is 16 seconds. Enter the desired time in seconds and confirm your entry. The set time is displayed with the option. |
| Edit call forwarding ☐ No replay (after 16 s) → Set delay | Press the key shown. The pop-up menu opens: Select and confirm the option shown. Select forwarding type Select and confirm forwarding type No replay (after 16 s) in context menu. Default is 16 seconds. Enter the desired time in seconds and confirm your entry. The set time is displayed with the option. |

Call forwarding chain

Sometimes calls to a station are forwarded to another station which also has call forwarding or DND activated. This can create a call forwarding chain consisting of several telephones where the last member of the chain is your phone.

A popup window opens on your phone's screen with the following information:

- Who is calling
- Who forwarded first or last.
- The reason for the forwarding is displayed by an icon.

You can set whether the station that forwarded first or last is displayed (see \rightarrow page 98).

Callback

You can request a callback if the station called is busy or if nobody answers.

You receive a callback when the other party's line becomes free.



This option is only available if both you and service personnel have activated the function (→ page 87).



On multi-line telephones → page 15, only the callback requests for your primary line are logged.

Requesting callback

Prerequisite: The station called is busy or nobody answers.

In the pop-up menu:

Select and confirm the option shown.

Deleting callback requests

You can delete scheduled callback requests if you no longer need to return a call, for example, because you have met the other party in person.

Prerequisite: A callback was requested.

Select and confirm the option shown in the idle display (\rightarrow) page 34) context menu.

Confirm in the pop-up menu. All callback requests are deleted.

Call back

Cancel call backs

Disconnect

Step by Step Responding to a callback Prerequisite: A callback was requested. Your phone rings and station information appears on the graphic display. The pop-up menu opens: Accepting a callback Select and confirm the option shown. Accept Rejecting a callback Prerequisite: The function Reject is authorized by service personnel. Select and confirm the option shown. Reject The callback request is deleted. The caller hears the busy signal. The caller's phone number is added to the missed calls list. Forwarding a callback Prerequisite: The function Deflect is authorized by service personnel. Deflect Select and confirm the option shown. Enter and confirm the phone number.

Step by Step Permitting a callback Prerequisite: The function Callback is authorized by service personnel. 冟 You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Select and confirm the option shown. Outgoing calls Select and confirm the option shown. Callback Yes Select and confirm the option shown in the context menu. Save & exit. Select and confirm the option shown.

Marl, Gross

Calling back missed calls

Calls received while you are absent are indicated by a message (\rightarrow page 33) on the idle display. In addition, the mode key (\bigcirc) lights up white.

Missed calls are logged in the missed calls list. This list provides information on the missed call and lets you call back the number directly.



On multi-line telephones \rightarrow page 15, only the calls missed on your primary line are logged.



20.05. 10:06

Press the key until the application's "Missed" tab appears.

Select and confirm the appropriate list entry. The phone number is dialed



For a detailed description of the call lists, see \rightarrow page 44.

Programmable sensor keys

The phone features a range of functions that can, if required, be programmed on programmable sensor keys.

The phone comes with nine (OpenStage 80) or eight (OpenStage 60) sensor keys, all of which can be programmed on two separate levels.

The sensor key for switching between the two sensor key levels is preassigned (shift key). This programmable sensor key should be maintained where possible so you can switch between the two programmable sensor key levels.

The labels for the sensor keys are displayed on the right edge of the display.

The sensor keys can also be programmed via the web-interface \rightarrow page 255.

List of available functions

| 1. | Delete (not assigned) | 17. Group pickup |
|-----|-----------------------|------------------------|
| 2. | Selected dialing | 18. Repertory dial |
| 3. | Repeat dialing | 19. Feature toggle |
| 4. | Forward all calls | 20. Mobility |
| 5. | Forward no reply | 21. Directed pickup |
| 6. | Forward busy | 22. Callback |
| 7. | Ringer off | 23. Cancel callbacks |
| 8. | Hold | 24. Consultation |
| 9. | Alternate | 25. DSS |
| 10. | Blind transfer call | 26. Call Waiting |
| 11. | Transfer call | 27. Immediate ring |
| 12. | Deflecting | 28. Preview |
| 13. | Shift | 29. AICS Zip tone |
| 14. | Conference | 30. Server feature |
| 15. | Headset | 31. Launch application |
| 16. | Do not disturb | 32. Send URL |

| Step by Step | |
|-------------------------|---|
| | Programming sensor keys |
| | Beginning programming |
| | Directly via a sensor key |
| _ | Hold down the sensor key to which a function should be assigned until the programming prompt is displayed |
| | If the prompt is not displayed or a programmed function is not executed, then you can only launch key programming via the user menu (ask your service personnel about the current setting). |
| ОК | Confirm to begin programming. The sensor key illuminates continuously. |
| or | Via the user menu |
| | You can also program keys via the user menu. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Phone | Select and confirm the option shown. |
| Program keys | Select and confirm the option shown. You are prompted to press the key you wish to program. |
| _ | Press the sensor key you want to program with a function. The sensor key illuminates continuously. |
| | Beginning programming |
| Normal | Select and confirm the option shown to program the first level. |
| Shifted Do not disturb | Select and confirm the option shown to program the second level. In the context menu select and confirm the required function (e. g. Do not disturb). |

Select and confirm the option shown if you want to

change the label on the graphic display.

Enter and confirm the label you want. Select and confirm the option shown. Save & exit. **Programming enhanced functions** Repertory dial Hold down the sensor key to which a function should be assigned until the programming prompt is displayed. If the prompt is not displayed or a programmed function is not executed, then you can only launch key programming via the user menu (ask your service personnel about the current setting). OK Confirm to begin programming. The sensor key illuminates continuously. Normal Select and confirm the option shown. Select and confirm the function in the context menu. Repertory dial Label Select and confirm the option shown if you want to change the label on the graphic display. Enter and confirm the label you want (for example, the destination station). Select and confirm this option to enter a destination Setting phone number. Į. Enter and confirm the stations's destination phone number. You can select and insert special characters in the dialing sequence: Function Icon Calls up the special characters menu Disconnects the call [« Activates a consultation hold

Step by Step

Label

| Step by Step | | |
|----------------|---------------------|---|
| | lcon | Function |
| | (>> | Enables a normal call |
| | (- | Enters a pause, for example, for international dialing |
| Save & exit | Select ar | nd confirm the option shown. |
| | Th | ne repertory dial can be up to 40 characters long. |
| | Feature | e toggle |
| | Only ava | ilable for Hunt group functions (→ page 182). |
| _ | | vn the sensor key to which a function should be I until the programming prompt is displayed. |
| | fu ke | the prompt is not displayed or a programmed nction is not executed, then you can only launch by programming via the user menu (ask your serce personnel about the current setting). |
| ОК | | to begin programming. The sensor key illumintinuously. |
| Normal | Select ar | nd confirm the option shown. |
| Feature toggle | Select ar | nd confirm the function in the context menu. |
| Label | Select ar | nd confirm to change the key labeling. |
| | Enter and "busy/fre | d confirm the label you want (for example, e"). |
| Setting | Select ar | nd confirm this option to enter a code. |
| | Enter the confirm. | e code (see Code list table 🗲 page 190) and |
| Save & exit | Select ar | nd confirm the option shown. |
| | | |

Step by Step **Forwarding** Hold down the sensor key to which a function should be assigned until the programming prompt is displayed. If the prompt is not displayed or a programmed function is not executed, then you can only launch key programming via the user menu (ask your service personnel about the current setting). OK Confirm to begin programming. The sensor key illuminates continuously. Normal Select and confirm the option shown. Forward all calls Select a forwarding type: Forward all calls Forward no reply Forward busy Select and confirm the function in the context menu. Label Select and confirm the option shown if you want to change the label on the graphic display. 74 Accept or edit the label and confirm. Setting Select and confirm this option to enter the forwarding destination. Enter and confirm the phone number of the forwarding destination Save & exit Select and confirm the option shown.

Using sensor keys

The use of programmed functions depends on the phone's status. The relevant display appears once you have pressed a sensor key.

Example 1: Calling saved number

Prerequisite: The idle menu is displayed on the display.

Press the sensor key for a saved number . The connection is set up.

Example 2: Call Waiting Activating/deactivating

You can press a key to activate or deactivate call waiting functionality, even during a call. The perquisite for this is that a second call is permitted (>> page 105). By default a second call is permitted.

Press the "Call Waiting" sensor key. The sensor key goes out. The second call function is deactivated. The call is rejected or forwarded.

Example 3: Immediate ring

This function allows you to switch the preset delay (→ page 146) on and off for all line keys. By default the delay is set, the key does not illuminate.

Press the "Immediate ring" sensor key. The sensor key illuminates. The delay ringtone is disabled. An incoming call rings immediately regardless of what delay time is configured.

Step by Step **Resetting sensor keys** You can reset sensor keys you configured to factory settings (see also \rightarrow page 227). Press the key shown until the "Settings" tab is active. Confirm the option shown. User if nec. Enter and confirm the user password. Select and confirm the option shown to switch to the Reset Reset user data menu Function key data Select. Yes Select and confirm the option shown in the context menu to delete the content of the sensor keys. Select. **Options** Select and confirm "Reset selected user data" in the Selected user..... context menu. The contents of the sensor keys you configured are deleted. Keys which can only be configured by service personnel remain unchanged.

Enhanced phone functions

Incoming calls

Rejecting a call

You can reject an incoming call.

Prerequisite: An incoming call is displayed or signaled. The function is authorized by service personnel.

In the pop-up menu:

Select and confirm the option shown. The caller hears a busy signal.



74

If the rejected caller's phone number is transmitted, it is saved in the call list. You can then call this party back at a later time.

Deflecting a call

Using call deflection

Prerequisite: An incoming call is displayed or signaled. The function is authorized by service personnel.

In the pop-up menu:

Select and confirm the option shown.

The call is immediately deflected if a destination phone number (→ page 97) is programmed.

or If you did not set a phone number when programming call deflection, a pop-up menu appears prompting you to enter a destination phone number for call deflection.

Enter and confirm the destination phone number.
The call is deflected

Reject

Deflect.

| Step by Step | 1 |
|---------------------|--|
| οτορ μη στορ | Permitting call deflection |
| ΙΞ | You can also configure this setting via the Web interface → page 255. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Configuration | Select and confirm the option shown. |
| Incoming calls | Select and confirm the option shown. |
| Deflect | Select and confirm the option shown. |
| Allow deflection | Select and confirm the option shown. |
| Yes | Select and confirm the option shown in the context menu. |
| Default destination | Select and confirm the option shown. |
| 15 | Enter and confirm the phone number to which the station should be deflected. |
| | Entering a destination phone number is not mandatory when call deflection is active. If you want to deflect a call, you are prompted to enter a destination phone number if there is none stored. |
| or | Deflecting to a DSS number |
| | A call can be deflected to a direct station selection (DSS) subscriber using the DSS key, if the key is configured and the deflect function is activated by your service personnel \rightarrow page 131. |
| Deflect to DSS Yes | Information only, as set by service personnel: Yes or No. |
| | |

| Step by Step | Configuring call forwarding |
|----------------|--|
| | You can also enter the call forwarding settings via the Forwarding key (→ page 79). |
| User | Press the key shown until "Settings" is active. Confirm the option shown. |
| if nec. 🧖 | Enter and confirm the user password. |
| Configuration | Select and confirm the option shown. |
| Incoming calls | Select and confirm the option shown. |
| Forwarding | Select and confirm the option shown. |
| | Configuring call forwarding |
| Settings | Select and confirm the option shown. |
| | You can find a description of the settings in Chapter Call forwarding (→ page 78). |
| | Setting alerts |
| | Use the Call forward alerts menu to enable and disable visual and audible alerts for call forwarding (not possible with the Forwarding key). |
| Alerts | Select and confirm the option shown. |
| Visual alerts | Select the option shown. |
| Yes | Select and confirm the option shown in the Yes/No context menu. |
| Audible alerts | Select the option shown. |
| Yes | Select and confirm the option shown in the Yes/No context menu. |
| or | |

| Step by Step | |
|--|---|
| Forwarding station | Select the option shown. |
| Display last | Select and confirm Display last/Display first |
| Save & exit | Select and confirm the option shown. |
| | Placing a call on hold |
| | You can use this function to place an ongoing call on hold, for instance, to prevent the other party overhearing a conversation with a colleague in the same room. The held party hears music on hold if Music on hold is active on this party's phone (→ page 102). |
| | Prerequisite: You are conducting a call. |
| Hold | Select and confirm the option shown in the connections's context menu. |
| or | |
| _ | Press the "Hold" key. The key lights up. (The "Hold" sensor key must be configured → page 89.) |
| | Retrieving a held call: |
| Reconnect | Select and confirm the option shown in the connections context menu. |
| or | |
| | Press the illuminated "Hold" key. (The "Hold" sensor key must be configured → page 89.) |
| | Using line keys |
| | On multi-line telephones you can use the line keys to place ongoing calls on hold. |
| | Press the corresponding trunk key. The line key LED starts flickering. The call is now on hold. |
| | Retrieving a held call: |
| \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\ | Press the corresponding trunk key. The line key LED lights up. The call is retrieved. |
| | |

Step by Step The LED display → page 27 or status display on the "Overview" tab → page 39 indicates that the call is on hold to other multi-line telephones where this line is also configured. These phones can then pick up the call. Held call wait status After placing a call on hold, you can replace the handset and then decide if the call should be retrieved or disconnected. **Prerequisite:** You placed a call on hold and replaced the handset. In the pop-up menu: Retrieve held call Select and confirm the option shown to resume the call in speakerphone mode. or Disconnect. Select and confirm the option shown to disconnect the call. Activating/deactivating the hold reminder tone 囯 You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Connected calls Select and confirm the option shown. Allow hold rem. Select and confirm the option shown. Yes Select and confirm the option shown in the context menu.

Select and confirm the option shown.

Save & exit.

Step by Step Setting the hold reminder time Use "Hold reminder" to specify when you want to receive an automatic reminder about a held call. The minimum time value is 1, that is, the reminder is output after one minute. The maximum value is 99 minutes. Press 0 to deactivate the reminder. Ξ You can also configure this setting via the Web interface → page 255. Press the key shown until "Settings" is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Connected calls Select and confirm the option shown. Select and confirm the option shown. Hold rem. delay Enter a value between 3 and 15 and confirm. Select and confirm the option shown. Save & exit

Step by Step Music on hold Music on hold is played back when you are placed on hold by another party, providing this option is active. ïΞ You can also configure this setting via the Web interface → page 255. Press the key shown until "Settings" is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Connected calls Select and confirm the option shown. Select and confirm the option shown. Music on hold Select and confirm the option shown in the context Yes menu. Save & exit Select and confirm the option shown.

Call waiting (second call)

You can accept a second incoming call in the course of an ongoing call. The caller hears the on-hook signal while you hear a call-waiting signal tone.

You can reject or accept the second call. Before you accept the second call, you can end the first call or place it on hold for subsequent retrieval.

You can block the second call or the signal tone (\rightarrow page 105).

Accepting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 105).

In the pop-up menu:

Select and confirm the option shown.

You can talk to the second party.
The connection to the first party is on hold.

You can still

- toggle between an initial and second call or
- put on hold and retrieve second and first call successively→ page 76
- initiate a conference

Consultation call from second call

If the second call is your active call you can initiate a consultation call from it.

From a consultation call in the second call you can

- initiate a conference
- toggle between the second call and a consultation call
- put on hold and retrieve second and consultation call successively → page 76
- transfer a call
- disconnect the calls again

During a consultation in the second call, the first call is parked and can only be unparked when the consultation or second call ends or these calls were connected.

Disconnect second call

Select and confirm the option shown in the second call's context menu. The call to this station is disconnected and the call to the first station is reconnected.

Accept

Disconnect & return

Enhanced phone functions Step by Step Ignoring second call **Prerequisite:** You are conducting a call and call waiting is allowed (→ page 105). In the pop-up menu: Ignore Select and confirm the option shown. The caller still hears the on-hook signal. You can subsequently Accept, Reject or Deflect the second call. While the ignored second call continues to wait, from the active call you can: make a consultation call initiate a conference toggle between the consultation call and your call party transfer a call A third call would be rejected with the busy signal If you have disconnected the first call, the ignored second call rings like a normal call. Rejecting a second call Prerequisite: You are conducting a call and call waiting is allowed (\rightarrow page 105). In the pop-up menu: Select and confirm the option shown. Reject The second call is rejected. The caller hears the busy signal. The caller's phone number is added to the missed calls list Deflecting a second call **Prerequisite:** You are conducting a call and call waiting is allowed (\rightarrow page 105). In the pop-up menu: Select and confirm the option shown. Deflect

Ü

Enter and confirm the phone number.

The second call is deflected to the destination specified.

| Step by Step | |
|--------------------|--|
| | Connecting parties |
| Complete Xfer | Select and confirm the option shown in the active connections context menu. The other two parties are now connected to one another. You can now hang up or dial another number for instance. |
| or | Connect by hanging up |
| | Prerequisite: Connecting by hanging up is activated (ask your service personnel) and "Toggle associate" must be set to "Yes" (→ page 106). Before you can be connected by hanging up you must have toggled at least twice (→ page 75). |
| → or < | Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. The other two parties are now connected to one another. |
| | Allowing call waiting |
| Œ | You can also configure this setting via the Web interface → page 255. |
| | If the Call waiting (second call) function is deactivated, a caller hears the busy signal if you are already conducting a call. |
| | Prerequisite: The option was programmed by your administrator. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Configuration | Select and confirm the option shown. |
| Incoming calls | Select and confirm the option shown. |
| Handling | Select and confirm the option shown. |
| Allow call waiting | Select and confirm the option shown. |
| Yes | Select and confirm the option shown in the context menu. |

Step by Step Save & exit Select and confirm the option shown. When **Allow call waiting** is activated, you can toggle the configured sensor key to switch call waiting on/off (→ page 94). Toggling associate Set the "Toggle associate" function to Yes if you want to connect to a second or pickup call by hanging up. ïΞ You can also configure this setting via the web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Select and confirm the option shown. Configuration Connected calls Select and confirm the option shown. Toggling associate Select and confirm the option shown. Select and confirm the option shown in the context Yes menu Save & exit. Select and confirm the option shown.

| Step by Step | |
|-------------------|--|
| | Transferring a call |
| | You can transfer your current call to another party with or without consultation. |
| | Blind transfer |
| | Prerequisite: You are conducting a call. The options "Allow call transfer" and "Transfer on ring" were selected (→ page 108). |
| Blind transfer | Select and confirm the option shown in the connections's context menu. |
| 15 | Enter and confirm the phone number of the second party to whom you want to transfer the call. |
| | The graphic display returns to idle following successful transfer. |
| | Transferring with consultation |
| | You can announce a call to a recipient before transferring it. |
| | Prerequisite: You are conducting a call. The options "Allow call transfer" and "Transfer on ring" were selected (→ page 108). |
| Consultation | Select and confirm the option shown in the connections's context menu. The call is placed on hold. |
| 15 | Enter the phone number of the party to whom you want to transfer the call. |
| Dial | Confirm the option shown. |
| | If the party answers: |
| | Announce the call you want to transfer. |
| Complete Xfer | Select and confirm the option shown in the connections's context menu. |
| | If the party does not answer: |
| | You do not have to wait for the second party to answer before you can transfer the call. |
| Complete transfer | Select and confirm the option shown in the connections's context menu. |
| | |

Step by Step **or** Replace the handset or, if speakerphone mode is active, press the lit we key to transfer the call. If the party does not answer, you will be called back by the first party. Allowing call transfer ïΞ You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Connected calls Select and confirm the option shown. Allow call transfer Select and confirm the option shown. Yes Select and confirm the option shown in the context menu. Save & exit Select and confirm the option shown.

Step by Step Allowing "Transfer on Ring" If this option is allowed, you can activate call transfer by replacing the handset even before the called party answers. ïΞ You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Outgoing calls Select and confirm the option shown. Transfer on ring Select and confirm the option shown. Yes Select and confirm the option shown in the context menu. Select and confirm the option shown. Save & exit

CTI calls

Beep on auto-answer

Speakerphone mode activates automatically on your phone if you use a CTI application (such as Outlook) to dial a number when Auto Answer is active. If Auto Answer is not active, the phone rings first and you have to press the loudspeaker key or lift the handset to set up the call. This setting also defines whether or not incoming calls are automatically accepted. If the function is active, an alert beep sounds when a call is automatically accepted. Details regarding special application are provided on → page 130.

Information on the operation of the configured CTI application can be found in the corresponding user guide.

You can also configure this setting via the Web interface → page 255.

Prerequisite: The option was programmed by your administrator.

Press the key shown until the "Settings" tab is active.

Confirm the option shown.

Enter and confirm the user password.

Select and confirm the option shown.

User

if nec.

Configuration

Configuration

Incoming calls

CTI calls

AutoAnswer

Yes

AutoAnswer beep

Yes

Save & exit

Step by Step Beep on auto-reconnect You can reconnect a held call both via the CTI application and via the phone. A beep sounds when you toggle between an active call and a held call when the function is active. Ξ You can also configure this setting via the Web interface → page 255. Prerequisite: The option was programmed by your administrator. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Incoming calls Select and confirm the option shown. CTI calls Select and confirm the option shown. AutoReconnect beep Select and confirm the option shown. Yes Select and confirm the option shown. Save & exit. Select and confirm the option shown.

Step by Step **Making calls** Dialing with the DDS key You can program frequently used phone numbers on programmable keys (→ page 89). If you press a direct destination selection key for around three seconds, the associated contact or phone number appears and dialing is initiated. **Prerequisite:** A direct destination key is programmed → page 89. Press the programmed DDS key. Dialing is initiated. Dialing from the local phonebook Press the key shown. Select and confirm a contact. The phone number is di-Niels, Bohr aled. Details Select and confirm the option shown in the context menu Select and confirm the preferred phone number. The Business 2 phone number is dialed. For detailed information about the local phonebook, see from \rightarrow page 150. **Dialing from the LDAP database Prerequisite:** You searched for and selected an entry in the LDAP database (\rightarrow page 156). Select the entry you want. Isaac. Newton Select and confirm the option shown in the context Dial menu. The connection is set up. For detailed information about the LDAP database, see from \rightarrow page 156.

Dialing a phone number from a list

(=

Press the key until the application table for the relevant call list is active.

Niels, Bohr18.10. 07:06am

Select and confirm the entry you want. The phone number associated with the list entry is dialed.



If the party listed is already in the phonebook, the appropriate phone number icon is displayed

→ page 150. If there are several numbers stored for the party in the phonebook, these can also be selected in the context menu.

Calling a contact from a group

(III)

Press the key shown.

Options

Select and confirm the option shown.

Groups

Select and confirm the option shown in the context menu.

@Home

Select and confirm the group you want.

View

Select and confirm the option shown in the context menu.

Niels, Bohr

Select and confirm a group member. The phone number is dialed.



A phone number icon is displayed if the party is already stored as a contact in the phonebook

→ page 150. If there are several numbers stored for the party in the phonebook, these can also be selected in the context menu.

Using autodial delay

A number is automatically dialed after a set delay starting from the entry of the number's last digit. The autodial delay can be used:

- when dialing in idle mode
- when deflecting an incoming call
- Consultation
- when transferring an answered call.

The delay can be reduced by performing one of the following activities: _

- pressing the key. This always works.
- lifting the handset. This only works if the phone number was entered when the phone was idle or if it was entered for a consultation call when the handset was off hook.
- pressing the loudspeaker key. This only works if the phone number was entered when the phone was idle and the loudspeaker key was not lit or if the phone number was entered for a consultation call and the loudspeaker key was not lit.



If an emergency number is preset by your administrator, the autodial delay for this phone number is reduced to one second.

Settings for autodial delay



You can also configure this setting via the Web interface → page 255.



The setting does not affect automatic emergency number dialing.

If you select **Autodial delay**, you must either confirm the "Dial" option, press the loudspeaker key or wait until the autodial delay expires to set up a call when dialing with the handset on hook.



Press the key shown until the "Settings" tab is active.



Enter and confirm the user password.

Confirm the option shown.

Configuration

User

Select and confirm the option shown.

| Step by Step | |
|-------------------|---|
| Outgoing calls | Select and confirm the option shown. |
| Autodial delay | Select and confirm the option shown. |
| | Specify a value and confirm your entry. |
| Save & exit | Select and confirm the option shown. |
| | Automatic dial delay does not work if you are using a dial plan and Immediate dialing is configured (see → page 68). The number is automatically dialed as soon as the string entered matches an entry in the dial plan. |
| | Allowing "Busy When Dialling" |
| | If you activate this function, an incoming call received while you are performing dialing is rejected. The caller then hears the busy signal. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Configuration | Select and confirm the option shown. |
| Outgoing calls | Select and confirm the option shown. |
| Busy when dialing | Select and confirm the option shown. |
| Yes | Select and confirm the option shown in the context menu. |
| Save & exit | Select and confirm the option shown. |
| | This setup option can also be found under "Handling" in the "Incoming calls" menu. |
| | |

Conference

Local conference

This type of conference is also referred to as a threeparty conference. It involves up to three participants.

Prerequisite: You are conducting a consultation call → page 72 or have accepted a second call → page 103, and the conference function is active → page 117.

Initiating a local conference



You can initiate a conference by calling the "Conference" function in the context menu of either the active or held call. Alternatively you can press an already configured **Conference** key.

Conference

Select and confirm the option shown in the connection's context menu. You are connected to both parties at once. The conference is displayed.

Conducting one-to-one calls

User

Select the connection you want to clear down.

Disconnect

Select and confirm the option shown in the context menu. You are now involved in a one-to-one call with the remaining call party.





If you already are involved in a secure connection with a party when you initiate a consultation call, the original party is placed on hold. The new consultation connection can be either secure or non-secure. However, the first connection remains secure even if all three parties are now joined together in a conference.

The entire conference is nonsecure if the connection to at least one of the parties is not secure (see also → page 52).

The relevant padlock icon appears on the "Conference" row.

| Step by Step | |
|-------------------|---|
| | Ending a local conference |
| | Allowing call partners to continue a conference after you exit |
| | Prerequisite: The function "Allow join in conference" (→ page 118) was activated. |
| Exit Conf | Select and confirm the option shown in the "Conference" context menu. |
| or | Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. Both call partners remain connected. You are disconnected from the conference call. |
| | Disconnecting a party |
| End Conf | Select and confirm the option shown in the "Conference" context menu. Both connections are cleared down – the conference is cleared down. |
| | Allowing a local conference |
| | This option allows or blocks the "Local conference" function. |
| E | You can also configure this setting via the Web interface → page 255. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Configuration | Select and confirm the option shown. |
| Connected calls | Select and confirm the option shown. |
| Allow conferences | Select and confirm the option shown. |
| Yes | Select and confirm the option shown in the context menu. |
| Save & exit | Select and confirm the option shown. |
| | |

Step by Step Allowing joining in a local conference You can use this option to decide whether or not your call partners are allowed to join calls after you exit the conference call. 冟 You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. Confirm the option shown. User if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Connected calls Select and confirm the option shown. Allow exit. conf. Select and confirm the option shown. Yes Select and confirm the option shown in the context menu. Select and confirm the option shown. Save & exit

System-supported conference

This type of conference is also referred to as a large conference. It can include up to ten parties.

Prerequisite: You are conducting a consultation call

- → page 72 or you have accepted a second call
- → page 103, and the "Centralized conference" feature was configured by your administrator.

Establishing a conference

Conference

Select and confirm the option shown in the connection's context menu. You are connected to the first two parties at once. The conference is displayed with the current participants. You can now:

- initiate a consultation call
- add a party
- put the conference on hold
- leave the conference.

Conducting a consultation call

Select and confirm the option shown in the "Conference" context menu. If the party answers, you can:

- toggle between the party and the conference
- connect the consultation call to another called party
- end the consultation call and return to the confer-
- add the consultation call party to the conference.



If you want to add the consultation parties to the conference, use the "Add to conference" option instead of the "Consultation" option.

If you want to use the **phonebook** or a **call list** for a consultation call, select Hold instead of Consult (and/or Add to conference) in the context menu or press the **Hold** key and then open the phonebook or a required call list (→ page 150).

Alternatively you can select the phonebook or a call list without using the Hold functions - the conference call is automatically placed on **Hold**.

Adding a party

Prerequisite: You are conducting a consultation call and the conference is on hold.

Consultation

Conference

Hold

Exit Conf

Select and confirm the option shown in the consultation call's context menu. The party is added to the conference. Only the conference and all current participants are now displayed.



You can also use an already configured **Conference** key instead of the Conference option in the context menu.

Putting the conference on hold

Select and confirm the option shown in the "Conference" context menu. The conference is placed on hold and you can consult with someone in your office, for instance.

Leaving a conference

Select and confirm the option shown in the "Conference" context menu. You are disconnected from the conference call and can dial another number, for instance. The other call partners remain connected.





If using the "Centralized conference" option, the Conference row contains a closed padlock icon for a secure voice connection and an open padlock icon for a nonsecure voice connection (→ page 52).

The display depends on whether the conference server supports secure voice communication. The appropriate display is set by the conference server

Making calls with multiple lines

You can use your OpenStage 60/80 as a multi-line phone. If you have any questions regarding how to configure your OpenStage phone as a multi-line phone, please contact your administrator.

The following is a description of the telephony scenarios for multi-line phones. To facilitate comprehension, you should familiarize yourself with the enhanced telephony application and how to use the line keys beforehand. Furthermore, you can specify individual settings for your multi-line telephone. Refer to the following sections for a detailed description of the individual components:

- Introduction to multi-line phones → page 15
- Lines and line keys → page 26
- Multi-line telephony interface → page 39
- Individual settings → page 145

Incoming calls

Depending on your individual settings, you will be notified of incoming calls → page 205.

Accepting calls for the primary line

In this case, the telephone behaves in the same way as a single-line telephone. See \rightarrow page 52 and \rightarrow page 96.

Accepting calls for secondary lines

Prerequisite: The secondary line is configured on your multi-line telephone.

Using the handset



Lift the handset.



Conduct call.



The line that rings is automatically selected. If calls are ringing on more than one line, you will be connected to the line that has been ringing the longest.

Step by Step Using the line keys Press the flashing trunk key. Speakerphone mode. or Confirm the option shown. Accept Speakerphone mode. **Making calls** You must seize a line before you can make calls on a multi-line telephone. Trunk seizure can be configured on an individual basis. Your administrator can determine if the lines on your telephone can be automatically seized and with which priority. If you have seized a secondary line, this line is reserved for you for making calls for a specific period as defined by the administrator. No other user can seize this line during this period, even if the line is also assigned to this user's telephone. Manual trunk seizure r or or 🖯 Lift the handset or press the speakerphone mode or headset key. Press the required trunk key. or With the handset on hook, press the key shown until the application tab **Overview** is active \rightarrow page 39. Line 2 Select and confirm the required line (e.g. line 2). The tab for this line is displayed. Enter the phone number or use redial, for example. The connection is set up.

Automatic trunk seizure

Prerequisite: Your administrator has configured automatic trunk seizure.

or or Lift the handset or press the speakerphone mode or headset key.

The line defined during configuration is seized.

Enter and confirm the phone number. The connection is set up.

Dialing the last dialed number

The last phone number dialed on your telephone – on the primary line in the case of line keys – is displayed for redialing in a pop-up menu.

Lift the handset or press the speakerphone mode or headset key.

Seize the required line (→ page 122).

In the pop-up menu:

Confirm the option shown. The connection is set up.

Forwarding calls on primary line

The call forwarding can only be activated for the primary line. Which call forwards are possible, how they are configured and activated can be found from \rightarrow page 78.

Call forwarding information

Prerequisite: Your service personnel has activated "Forwarding shown".

If you have activated one of the forwarding types on your phone for the primary line and a station calls, a popup window with the following information opens:

- Who is calling
- The forwarding destination.









During calls

Making and receiving calls on a single line

If you only use one line on your multi-line telephone to make calls, and you receive calls on the same line, the phone operates in the same way as a single-line telephone:

- Redial → page 70
- Consultation → page 72
- Toggle/Connect → page 75
- Callback → page 85
- Hold → page 99
- Call waiting (second call) → page 103
- Transferring a call → page 107
- Conference → page 116

Functions available exclusively for the primary line:

- Call lists → page 44
- Voicemail → page 47
- Call forwarding → page 78
- Do not disturb → page 163



Depending on your individual settings, you will be notified of incoming calls → page 149.

Making and receiving calls with multiple lines

Accepting a waiting call



Depending on the settings for "Rollover", you will be notified of incoming calls → page 149.

Prerequisite: You are conducting a call. At the same time, a call is incoming on another line.



Call on line 1.

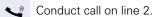


Press the line key for line 2. The call on line 1 is placed on hold.



All multi-line users that share the line on which the call is being held (→ page 27) can now pick up the held call. To prevent other users from answering the held call, you must place the call on "Consultation" hold → page 72.

Depending on the setting made by your administrator, you may have to press the trunk key twice to accept the call on the other line. The first call is either placed on hold or released depending on the setting.





End call on line 2.



Press line key for line 1.



Retrieve call on line 1.

Putting a line on hold

On a multi-line telephone you can use the line keys to place calls on hold.

Prerequisite: You are conducting a call.

\\\/

Press the call-line sensor key.

- The LED line key flashes.
- The LED line displays the hold status on all multi-line phones to which the line is connected.
- On phones connected to the line, a user can press the relevant line key and accept the held call.

During a consultation call or after accepting a waiting call the hold function cannot be used.

Lines with hot or warm line function

Your service personnel can configure a hot or warm line for the primary and secondary line.

The function is activated when on

- the primary line you lift the handset on the phone and press the line or loudspeaker key
- the secondary line vou press the line kev.

A number specified by you is dialed with a hot line immediately and with a warm line after a specific time.

Examples:

- The phone in the lift immediately dials the reception number.
- The phone at a patient's bed dials the ward number e.g. after a minute if no other number is dialed.

Entering a number for the hot and warm line function

Specify which number should be dialed when the hot or warm line function is activated.



You can also configure this setting via the web interface → page 255.



Press the key shown until the "Settings" tab is active.



Confirm the option shown.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Keyset

User

Select and confirm the option shown.

Lines

Select and confirm the option shown.

Line

Select and confirm the required line in the context menu.

Hot warm dest

Select and confirm the option shown.



Enter and confirm the destination.

Save & exit

Select and confirm the option shown.

Busy override

A station of a line trunk group is on a call. It's primary line is configured as a secondary line on your phone. This line now has the status "busy." You can join in the call by pressing the illuminated key of this line (see also \rightarrow page 26).

Prerequisite: A secondary line is configured on your multiline phone and busy override is enabled for you.

The key of secondary line illuminates – it is busy. You want to join in the call.



Press the lit key. A conference is established. You are connected to the parties on the secondary line. The key continues to illuminates and the conference is shown on the display.



If there is already a conference on the secondary line you are connected to this conference. The conference is shown on the display.

You can now:

- Put the secondary line on hold
- Leave the conference on the secondary line
- Make consultation call
- Accept a second call
- Alternate between a new call party and a conference on the secondary line.
- Include a call party from a consultation or a second call in the conference.

Direct station selection keys

Apart from line keys, administrator can also configure direct station selection (DSS) keys. You can use a DSS key to call an internal station directly, pick up calls for this station or forward calls directly to it.

Calling a station directly

You cannot use DSS if the user is on another call (flashing LED).

Calling from the idle menu

Press the relevant DSS key.

or

Press the key shown until the application's **Overview** tab is active.

Select and confirm the DSS line. The key lights up and the connection is established via the primary line.

Service personnel can configure the DSS key so that the connection is also established when the DSS station has activated do-not-disturb or call forwarding.

Consultation with the DSS station

Prerequisite: You are conducting a call and administrator have configured the DSS key for consultation.

Press the relevant DSS key for the consultation. The key lights up and a connection is established. If the called party answers, you can toggle, transfer the first call or initiate a conference.

If administrator have configured transfer instead of consultation, you can only transfer the current call to the DSS station



Call pickup

You can pick up calls for another DSS station. The LED flashes if a call incoming for this station's line.

Indirect pickup

Prerequisite: The auto-answer function must be deactivated → page 110.



Press the DSS key. The call is routed to your primary line and rings.



Lift the handset or press the speakerphone mode or headset key. You are connected with the other party.

Rejecting a call

Prerequisite: Your administrator enabled the Reject option for DSS keys and deactivated Auto-answer → page 110.



Press the DSS key. The call is routed to your primary line and rings.



Select and confirm the option shown in the pop-up menu.

The caller hears a busy signal.

Direct pickup

Prerequisite: The **auto-answer** function must be activated → page 110.



Press the DSS key. The call is routed to your primary line and you are immediately connected with the other party via speakerphone.

Deflecting a call to a DSS station

Prerequisite: The deflect function is enabled for DSS keys. For information on the current setting, see → page 97.

If you receive a call on one of your lines, you can immediately deflect it to the DSS station.



Your phone rings and a line key flashes.



Press the relevant DSS key. The call is deflected to the DSS station. If the DSS station does not answer, you can pick up the call by pressing the DSS key.

LED display on DSS keys

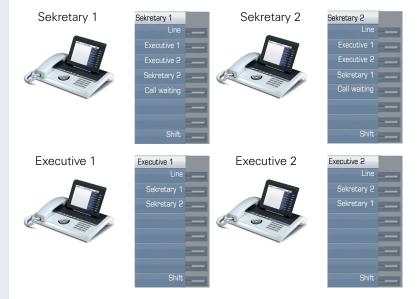
| DSS Key | Explanation |
|---------|--|
| | Off: The line is in idle mode. |
| | Flashes: You can accept a call for the DSS station via the key. The call is routed to your primary line when the call is accepted. |
| | Illuminates : The line is busy. Provided that second call is activated you can still reach the DSS station via the key. It can accept your call as a second call. |

Making calls in an executive-secretary team

An executive-secretary team is configured by the relevant service personnel and may include up to four executive and up to two secretary telephones.

Sample scenarios

This example assumes that two executive and two secretary phones are configured. Calls for the executives are forwarded immediately to the respective secretary phone. A secretary then connects the call with or without consultation to the responsible executive using the direct station selection key.



Prerequisites:

The following call forwards are configured (\rightarrow page 78):

- For All calls from Executive 1 to Sekretary 1
- For All calls from Executive 2 to Sekretary 2
- Forward on Busy and forward on No reply from Sekretary 1 to Sekretary 2
- Forward on Busy and forward on No reply from Sekretary 2 to Sekretary 1

"Allow call waiting" should be activated on the secretaries' phones (→ page 105). This function can optionally be activated and deactivated using a key if a key has been configured for it.

Line and direct station selection keys have been configured by service personnel and "Transfer on hangup" and server features have been activated.

Accepting a call

Incoming calls for the executives should be forwarded immediately to the assigned secretary and answered there. The line overview (\rightarrow page 136) shows whether the executive has activated call forwarding.

Accepting calls at the secretary phone

An incoming call for "Executive 1" rings at the assigned "Sekretary 1".

The line key of the "Sekretary 1" phone flashes.



The "Sekretary 1" direct station selection key on the "Executive 1" phone also flashes.



Press the line key to answer the call. The station answers. The line key flashes **rapidly**.



The "Sekretary 1" direct station selection key on the "Executive 1" phone illuminates.

Early call pickup by Executive 1

An incoming call for "Executive 1" rings on "Sekretary 1". The "Sekretary 1" direct station selection key on the "Executive 1" phone flashes. The "Sekretary 1" has not yet answered the call. Before the call is forwarded to "Sekretary 2", "Executive 1" picks up the call early.



Press the "Sekretary 1" direct station selection key on the "Executive 1" key to answer the call.



If for example a call for "Executive 2" on "Sekretary 2" is not answered, "Sekretary 1" or "Executive 1" can pick up the call early

Forward to Sekretary 2

An incoming call for "Executive 1" rings at the assigned "Sekretary 1". The call is **not** answered. After a specified period the call is forwarded to "Sekretary 2". The line key of the "Sekretary 2" flashes and it rings.



Press the line key on the "Sekretary 2" phone to answer the call. The station answers. The "Sekretary 2" direct station selection key on the "Executive 1" phone illuminates



If "Sekretary 1" is busy, the call is forwarded immediately to "Sekretary 2" if:

- a consultation call is being made or
- "Allow call waiting" is deactivated.

Second call

Prerequisite: "Allow call waiting" is activated.

If "Sekretary 1" receives a second call, this can be accepted, ignored, forwarded or rejected. Detailed information on this can be found from → page 103.

If the second call was answered, it can be forwarded using consultation or the direct station selection keys.

Connecting a call

If e. g. the "Sekretary 1" answered a call, it can forward the call using the direct station selection keys to the following telephones:

- Executive 1
- Executive 2
- Sekretary 2.

The following examples show connections to "Executive 1".

Connecting with consultation

Press the DSS "Executive 1" key. "Executive 1" answers. Announce the call.

ightharpoonup or lacksquare

Press the hang-up, loudspeaker or headset key.



You can also select "Complete Xfer" from the context ment

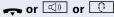
Connecting without consultation



Press the DSS "Executive 1" key. "Executive 1" does not answer.

Complete transfer

Select and confirm the option shown in the pop-up menu.



Press the hang-up, loudspeaker or headset key. The "Executive 1" phone rings.

If "Executive 1" does not answer the call, so erfolgt ein Wiederanruf (see also → page 107) nach einer eingestellten Zeit.



The "Executive 1" direct station selection key on the "Sekretary 1" phone illuminates.

Consultation without connecting



Press the DSS "Executive 1" key. "Executive 1" answers. Transferring is not wanted. The "Sekretary 1" takes the call back

Disconnect & return

Select and confirm the option shown in the pop-up menu. The "Sekretary 1" is reconnected with the caller.

Toggle, disconnect or conference

During a consultation call "Sekretary 1" can toggle between "Executive 1" and the caller, can initiate a conference or disconnect one of the two call parties. More on this subject can be found on pages → page 75 and → page 116.

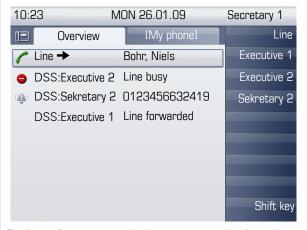
DSS keys

These keys are configured in such a way that every phone can be reached by every phone in the group. The DSS keys are also used for consultation calls.

Press a team member's DSS key. The relevant phone rings and the party answers.

Using line overview

To view the status of the lines, change from the "My phone" tab to the "Overview" tab on the phone screen.



Further information on the line status can be found on → page 39.

The "executive-secretary" team can be expanded with line keys by the service personnel. These lines keys however have no influence on the behavior of the "executive-secretary" configuration.

"Executive-secretary" with Executive/Assistant Cockpit

An "Executive/secretary" team is configured by the service personnel using the "Executive/Assistant Cockpit" – referred to in this manual as E/A Cockpit. A team can for example consist of four executive and two secretary phones.

Sample scenarios

This example assumes that two executive and two secretary as well as two representatives (with variable numbers), two mobile phones (with fixed numbers) and an answering machine are configured for E/A Cockpit.



Prerequisites:

The E/A Cockpit application is installed on the phone and the connection to a E/A Cockpit server entered.

"Allow call waiting" should be activated on the secretaries' phones (\rightarrow page 105). Line and DSS keys have been set up and configured by service personnel and Transfer on hangup, uaCSTA and server features are activated.

Function overview

The following tasks can be performed using the E/A Cockpit application:

- Call forwarding management on the executive phones
 - Calls are forwarded to the secretary phone
 - Call forwarding is deactivated.
 - Calls are forwarded to a mobile phone
 - Calls are forwarded to a variable number
- Call forwarding for an executive phone can be configured directly on the executive phone or from the secretary phone.
- Call forwarding can be attached to a condition
- Secretary status management
 - Presence status
 - Call forwarding destination configuration
 - Representative activation and deactivation
- The presence and call forwarding status can be read on each secretary phone and on the respective associated executive phone.
- The presence status and required call forwarding for the secretary can be set from both the secretary and associated executive phone.
- DSS keys can be used
- Connecting calls with and without consultation
- Calling configured executive mobile numbers and connecting calls.
- Answering and connecting calls
- Second call

Start

Launching the E/A Cockpit from the secretary

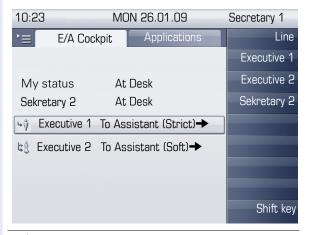
For completeness sake it is assumed that no other telephone in the team has launched the application at this point.

(=)

Press the key as often as required until the Applications tab is active.

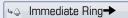
Select the E/A Cockpit application.

Confirm the option shown. The XML application is launched and a new "E/A Cockpit" tab with the overview is opened. The last status and configured call forwarding are displayed.



The displayed settings are examples.

139





Preferences

Managing call forwarding

Every executive can configure their displayed call forwarding themselves or can have the secretary configure them The result is displayed in the E/A Cockpit tab of Sekretary 1 and Sekretary 2.

In the overview menu E/A Cockpit of Sekretary 1, call forwarding for Executive 1 should for example be modified.

Select and confirm the option shown.

You are offered the Settings selection menu for Executive 1, with the following options (examples):

- Immediate Ring
- To Assistant (Strict)
- To Mobile
- To 31201
- To Voicemail

Cancel call forwarding

This option has no further settings. The selection is confirmed and then call forwarding is canceled. If a call is received for Executive 1, his phone rings

Select and confirm to cancel call forwarding.

Forward to assistant

The "To assistant" option offers further setting options. If you want to apply the current setting, you only confirm this option. For additional options:

Open the context menu

Select and confirm the option shown. You see the "Preferences of selection menu with the following options:

- Soft (if At Desk, otherwise Immediate Ring). The view in the E/A Cockpit overview menu is then: "To Assistant (Soft)"
- Regular (if At Desk, otherwise To Voicemail). The view in the E/A Cockpit overview menu is then: "To Assistant (Regular)"
- Regular mobile (if At Desk, otherwise To executive Mobile). The view in the E/A Cockpit overview menu is then:
 - "To Assistant (Regular mobile)"

Regular to number (if At Desk, otherwise to a number). The view in the E/A Cockpit overview menu is then:

"To Assistant (Regular to number)"

 Strict (To Assistant in any case - Desk, Box or Mobile). The view in the E/A Cockpit overview menu is then:

"To Assistant (Strict)"



If each other the other respective secretaries has the "At Desk" status (→ page 142), calls are forwarded here.

Forwarding calls to a mobile phone

Calls can for example be forwarded to the mobile phone from Executive 1.

Select and confirm the option shown. Calls are forwarded to a predefined mobile phone number.

Forwarding calls to a variable number

Calls can be forwarded to any number.

Select and confirm the option shown. You can change the number firstly via the context menu.



Executive 1 and Executive 2 manage the call forwarding themselves using the **My status** option. The change is displayed on the secretary phones.

► To Mobile

♦ To 31201 **→**

Managing secretary statuses

The "My status" option on the secretary phone is used to set the presence status und if required to configure call forwarding.

Configuring status and call forwarding

Confirm the option shown. The "Set Status" dialog opens.

The following options are available in the "Set Status" menu:

- At Desk
- Off Desk
- To 31201
- Deputy [123456] on

Select the required option and confirm this. If a representative is activated, "Deputy [123456] off" appears in the options list.

If Sekretary 1 only has the "Off Desk" status, all his calls are automatically forwarded to Sekretary 2.

If you activate one of the two call forwardings, the "At Desk" or "Off Desk" do not affect these.

If the "To Assistant (Strict)" setting on the executive is activated, the variable call forwarding and the call forwarding to the representative only takes effect if the other secretary has the "Off Desk" status or has activated call forwarding to a representative or variable number.

The "To" variable call forwarding and call forwarding to a representative can be configured simultaneously:

- Deputy: Forwards calls for the executive phones
- Variable call forwarding: Forwards calls for the secretary phone



If the respective other secretary has the "At Desk" status, calls are forwarded.

The current status of call forwardings is displayed in the "My phone" tab on the respective executive phone.





Changing the call forwarding destination

Open the context menu. You have the following options:

- Call mobile
- Forward Nr.
- Deputy Nr.
- Deputy on or Deputy off

The "Forward Nr." and "Deputy Nr." options are used to modify the number for variable call forwarding and for the representative.

Changing the status remotely from another phone

For example you can change the status of the first secretary phone from the executive phone or the second secretary phone.

Confirm the option shown. You have the following options if defined.

- At Desk
- Off Desk
- Deputy [123456] on
- To Mobile
- To Voicemail

Sekretary 1 Off Desk →

Sekretary 1 At Desk

Confirm e.g. to configure the absence of Sekretary 1. The secretary settings are displayed on all phones.

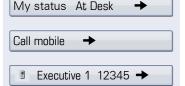
Making calls in the E/A Cockpit team

Using DSS keys

These keys are configured in such a way that every phone can be reached by every phone in the group. The only exception is when both secretaries have the "Off Desk" status and variable call forwarding is configured, then calls are forwarded to the destinations of the variable call forwarding. The DSS keys are also used for consultation calls.

Calling the executive's mobile phone or connecting to the mobile phone

If an executive is away, the secretary can reach him directly on his mobile phone. If necessary change to the E/A Cockpit tab.



Open the context menu.

Select and confirm the option shown.

E.g. Executive 1 select and confirm the option shown The mobile phone rings and Executive 1 answers.

If you have a call on hold, you can connect the other station with Executive 1 by simply hanging up.

Answering and connecting calls

The procedure for answering and connecting calls in the team is exactly the same as described in chapter **Making calls in an executive-secretary team** (→ page 132).

Second call

Prerequisite:

- "Allow call waiting" is activated.
- The respective other secretary has the "Off Desk" status or
- The other secretary is already on a call and active call forwarding is set to your phone.

If you receive a second call, you can accept, ignore, forward or reject it. Detailed information on this can be found from → page 103.

If you have answered a second call, you can connect the call via consultation or using the DSS keys.

Settings for multi-line phones (keyset)

The details for each keyset line contain supplementary information for the user. The following uneditable fields are displayed:

- Address
 - Displays the phone number for the line
- Ring on/off
 - Shows whether the ringer is activated for this line
- Selection sequence
 - Displays the priority of each line seizure when the handset is lifted or the loudspeaker key for this line is pressed

Displaying the line in the "Overview" tab

Specify here if the selected line should be displayed in the "Overview" tab.



You can also configure this setting via the Web interface → page 255.



Press the key shown until the "Settings" tab is active.

Confirm the option shown.



Enter and confirm the user password.

Select and confirm the option shown.

Keyset

Configuration

Select and confirm the option shown.

Lines

User

Select and confirm the option shown.

Primary Line 1

Select the required line (e.g. primary line).

Allow in overview

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & exit

Select and confirm the option shown.

Step by Step Setting the time for a delayed ringer Specify the length of time before a held call should be signaled on a line. ïΞ You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. Confirm the option shown. User if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Select and confirm the option shown. Keyset Lines Select and confirm the option shown. Primary Line 1 Select the required line (e.g. primary line). Select and confirm the option shown. Ring delay μ, Enter and confirm a value (between 0 and 3600 seconds). Save & exit Select and confirm the option shown. You can activate and deactivate the set delay time for all line keys using a function key → page 94.

| Step by Step | |
|----------------|--|
| | Configuring the "Overview" tab display |
| | Specify here the sequence in which the individual lines in the "Overview" tab should appear on the display. |
| Œ | You can also configure this setting via the Web interface → page 255. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Configuration | Select and confirm the option shown. |
| Keyset | Select and confirm the option shown. |
| Overview | Select and confirm the option shown. |
| | All lines that are displayed in the overview (→ page 145) are listed. |
| Primary Line 1 | Select and confirm the required line (e.g. primary line). |
| | Select one of the following options from the context menu to move an individual line: Move up Move down Move to top Move to bottom |
| or | |
| Use FPK order | Select and confirm the option shown to arrange the lines in the same sequence as the line keys |
| Add all lines | Select and confirm the option shown to display all line keys in the overview. |
| | The setting made for "Allow in overview" (→ page 145) is ignored here. |
| Save & exit | Select and confirm the option shown. |
| | |

Line preview

Activating via the line keys

Prerequisite: You are already on a call on one line and a further call rings on the secondary line. Service personnel have activated line preview.



Press the flashing trunk key. A popup window opens and you receive information about the caller.



Press the flashing line key to answer the second call.



If service personnel have deactivated the line preview, a call is answered immediately on a second line when the line key is pressed, without showing caller information.

Activating via preview key

Prerequisite: You have programmed a sensor key with the "Preview" → page 89 . Your service personnel have activated the preview function.

Preview for a call:

You are already conducting a call on one line. A further call rings on a secondary line.



Press the "Preview" sensor key. A popup window opens and you receive information about the caller.



Press the "Preview" sensor key again to hide the preview or wait until the popup closes itself after a specified period of time.

Permanent preview



Press the "Preview" key in idle mode. This way the preview for all lines with "preview mode" remains active until you press the "Preview" sensor key again.

Rollover for a line

Your administrator can determine how rollover calls are to be signaled.

Only the relevant line key blinks.



You hear a special advisory tone and the corresponding line key flashes.



The ringer melody set sounds briefly (approx.

3 seconds) via the loudspeaker and the corresponding line key blinks.



You hear a short notification tone



The ringer melody is not played in speakerphone mode.



The telephone rings using the configured call signal, the corresponding line key blinks, and a pop-up menu containing the available information is displayed.

Step by Step Phonebooks and call lists Personal phonebook Your personal phonebook should not contain more than 1000 entries **Creating a new contact** Press the key shown. **Options** Select and confirm the option shown. Select and confirm the option shown in the context New contact menu. The form for entering contact data opens. You do not have to complete all fields to save a new contact. Select and confirm the field you want. Last name Complete and confirm. Save & exit. Select and confirm the option shown. **Editing a contact** (m) Press the key shown. Select the party. Niels, Bohr Select and confirm the option shown in the context Details menu. The form for entering contact data opens. Last name Select and confirm the field you want. Complete and confirm. Select and confirm the option shown. Save & exit

| Step by Step | |
|--------------------|---|
| | Selecting a preferred phone number |
| | If multiple phone numbers were assigned to a contact you can select the preferred phone number here that you want to use for calls via the phonebook. |
| (m) | Press the key shown. |
| Niels, Bohr | Select a phonebook entry. |
| Details | Select and confirm the option shown in the context menu. |
| Default No. | Select and confirm the option shown. |
| Business 2 | Select and confirm the preferred phone number. The phone number is stored. |
| | Deleting all phonebook entries |
| (E) | Press the key shown. |
| Options | Select and confirm the option shown. |
| Delete all | Select and confirm the option shown in the context menu. |
| | A confirmation request opens. |
| | In the pop-up menu: |
| Delete all entries | Select and confirm the option shown. All entries are deleted. |
| | |
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Step by Step **Managing contact groups** Creating a new group Press the key shown. Select and confirm the option shown. Options Select and confirm the option shown in the context Groups menu. Select and confirm the option shown. **Options** Select and confirm the option shown in the context New group menu An overview appears for new groups. Select and confirm the option shown. Group name Enter and confirm a new group name. Save & exit. Select and confirm the option shown. The new group is stored. Editing a group name (m) Press the key shown. Select and confirm the option shown. Options Select and confirm the option shown in the context Groups menu @Home Select and confirm a group. Edit Select and confirm the option shown in the context menu. Select and confirm the field you want. Group name Į, Edit and confirm an entry. Save & exit Select and confirm the option shown. The changes are applied.

| Step by Step | |
|--------------|--|
| | Adding a contact to a group |
| (m) | Press the key shown. |
| Niels, Bohr | Select a phonebook entry. |
| Details | Select and confirm the option shown in the context menu. |
| Groups | Select and confirm the option shown. |
| @Home | Select and confirm a group. |
| Save & exit | Select and confirm the option shown. |
| | Deleting a group |
| (m) | Press the key shown. |
| Options | Select and confirm the option shown. |
| Groups | Select and confirm the option shown in the context menu. |
| @Home | Select and confirm a group. |
| Delete | Select and confirm the option shown in the context menu. |
| | A confirmation request opens. |
| Delete | Select and confirm the option shown. |
| | Saving a picture for a contact |
| (E) | Press the key shown. |
| Options | Select and confirm the option shown. |
| Groups | Select and confirm the option shown in the context menu. |
| @Home | Select and confirm a group. |
| | |

| Can by Can | 1 |
|-------------------|--|
| Step by Step View | Select and confirm the option shown in the context menu. |
| Miels, Bohr | Select group member. |
| Details | Select and confirm the option shown in the context menu. |
| | The form for entering contact data opens. |
| Picture | Select and confirm the option shown. |
| Picture 1 | Select and confirm the picture. Pictures must be available; you can load them using OpenStage Manager, for example. |
| Save & exit | Select and confirm the option shown. The selected picture is assigned to the contact. It appears on the graphic display with the usual contact information the next time a call is received. |
| | Quick search in the phonebook |
| | You can use the quick search to search the phonebook for the initial letters of a specific last name. |
| (m) | Press the key shown. |
| 15 | Enter the initial letters. The quick search input mask opens automatically. Your search is narrowed down by every additional letter entered in the input mask. |
| Niels, Bohr | Select a contact as soon as the name you are looking for appears. |
| Details | Select and confirm the option shown in the context menu. |
| Business 2 | Select and confirm the preferred phone number. The |
| | phone number is dialed. |

Step by Step Changing the display format for contacts (m) Press the key shown. Select and confirm the option shown. **Options** Select and confirm the option shown in the context Display menu. Lastname, Firstname Select and confirm the display format. Press the key to return to the phonebook. The display format selected is stored.

Phonebooks and call lists Step by Step I DAP database Find context menu. Last name Enter a search text. that

You can search an LDAP database (corporate phonebook) for contact entries if you can reach this database over your network and your access was correctly configured by your administrator.

You can perform searches using the name (simple search) or different information on an entry (advanced search), for example, job title or department name.

Finding an LDAP entry

Press the key until the "Corporate" ("LDAP") tab is active.

Select and confirm the option shown in the **Options**

Select and confirm the required search field (for example, "Last name").

Once you have completed all required search fields, confirm the search request by selecting and confirming "OK" on the display keypad (\rightarrow page 31).

When entering data in the search fields, note

- the entry of wildcards is not permitted.
- an * is automatically inserted at the start of the search string for phone numbers.
- an * is inserted at the end of the search string in other fields

You can perform searches using the name (simple search) or different information on an entry (advanced search), for example, job title or department name.

You can now:

- call the LDAP contact (\rightarrow page 112).
- view the LDAP entry (see below).

Find

Step by Step Viewing an LDAP entry Prerequisite: You found and selected an LDAP entry (see above). Details Select and confirm the option shown in the context menu for the entry. **New search** To conduct a new search, you must first clear all the search fields. Select and confirm the option shown in the Delete con-Delete text menu. All search fields have been cleared. Defining a qualifier before a search Prior to a search, you can select which qualifiers should also appear in the output list in the **Options** context menu. Select and confirm the option shown. You may choose Qualifier between the following criteria: No qualifier Job function Address 1 **Fmail Business 1** Mobile Business 2 Private Company Address 2 Select and confirm the desired qualifier. Exit the list.

Quick search



Press the key as often as required until the "Corporate" (LDAP) tab is active.



Enter the initial letter of the surname you need, e. g. "K".

A single-line search window appears at the lower edge of the display.

Do not enter any further characters. After a predefined period of time or after pressing the key all available names with the corresponding initial letter are displayed. You can restrict the output by entering the second and other letters. The # key is used to switch between letters and numbers. The key is used to delete individual characters.

When entering extended characters you can control the search individually. For the selection of extended characters firstly press the \maltese key.

Rule list:

| Extended character | Description |
|--------------------|--|
| # | Searches for the exact string before the extended character. |
| , | You can enter first and last name separately using a comma. A search is carried out for the last name (possibly using a wildcard) and the first first name with the first character after the comma. |
| * | Wildcard. This searches for the character entered and all possible subsequent characters. |

Κ

Save

Copying entries to the local phonebook

You can copy contacts from the company-wide phone into your personal phonebook.



Press the key as often as required until the "Corportate" (LDAP) tab is active.

Hans Meier

Select the required entry from the list, e.g. Hans Meier

Select and confirm the option shown in the context menu. The entry is copied with all details into the personal phonebook. The "Contact created" message appears.

| Step by Step | |
|-----------------------------|--|
| | Call lists |
| | For a detailed description of the different call lists, see → page 44. |
| | Viewing details |
| | Prerequisite: You selected an entry. |
| Details | Select and confirm the option shown in the context menu. |
| | For display and information shown \rightarrow page 45. |
| | Deleting entries |
| | Deleting an individual entry |
| (+) | Press the key until the call list you want is active. |
| ¶ Niels, Bohr18.10. 07:06am | Select the entry you want. |
| Delete | Select and confirm the option shown in the context menu. The entry is deleted. |
| | Deleting all entries in a list |
| (12) | Press the key until the call list you want is active. |
| Options | Select and confirm the option shown. |
| Delete All | Select and confirm the option shown in the context menu. |
| | All entries in the list displayed are deleted. |
| | |
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| | |
| | |

personal phonebook

(=

Press the key until the call list you want is active.

Miels, Bohr18.10. 07:06am

Select the entry you want. → page 41Niels, Bohr18.10. 07:06am

Copying entries from the call lists into the

Copy as contact

Select and confirm the option shown in the context menu.

You have the following options for "Create contact":

- Saving and changing
- Saving without changing
- Exiting (without saving)

Saving and changing

Saving and changing

Select and confirm the option shown.

The mask to edit a contact in the personal phonebook opens → page 150. Fill out the relevant fields accordingly and save the new contact.

Saving without changing

Saving without changing

Select and confirm the option shown.

An entry is created and the message "Contact created" is displayed. If you open the phonebook, you will be prompted to update the directory. For this type of entries a group "Copied contacts" is created so that you can find them more easily.

Privacy/security

Deactivating the ring tone

You can deactivate your ring tone if you do not want to be disturbed by your phone ringing.

Deactivating the ring tone using the keypad



Hold down the key until the "Ringer off" icon appears on the status bar on the display (\rightarrow page 30).

The ring tone is deactivated.



To switch the function back on, hold down the key until the "Ringer off" icon disappears from the status bar on the display.

You can also switch the function on and off using the option in the idle menu.

Ringer off

Select and confirm the option shown.

or

Deactivating the ring tone via sensor key

Prerequisite: The "Ringer off" sensor key must be configured → page 89.



Press the "Ringer off" sensor key.



Press the lit sensor key once more to deactivate the "Ringer off" function.

Do not disturb

If "Do not disturb" is activated, your telephone will not ring. The caller hears the busy signal.



On multi-line telephones (\rightarrow page 15) you can only activate the "Do not disturb" function for your primary line.

Prerequisite: A programmable sensor key must be assigned the function "DND" (Do Not Disturb)
(→ page 89). "Do not disturb" must be allowed
→ page 164.

Enabling "Do not disturb" via a key

Press the "Do not disturb" programmable sensor key.



To deactivate the "Do not disturb" function, press the lit programmable sensor key again.

or

Enabling "Do not disturb" via the idle menu

Do not disturb off

Select and confirm the option shown in the idle menu. The "Do not disturb" icon appears in the header.

or

Do not disturb on

Select and confirm the option shown in the idle menu. The "Do not disturb" icon disappears.

Step by Step Allowing "Do not disturb" ïΞ You can also configure this setting via the Web interface → page 255. (=) Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Incoming calls Select and confirm the option shown. Select and confirm the option shown. Handling Allow DND Select and confirm the option shown. Select and confirm the option shown in the context Yes menu. Save & exit Select and confirm the option shown.

Security

User password

Your user password protects your individual configurations, including your language settings. You can also use the user password to lock your telephone → page 168.

Service personnel may have configured the following settings:

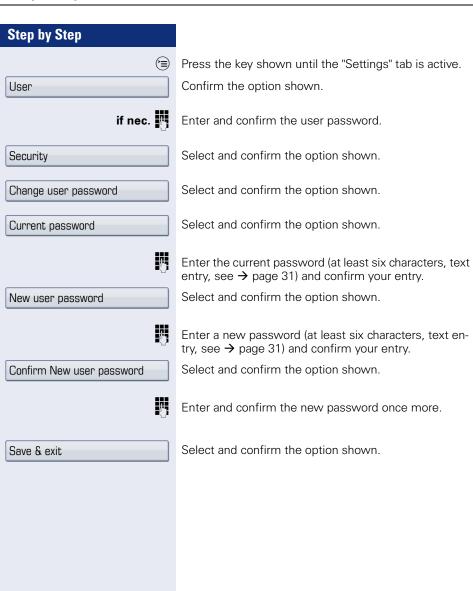
- The password is deactivated: You do not have the option of configuring user settings. The message "Password is disabled" is displayed.
- The password is temporarily blocked: You do not have the option of configuring user settings at this time. The message "Password.suspended" is displayed.
- After initialling logging onto a user area, you may have to replace the default password with a new password.
- A password can have a predefined period of validity: You will have to create a new password when the period ends. The message "Change Password ({1} days left)" will alert you to this at the appropriate time. The message "Password has expired" appears when the validity period is over. Confirm "Change password" and change the password as described in this section.
- If you repeatedly enter the wrong password (2 to 5 times), additional attempts are blocked. You can make another attempt after a predefined time.
- It is possible that you will not be able to re-use a previously used password for a long time, so you will have to create another "new password". The message "Password requires change" is displayed. This does not affect deactivation of the user password
 → page 167.
- Your service personnel can tell you about the rules for what and how many characters can or must be used in the password.



The preset password "000000" corresponds to a blank password. In other words, the phone cannot be locked and the user menu is **not** password protected (see also → page 167).



The user password can also be modified via the Web interface (→ page 255).



Step by Step Deactivate user password You can deactivate the phone's password prompt if a password has already been configured. The deactivation of the password prompt does not affect the Web interface → page 255, OpenStage Manager or CTI applications that use a password prompt. As long as the user password is deactivated, you do not have access to user settings via the Web interface or the Open-Stage Manager. If you deactivate the user password, you are **not** able to lock the phone → page 168 and the user menu is **not** password-protected. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Select and confirm the option shown. Security Select and confirm the option shown. Change user password Select and confirm the option shown. Current password Enter the current password (at least six characters, text entry, see \rightarrow page 31) and confirm your entry. New user password Select and confirm the option shown. Enter six zeros ("000000") to deactivate the password. Confirm entry (at least 6 characters, (text entry, see → page 31). Select and confirm the option shown. Confirm New user password į, Enter six zeros ("000000") once again and confirm. Save & exit. Select and confirm the option shown.

Locking the phone

You can lock your phone to protect it against unauthorized access. In this way, no one can make calls or change your user settings unless they know your user password.

Predefined numbers from the dial plan can still be dialled when the phone is locked. For more information, contact your administrator.



You can only lock the phone if you set a user password (→ page 165). The password for this may not be the default setting "000000".

Check if necessary whether the telephone lock function has been activated for you by service personnel.

Activating the phone lock



Hold down the key shown until "Phone lock Confirm lock" appears.

In the pop-up menu:

Confirm lock

Select and confirm the option shown. The phone lock activates immediately.

or



Press the key shown until the "Settings" tab is active.

Confirm the option shown.

if nec.

Enter and confirm the user password.

Security

Select and confirm the option shown.

Phone lock

Confirm the option shown.

Phone lock

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu. The phone is locked.

Save & exit

Select and confirm the option shown. The phone is locked.

User



If an emergency number has been entered on the telephone by service personnel, **Emergency call** will be offered on the display once you have activated the phone lock. You can also dial the emergency number via the keypad.

Unlocking the phone

The following is displayed: Phone locked.

There are two options available for unlocking the phone:

- User unlock
- Admin unlock

User unlock

Select and confirm if you know the user password. You are prompted to enter the user password.

or

Admin unlock

Select and confirm if you only know the administrator password. You are prompted to enter the administrator password.



User password or enter and confirm the administrator password. The phone is unlocked if the password is correct.



If the telephone is locked, an emergency number entered by service personnel can be dialled using the keypad or the option **Emergency call**.

If the telephone is locked repdial keys cannot be used. This also applies when emergency numbers or predefined numbers from the dial rep dial are stored on them.

Mobility function

Prerequisite: Your phone is configured to support mobility by administrator. A DLS server is available in the LAN and its address is entered in the phone.

Mobility scenarios

When you log on to your phone, or any other mobilityenabled phone, the following scenarios are possible:

Logging on and off at the same phone

- Log on as a mobility user → page 171.
- Log off as a mobility user → page 172.

Logging on and off at different phones

In these cases, administrator may have made the following settings:

- Log on at a remote phone with forced logon, when the user is still logged on at that phone → page 173.
- Delayed logon at a remote phone with forced logon, when the user is still logged on at that phone and the phone is busy → page 174.

Logging on and off at the same phone

Logging on to the phone

No other mobility user is logged on.

Logon via a key

If a program key is configured for Mobility.

Press the "Mobility" program key.

or Logon via the context menu

Select and confirm the option shown in the idle display context menu → page 34.

You are prompted to enter your mobility ID.

Enter and confirm mobility ID – usually a phone number.

You are prompted to enter the password.

Enter and confirm the user password.

The following messages appear on the display:

- Logging on mobile user
- Validating
- Registering
- Downloading user data

Once logon is complete, the "Mobility" program key LED lights up and the mobility icon 💋 appears in the graphic display next to the mobile phone number.

Mobile logon

Enter password

Mobility ID





Mobility function Step by Step or Mobile logoff Mobile logoff

Logging off from the phone

Prerequisite: You are logged on as a mobility user.

Logoff via key

If a program key is configured for Mobility.

Press the "Mobility" program key.

Logon via the context menu

Select and confirm the option shown in the idle display context menu \rightarrow page 34.

Is displayed. You briefly have the option to cancel the logoff, otherwise the logoff process is launched.

In the graphic display, the following messages appear:

- Logging off mobile user
- Uploading user profile
- Registering
- Downloading user data

After you have logged off, the mobility icon 💋 is hidden.

Logging on at different telephones

An attempted login is rejected if the user is already logged on to another phone and "Logon with forced logoff" is disabled for the mobility user.

Logging on with forced logoff at a remote phone

If the user is already logged on at another phone and the remote phone is busy, the logon is rejected.

If, however, your service personnel enabled "Forced logoff during call" without setting a time, the system does not consider whether or not the remote phone is busy.

Logon via a key

If a program key is configured for Mobility.



Press the "Mobility" program key.

Logon via the context menu

Mobility ID

Mobile logon

Enter password

Select and confirm the option shown in the idle display context menu \rightarrow page 34.

You are prompted to enter your mobility ID.



Enter and confirm mobility ID – usually a phone number.

You are prompted to enter the password.



Enter and confirm the user password.

The following mobility messages appear in the display:

- Validating
- Logging off elsewhere
- Registering
- Downloading user data

The logoff is simultaneously displayed on the remote phone. Once logon is complete, the "Mobility" program key LED lights up and the mobility icon appears in the graphic display .



Logging on with forced, delayed logoff at a remote phone

If the remote phone is busy and your service personnel enabled "Forced logoff during call" with a set timeout, forced logoff does not occur until this timeout expires.

Logon via a key

If a program key is configured for Mobility.

Press the "Mobility" program key.

Logon via the context menu

Select and confirm the option shown in the idle display context menu \rightarrow page 34.

You are prompted to enter your mobility ID.

Enter and confirm mobility ID – usually a phone number.

You are prompted to enter the password.

Enter and confirm the user password.

The following mobility messages appear in the display:

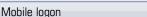
- Validating
- Logging off elsewhere

At the same time, the graphic display on the busy remote phone shows "Forced logoff pending". After the set timeout the active call is ended and remote logoff is performed.

- Registering
- Downloading user data

Once logon is complete, the "Mobility" program key LED lights up and the mobility icon appears in the graphic display .

or



Mobility ID

Enter password





OpenScape Voice functions

The OpenScape Voice supports a number of functions that you can activate and deactivate from your phone.



The OpenScape Voice functions are only available if the "Server features" function was activated on the phone by the administrator.

On multi-line telephones, the full scope of OpenScape Voice functions is only available for the primary line.

Feature toggle key

You can pick a programmable sensor key and program it as a feature toggle key for activating the "make line busy" and "stop hunt" functions.

You can then use the programmable sensor key to activate or deactivate the relevant OpenScape Voice function on the server for this phone.

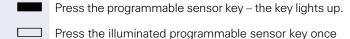
You can only program first-level programmable sensor keys because those linked to LEDs are used to display function status as either **on** (LED on) or **off** (LED off). The LED indicates the status of the function on the server and can therefore change without any of the programmable sensor keys being pressed.

Example:

Switching between "Line busy" and "Line free" (see also → page 182).

Prerequisite: Your service personnel configured a programmable sensor key with the function "Busy" ("make line busy" for the hunt group) → page 92.

again to release the line - the keys stops illuminating.



Making anonymous calls

Your administrator decides whether or not your caller ID (name and phone number) is displayed on a called party's station. **Anonymous** calling is when your data is not transmitted. The settings configured can be deactivated, however, for specific calls.



- If your caller ID is transmitted: your caller ID is displayed.
- If your caller ID is suppressed: "unknown" is displayed.

Deactivating

If your administrator permanently activated **anony-mous calling** for your phone, you can deactivate this setting as follows:



Lift the handset.



Enter the code (see the table of codes → page 190) to transmit the caller information.



You hear a confirmation tone.

Activating

If your administrator activated caller ID transmission for your phone, you can deactivate this setting as follows:



Lift the handset.



Enter the code (see the table of codes \rightarrow page 190) to suppress the caller ID.



You hear a confirmation tone.

Caller ID transfer is suppressed. "unknown/Anonymous" appears on the called party's display instead of the caller ID.

Temporarily activate anonymous calling for the next call

If your administrator activated caller ID transmission for your phone, you can deactivate this setting for the next call as follows:



Lift the handset.



Enter the code (see the table of codes \rightarrow page 190).



Wait until you hear the confirmation tone.



Dial the phone number of the party you want to contact.

Caller ID transmission is reactivated after this call.

Temporarily deactivate anonymous calling for the next call

If your administrator suppressed caller ID transmission for your phone, you can enable this setting for the next call as follows:



Lift the handset.



Enter the code (see the table of codes \rightarrow page 190).



Wait until you hear the confirmation tone.



Dial the phone number of the party you want to contact. When you end this call, caller ID transmission is suppressed once again for the next call.

Creating a list for selective calls

For call acceptance

You can create a list of the phone numbers from which you are willing to accept calls (also known as a selection list). Your service personnel know how long this list may be in the OpenScape Voice used on site in your facility.

A connection is set up if a caller's phone number matches a number in the selection list. If there is a match:

- the caller receives a message that the party refuses to accept any calls with this number,
- the call is forwarded to an external phone number.

Contact your administrator for information on how your OpenScape Voice is configured on site.



Lift the handset.



Enter the code (see the table of codes \rightarrow page 190).

Various announcements deliver the following information:

- the name of the feature (selective call acceptance)
- the current status (active or inactive)
- the current scope of the selection list.

These announcements are followed by verbal user prompts that let you:

- add entries to the selection list
- · delete entries in the selection list
- check the selection list
- activate or deactivate the function.

For call rejection

As for selective call acceptance, you can create a selection list with the phone numbers of parties from whom you are not willing to accept calls. Your administrator know how long this list may be in the OpenScape Voice used on site in your facility.

A call is not connected if the caller's phone number matches a number in the selection list; the caller is notified that the called party rejects calls from this number. If the caller's number is not in the selection list, the call is to you as usual.



Lift the handset.



Enter the code (see the table of codes \rightarrow page 190).

Various announcements deliver the following information:

- the name of the feature (selective call rejection)
- the current status (active or inactive)
- the current scope of the selection list.

These announcements are followed by verbal user prompts that let you:

- add entries to the selection list
- delete entries in the selection list
- check the selection list
- activate or deactivate the function.

Anonymous calls

Rejecting

You can reject all calls from parties that activated a data protection feature (for example, caller ID suppression) to prevent their phone number from being transmitted. In this case, you are not informed that a call was rejected.



Lift the handset.

Enter the code (see the table of codes \rightarrow page 190).

Accepting

You can also accept calls from parties that activated a data protection feature (for example, caller ID suppression) to prevent their phone number from being transmitted.



Lift the handset.



Enter the code (see the table of codes \rightarrow page 190).

Using abbreviated dialing

Abbreviated dialing gives you access to a central list of frequently dialed phone numbers.

You can dial a specific phone number by simply entering a digit string. As these are three-digit numbers, you can store up to 1000 phone numbers. This list is stored centrally and managed by your administrator.



Lift the handset.



Enter the code (see the table of codes → page 190) followed by a number between 0 and 999 for the phone number you want to dial.

The number is automatically dialed.

Call tracing

You can request automatic tracing of the last received internal call. This is particularly suitable for identifying malicious, irritating or troublesome calls.



Lift the handset.



Enter the code (see the table of codes → page 190). The call number is being determined. Ask your administrator for the result.

Hunt group functions

To ensure optimum handling of specific calls, your telephone can be assigned to a pickup group → page 60 and/or a hunt group.

Your administrator can incorporate multiple telephones in a hunt group. If your telephone is assigned to a hunt group, OpenScape Voice forwards calls for the members of your group in accordance with specific rules defined by your administrator. Hunt groups are a simple solution for distributing calls to a group of telephones.

If you want another member of the group to pick up an incoming call, you can set your telephone to signal the busy status for your line to the other members of the hunt group. Hunt group calls will then no longer be forwarded to your telephone.

This feature is configured using the feature toggle key (\rightarrow) page 175).

Making a line busy

This prevents this line being used for calls in a hunt group.

Activating



Lift the handset.



Enter the code (see the table of codes \rightarrow page 190).



Wait until you hear the confirmation tone.

Deactivating

Make the line free once more for the hunt group.



Lift the handset.



Enter the code (see the table of codes \rightarrow page 190).



Wait until you hear the confirmation tone.

Marking the last line in the hunt group chain

Sets the "stop hunt" line in the hunt group chain. The system will stop looking for a free line in the hunt group chain after it reaches this line.

Activating



Lift the handset.



Enter the code (see the table of codes \rightarrow page 190).



Wait until you hear the confirmation tone.

Deactivating

Unmark the line as the end of the hunt group chain.



Lift the handset.



Enter the code (see the table of codes \rightarrow page 190).



Wait until you hear the confirmation tone.

Reachability

You can make either serial calls or simultaneous calls on several sites. The features for this are

- serial call
- parallel call

Prerequisite: The service personnel has configured the respective feature for your main number in OpenScape Voice.

Serial call

Managing number lists/activating serial call

Before the serial call number can be activated, a serial call list much be created. This can be prepared either by service personnel or you can create it yourself later. Up to six numbers can be entered in the list for sites on which incoming calls including your main number should be signaled sequentially. Each number can consist of up to 30 digits.



Lift the handset.



Enter the code for the edit mode (see code table → page 190).

The edit mode opens and you hear an announcement with the following information:

- Feature name
- Current status (active/inactive)
- Number of numbers currently on the serial call list

You are prompted to do one of the following:

- Activate/deactivate the feature (only if numbers are already entered in the list)
- Call up the numbers currently entered in the list.
- Add or delete numbers
- Repeat the options in edit mode

If the serial call list is still empty, you are prompted to enter numbers in the list. As soon as you have entered a valid number, the serial call can be activated.

If the serial call is activated, incoming calls are first routed to your phone. If you do not answer within the time-frame defined by the service personnel, the next destination phone rings for the configured period of time.

The caller is informed that the call is being routed to another station. The connection is established with the first phone that accepts the call.

If the call is not answered by any phone, it is forwarded to the configured forwarding destination (on no reply) or to a "rejection announcement".

Parallel call

Managing number lists/activating parallel call

Before the parallel call feature can be activated, a parallel call list must be created. This can be prepared either by service personnel or you can create it yourself later. Up to six numbers can be entered in the list for sites on which incoming calls including your main number should be signaled sequentially. Each number can consist of up to 30 digits.



Lift the handset.



Enter the code for the edit mode (see code table → page 190).

The edit mode opens and you hear an announement with the follwoing information:

- Feature name
- Current status (active/inactive)
- Number of numbers currently on the parallel call list

You are prompted to do one of the following:

- Activate/deactivate the feature (only if numbers are already entered in the list)
- Call up the numbers currently entered in the list.
- Add or delete numbers
- Repeat the options in edit mode

If the parallel call list is still empty, you are prompted to enter numbers in the list. As soon as you have entered a valid number, the parallel call can be activated.

If the parallel call is activated, incoming calls are routed to your phone and all other destination phones in the parallel call list. The connection is established with the first phone that accepts the call.

If the call is not answered by any phone, it is forwarded to the configured forwarding destination (on no reply) or to a "rejection annountment".

Activating/deactivating parallel call via code

You can activate/deactivate the parallel call without having to change to edit mode.

Prerequisite: You have already entered numbers in the parallel call list.



Lift the handset.

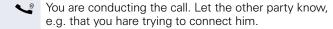


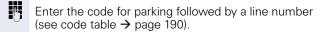
Enter the code to activate or deactivate the parallel call (see code table → page 190).

Parking a call

If you have answered a call for a colleague and cannot forward it to him, you can park the call.

Park a call





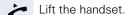
You receive a confirmation tone. The caller hears a waiting melody.

Replace the handset

Tell your coleague that a call for him is parked and give him the line number.

Unparking

To unpark the call, your colleague must proceed as follows:



PΞ

Enter the unparking code (see code table → page 190). He is prompted to enter a line number.

Enter the specified line number.

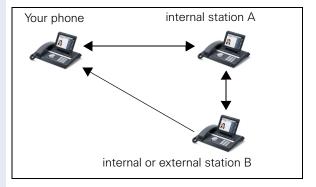
Your colleague is now connected with the waiting caller.

Silent Monitoring

If this function has been configured by service personnel and enabled for the destination phone, you can join an active call of an internal station and listen in unnoticed (muted) or with the knowledge of the target station (active).

Active silent monitoring

Station A and B are on a call. You want to listen to the call but so that Station B does not notice but so that you can still talk to Station A.



- You can hear and talk to station A.
- You can hear station B but cannot talk to him because he cannot hear you.
- Station A and B can hear and speak to each other.



Lift the handset.



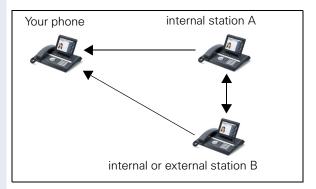
Enter the code for active silent monitoring and the destination number (see code table → page 190). You are connected to the call and can listen. If necessary notify station A.



End the silent monitoring unnoticed by replacing the handset.

Muted silent monitoring

Station A and B are on a call. You want to monitor a call but so that neither station notices.



- You can hear station A but cannot talk to him because he cannot hear you
- You can hear station B but cannot talk to him because he cannot hear you.
- Station A and B can hear and speak to each other



Lift the handset.



Enter the code for active silent monitoring and the destination number (see code table → page 190). You are connected to the call and can listen.



End the silent monitoring unnoticed by replacing the handset.

Table of codes for OpenScape Voice functions

Ask your administrator to enter the latest codes in the following table. Print this page as an overview.

| Function | Code | Description |
|--|------|-------------|
| Making anonymous calls off | | → page 176 |
| Making anonymous calls on | | → page 176 |
| Making anonymous calls temporarily on | | → page 177 |
| Making anonymous calls temporarily off | | → page 177 |
| List for selective call acceptance | | → page 178 |
| List for selective call rejection | | → page 179 |
| Rejecting anonymous calls | | → page 180 |
| Accepting anonymous calls | | → page 180 |
| Using abbreviated dialing | | → page 181 |
| Call tracing | | → page 181 |
| Making a line busy on | | → page 182 |
| Making a line busy off | | → page 182 |
| End of hunt group chain on | | → page 183 |
| End of hunt group chain off | | → page 183 |
| Edit mode for serial call | | → page 184 |
| Edit mode for parallel call | | → page 185 |
| Activating a parallel call | | → page 186 |
| Deactivating a parallel call | | → page 186 |
| Parking a call | | → page 187 |
| Unparking a call | | → page 187 |
| Active silent monitoring | | → page 188 |
| Muted silent monitoring | | → page 189 |

Individual phone configuration

Display

Adjusting the display to a comfortable reading angle

You can swivel the display unit. Adjust the display unit so that you can clearly read the screen.

Appearance

Select your preferred appearance for the menu display here.



For sample display themes, see \rightarrow page 30.



You can also configure this setting via the Web interface → page 255.



Press the key shown until the "Settings" tab is active.



Confirm the option shown.



Enter and confirm the user password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Display theme

User

Select the option shown.

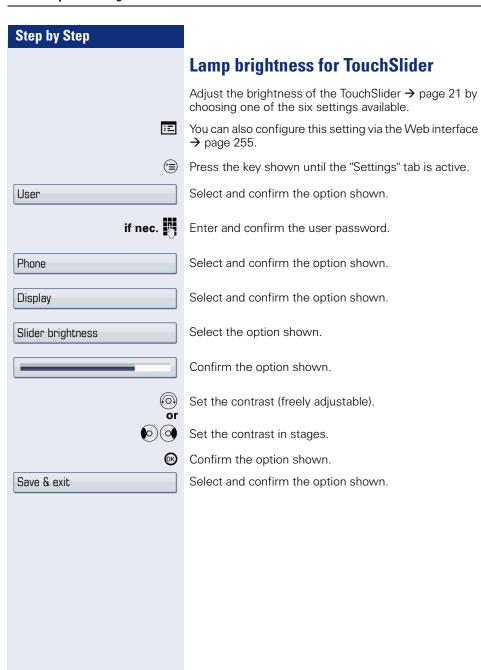
Crystal sea

Select and confirm the required color in the context menu¹.

Save & exit.

Select and confirm the option shown.

¹ The phone displays the current setting.



Step by Step Set the sensitivity of the TouchGuide Adjust the sensitivity of the TouchGuide → page 23 by choosing one of the four settings available. 冟 You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Select and confirm the option shown. if nec. Enter and confirm the user password. Phone Select and confirm the option shown. Display Select and confirm the option shown. Select the option shown. TouchGuide setting Confirm the option shown. By sliding Pressing, you can choose one of four levels for the sensitivity. **(0K)** Confirm the option shown. Save & exit. Select and confirm the option shown.

Step by Step **Contrast for the OpenStage Key Module** If you have connected an OpenStage Key Module, you can adjust the key label contrast to suit your ambient lighting. 冟 You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Select and confirm the option shown. Phone Select and confirm the option shown. Select and confirm the option shown. Display Key mod. contrast Select the option shown. Confirm the option shown. Set the contrast (freely adjustable). $(\circ)(\circ)$ Set the contrast in stages. Confirm the option shown. Select and confirm the option shown. Save & exit.

Individual phone configuration Step by Step **Screensaver** Activate a screensaver for the telephone idle state. Your administrator can set a time of between two and eight hours defining how long the phone should be idle before display backlighting deactivates completely. ïΞ You can also configure this setting via the Web interface → page 255. **Activating the screensaver** Prerequisite: Your administrator have loaded pictures to the OpenStage. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Select and confirm the option shown. Phone Screensaver Select and confirm the option shown. **Enabled** Select the option shown. Yes Select and confirm the option shown in the context menu¹ Save & exit Select and confirm the option shown.

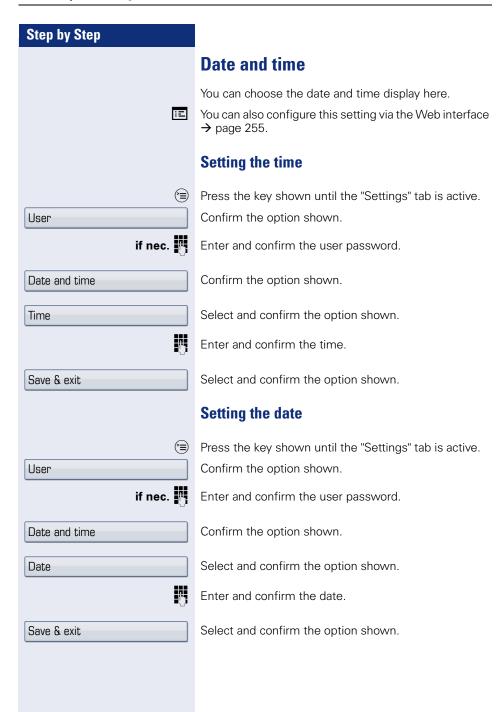
The phone displays the current setting.

Step by Step Automatic screensaver activation Set how long OpenStage should be idle before the screensaver automatically activates. ïΞ You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. Confirm the option shown. User if nec. Enter and confirm the user password. Phone Select and confirm the option shown. Select and confirm the option shown. Screensaver Select Inactivity delay (mins) 30 Confirm¹. ₾ If necessary, delete the current entry. Enter the required value in minutes \rightarrow page 31. **⊚** Confirm the option shown. Save & exit Select and confirm the option shown.

¹ The phone displays the current setting.

Step by Step **Setting the fade time for the screensaver** Set the intervals at which the screensaver images change here. The following fade times are possible: 5 seconds 10 seconds 20 seconds 30 seconds 60 seconds Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Select and confirm the option shown. Phone Screensaver Select and confirm the option shown. Transition Select and confirm the option shown. 10 Select and confirm the waiting time in the context menu¹. Save & exit. Select and confirm the option shown.

1 The phone displays the current setting.



| Step by Step | |
|-----------------------------------|---|
| | Time display format |
| 臣 | You can also configure this setting via the Web interface → page 255. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Locality | Select and confirm the option shown. |
| Time format | Select and confirm the option shown. |
| 24 hour | Select and confirm the time format (12- or 24-hour display) in the context menu. |
| Save & exit | Select and confirm the option shown. |
| | Date display format |
| 臣 | You can also configure this setting via the Web interface → page 255. |
| | Press the key shown until the "Settings" tab is active. |
| | |
| User | Confirm the option shown. |
| if nec. | Confirm the option shown. Enter and confirm the user password. |
| | |
| if nec. | Enter and confirm the user password. |
| if nec. Locality | Enter and confirm the user password. Select and confirm the option shown. |
| Locality Date format | Enter and confirm the user password. Select and confirm the option shown. Select and confirm the option shown. |
| Locality Date format dd/mm/yyyy | Enter and confirm the user password. Select and confirm the option shown. Select and confirm the option shown. Select and confirm the format you want. |

| Step by Step | |
|-------------------|---|
| | Setting daylight saving time |
| 臣 | You can also configure this setting via the Web interface → page 255. |
| | Prerequisite : Auto DST is deactivated → page 201. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Date and time | Select and confirm the option shown. |
| Daylight saving | Select and confirm the option shown. |
| Yes | Select and confirm the option shown in the context menu. |
| Save & exit | Select and confirm the option shown. |
| | Setting the difference between daylight saving and standard time |
| | Prerequisite : Auto DST is deactivated → page 201. |
| | Enter the difference to be used for daylight saving time. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Date and time | Select and confirm the option shown. |
| Difference (mins) | Select and confirm the option shown. |
| | Enter and confirm the difference between daylight and standard time in minutes. |
| Save & exit | Select and confirm the option shown. |
| | |

Step by Step **Automatic daylight saving time** The **Auto DST** setting is provided for information purposes and can only be changed by your administrator. You can also access this information via the Web interïΞ face → page 255. Press the key shown until the "Settings" tab is active. Confirm the option shown. User if nec. Enter and confirm the user password. Date and time Select and confirm the option shown. Auto DST You can manually set the daylight saving time if a No entered here → page 200.

Audio

Optimize the audio settings on your OpenStage for your environment and according to your personal requirements.

Volumes

Set the volume here, for instance, for the loudspeaker, handset or headset.



Use the TouchSlider to adjust the current volume settings → page 21.

You can preset different volumes for the following microphones and signals in eight levels:

- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover



Press the key shown until the "Settings" tab is active.

Confirm the option shown.



Enter and confirm the user password.

Audio

User

Select and confirm the option shown.

Volumes

Select and confirm the option shown.

Handset.

Select and confirm the volume you want to adjust (for example, "Handset").



Confirm the option shown.

Set the volume (freely adjustable).



Set the volume in stages.



While setting the volume, you will hear corresponding audio feedback

Step by Step © Confirm the option shown. Select and confirm the option shown. Save & exit. **Settings** Room character To ensure that the other party can hear you properly in speakerphone mode, you can adjust the phone to the room acoustics by choosing one of the following room character conditions: Normal **Echoing** Muffled You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Audio Select and confirm the option shown. Settings Select and confirm the option shown. Room character Select the option shown. Select and confirm the room character¹ in the context Normal menu (e g normal). Select and confirm the option shown. Save & exit. The following values are available in the list: 1.0 sec. On, 4.0 sec. Off 1.0 sec. On, 2.0 sec. Off 0.7 sec. On, 07 sec. Off Save & exit Select and confirm the option shown.

1 The phone displays the current setting.

Step by Step Ringtone Select your preferred ringtone from the available audio files. If no individual audio files are available the "pattern" ringtone is preset. To upload your own files in ".mp3" or ".wav" format, please contact your service personnel. ïΞ You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. Confirm the option shown. User if nec. Enter and confirm the user password. Audio Select and confirm the option shown. Select and confirm the option shown. Settings Ringer file Select the option shown. Select and confirm the required ringtone file or "pat-ABC.mp3 tern." You will immediately hear the associated ringer melody. Confirm the selected ringtone file. Save & exit Confirm the selected ringtone to use it or try a different ringtone.

¹ The phone displays the current setting.

| Step by Step | 1 |
|----------------------|---|
| | Pattern melody |
| Œ | You can also configure this setting via the web interface → page 255. |
| | Prerequisite : You have chosen the "pattern" ringtone, see → page 204. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Audio | Select and confirm the option shown. |
| Settings | Select and confirm the option shown. |
| Ringer melody | Select the option shown. |
| 4 | Select the required pattern melody ¹ between 1 and 8 (e. g. 4) in the context menu. You will immediately hear the corresponding Ringer melody. Confirm the selected Ringer melody. |
| Save & exit | Select and confirm the option shown. |
| | Pattern sequence |
| E | You can also configure this setting via the Web interface → page 255. |
| | Prerequisite: You have chosen the "pattern" ringtone, see → page 204. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Audio | Select and confirm the option shown. |
| Settings | Select and confirm the option shown. |
| Ringer tone sequence | Select |
| | 1 The phone displays the current setting. |

| Step by Step | |
|----------------|---|
| 2 | Select the required Ringer tone sequence between 1 and 3 (e. g. 2) in the context menu. You will immediately hear the set Ringer melody with the selected Ringer tone sequence. Confirm the selected setting. |
| | Country setting for speakerphone mode |
| | Enter the country setting you prefer for speakerphone mode here \rightarrow page 57. |
| E | You can also configure this setting via the Web interface → page 255. |
| (= | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Audio | Select and confirm the option shown. |
| Settings | Select and confirm the option shown. |
| Open listening | Select the option shown. |
| Standard mode | Select and confirm the setting you want ¹ in the context menu ("standard mode" or "US mode"). |
| Save & exit | Select and confirm the option shown. |
| | Setting headset port use |
| | Here you set whether you are using a wired or cordless DECT headset. |
| E | You can also configure this setting via the Web interface → page 255. |
| (= | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Audio | Select and confirm the option shown. |
| | 1 The phone displays the current setting. |

Settings

Select and confirm the option shown.

Headset port

Select the option shown.

Wired headset.

From the following setting ¹ select and confirm the option shown in the context menu.

- Wired headset
- Wireless headset
- Conference phone

Save & exit

Select and confirm the option shown.

Activating/deactivating the ringer

You can see whether the function is activated or deactivated from the corresponding icon in the status bar on the display → page 30.

★₽

Hold down the key shown.

Adjusting the volume during a call



You are conducting a call.



Set the volume using the TouchSlider → page 21.

¹ The phone displays the current setting.

Step by Step Nonsecure voice communication tone and message Use this option to activate an alert tone that you hear when a secure voice connection with the party you are currently talking to ceases to be secure. The message "Nonsecure connection" also appears. **Prerequisite:** Secure connection setup is the preference set by your administrator. ïΞ You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. Confirm the option shown. User if nec. Enter and confirm the user password. Select and confirm the option shown. Configuration Connected calls Select and confirm the option shown. Secure call alert Select and confirm the option shown. Yes Select and confirm the option shown in the context menu Save & exit. Select and confirm the option shown.

| Step by Step | |
|--------------|--|
| | Key click |
| | You can configure whether a key click should be audible when a key is pressed. You can also decide whether this should apply for all keys or only for the keys on the keypad. In addition, you can adjust the click volume or disable the sound. |
| Œ | You can also configure this setting via the Web interface → page 255. |
| | Press the key shown until the "Settings" tab is active. |
| User | Select and confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Phone | Select and confirm the option shown. |
| Key click | Select and confirm the option shown. |
| | Adjusting the volume for the Key click |
| Volume | Select and confirm the option shown. |
| Medium | For instance, select and confirm a medium volume level. You can also select one of the following three options: Low High Off (for no click) |
| | Key selection |
| Keys | Select and confirm the option shown. |
| Keypad only | Select and confirm if the setting is only to apply for the character input keys. |
| or | |
| All keys | Select and confirm the option shown for all keys. |
| Save & exit | Select and confirm the option shown. |

Step by Step **Setting the language and country Display language** You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. Confirm the option shown. User if nec. Enter and confirm the user password. Select and confirm the option shown. Locality Select the option shown. Language Select and confirm the language¹ in the context menu. Deutsch Save & exit Select and confirm the option shown.

You may choose from the following languages:

- 1. Bahasa Indonesia
- 2. Bahasa Malaysia
- 3. Brasileiro
- 4. Català
- 5. Ceština
- 6. Dansk
- 7. Deutsch
- 8. Eesti keel
- 9. English
- 10. English(US)
- 11. Español
- 12. Français
- 13. Hrvatski
- 14. Italiano
- 15. Latviešu Valoda
- 16. Lietuvių Kalba
- 17. Magyar
- 18. Nederlands
- 19. Norsk
- 20. Polski
- 21. Português
- 22. Românã
- 23. Slovenčina
- 24. Slovenski Jezik
- 25. Srpski Jezik
- 26. Suomi
- 27. Svenska
- 28. Tiếng Việt
- 29. Türkçe
- 30. Ελληνικά
- 31. Български
- 32. Македонски Јазик
- 33. Русский
- 34. Српски Језик
- 35. 中文

Step by Step **Country-specific setting** Adapt your phone settings to suit the country-specific conditions (for example, transmission parameters). ïΞ You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Select and confirm the option shown. Locality Select the option shown. Country Select and confirm the country¹ in the context menu. Germany Save & exit. Select and confirm the option shown.

You may choose from the following countries:

| Argentinien | AR | 20. Luxembourg | LU |
|---------------------------------|----|------------------------|-----|
| Australia | ΑT | 21. Mexico | MX |
| 3. Austria | ΑU | 22. Netherlands | NL |
| 4. Belgium | BE | 23. New Zealand | NZ |
| 5. Brazil | BR | 24. Norway | NO |
| 6. Canada | CA | 25. Poland | PL |
| 7. China | CN | 26. Portugal | PT |
| 8. Chile | CL | 27. Russian Federation | nRU |
| 9. Croatia | HR | 28. Singapore | SG |
| 10. Czech Republic | CZ | 29. Slovakia | SK |
| 11. Denmark | DK | 30. South Africa | ZA |
| 12. Finland | FI | 31. Spain | ES |
| 13. France | FR | 32. Sweden | SE |
| 14. Germany | DE | 33. Switzerland | СН |
| 15. Hungary | HU | 34. Thailand | TH |
| 16. India | IN | 35. Turkey | TR |
| 17. Ireland | ΙE | 36. United Kingdom | GB |
| 18. Italy | ΙT | 37. United States | US |
| 19. Japan | JP | 38. Vietnam | VN |

The phone displays the current setting.

| Step by Step | |
|----------------|---|
| | Context menu |
| Œ | After a connection is set up, a context menu appears with dependent functions. You can activate/deactivate the automatic display and can also set how long the context menu should be displayed. You can also configure this setting via the Web interface → page 255. |
| | Press the key shown until the "Settings" tab is active. |
| User | Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Configuration | Select and confirm the option shown. |
| Context menu | Select and confirm the option shown. |
| | Activating/deactivating automatic menu display |
| Automatic menu | Select and confirm the option shown. |
| Yes | In the context menu select and confirm to activate automatic menu display. |
| Save & exit | Select and confirm the option shown. |
| | Setting the display time |
| Display time | Select and confirm the option shown. |
| 20 | In the context menu select and confirm a value from the following options: 5 10 |
| | 20 30 60 120 Unlimited display |
| Save & exit | Select and confirm the option shown. |

Step by Step **Bluetooth Activating and deactivating Bluetooth** 冟 You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Select and confirm the option shown. Bluetooth Configuration Select and confirm the option shown. The Bluetooth settings dialog is selected. Select and confirm the option shown. Active Select and confirm the option shown. Yes Save & exit. Select and confirm the option shown. The Bluetooth function is activated and is now available.

Step by Step Open Bluetooth discoverability You can use this function to set whether or not your OpenStage should be transparent to other Bluetooth devices when operating in Bluetooth mode. 冟 You can also configure this setting via the Web interface → page 255. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Bluetooth Select and confirm the option shown. Configuration Select and confirm the option shown. The Bluetooth settings dialog is selected. Discoverable Select and confirm the option shown. Yes Select and confirm the option shown. Select and confirm the option shown. The Bluetooth Save & exit function is not transparent to other devices that are not yet connected to your OpenStage. For security reasons, it is recommended that you only activate the "Discoverable" function for Bluetooth when new Bluetooth devices are to be connected. A connection is established for devices that are already connected even if the "Discoverable" function is deactivated.

Step by Step Bluetooth name for your OpenStage Here you can determine which name your OpenStage should use to register at other Bluetooth devices. ïΞ You can also configure this setting via the Web interface → page 255. By factory default, the Bluetooth name is: OpenStage [MAC address of your telephone]. Press the key shown until the "Settings" tab is active. Confirm the option shown. User if nec. Enter and confirm the user password. Select and confirm the option shown. Configuration Bluetooth Select and confirm the option shown. Select and confirm the option shown. The Bluetooth Configuration settings dialog is selected. Select and confirm the option shown. Phone name Specify and confirm the required name. Save & exit Select and confirm the option shown.

Step by Step **Configuring pairing settings** Pairing is used for checking the access authorization of a Bluetooth device in a Bluetooth network. During the pairing process, a 128-bit connection key is created. This is used for subsequent identification. You can specify whether pairing should be **Automatic**, occur after a Prompt or not at all. 冟 You can also configure this setting via the Web interface → page 255. Pairing is only performed the first time contact is established between a Bluetooth device and your OpenStage. If the Bluetooth device is successfully paired, no further access authorization checks are necessary. Instead, each subsequent check uses the previously created connection key. Press the key shown until the application's "Settings" tab is active. User Select and confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Bluetooth Select and confirm the option shown. Configuration Select and confirm the option shown. The Bluetooth settings dialog is selected. Select and confirm the option shown. Pairing No Select and confirm the option shown. or **Automatic** Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.

or

Prompt

Save & exit.

Step by Step **Entering the pairing PIN** The personal identification number (PIN) contains at least four alphanumeric characters. This PIN is used for securely pairing Bluetooth devices with your OpenStage. ïΞ You can also configure this setting via the Web interface → page 255. Press the key shown until the application's "Settings" tab is active. Select and confirm the option shown. User if nec. Enter and confirm the user password. Select and confirm the option shown. Configuration Select and confirm the option shown. Bluetooth Configuration Select and confirm the option shown. The Bluetooth settings dialog is selected. Pairing PIN Select and confirm the option shown. Enter and confirm the PIN. Save & exit. Select and confirm the option shown. The pairing function is now activated.

Managing Bluetooth devices

The following functions are available in the Bluetooth pairing manager:

- · Add a Bluetooth device
- Delete Bluetooth device list
- Connect or disconnect paired Bluetooth devices
- Remove single Bluetooth devices from the list
- Rename Bluetooth devices in the list



You can also configure this setting via the Web interface → page 255.

Adding a Bluetooth device



Press the key shown until the application's "Settings" tab is active.

User

Select and confirm the option shown.



Enter and confirm the user password.

Configuration

Paired devices

Add device

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Select and confirm the option shown. The **Bluetooth** pairing manager dialog is selected.

Options

Select

Select and confirm the option shown in the context menu. The system searches for devices.

Bluetooth Device 1

If at least one new device is detected, select and confirm the relevant Bluetooth device.



Enter and confirm the specified PIN → page 218. The message "Pairing in progress" is displayed.

If the pairing request is confirmed on the corresponding Bluetooth device and the password entered, the pairing is performed and the device is added to the list.

Your OpenStage is now "paired" with the Bluetooth device, but not yet connected → page 221.

| Individual phone configuration | |
|--------------------------------|---|
| Step by Step | |
| | Deleting all Bluetooth devices from the list |
| | You can delete the whole list if, for example, the devices are no longer in the area. |
| | Press the key shown until the application's "Settings" tab is active. |
| User | Select and confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Configuration | Select and confirm the option shown. |
| Bluetooth | Select and confirm the option shown. |
| Paired devices | Select and confirm the option shown. The Bluetooth pairing manager dialog is selected. |
| Options | Select. |
| Delete all | Select and confirm the option shown in the context menu. |
| | "Delete all devices from pairing list?" |
| Delete | Confirm, if you wish to delete all devices. |
| | |
| | |
| | |
| | |
| | |
| | |

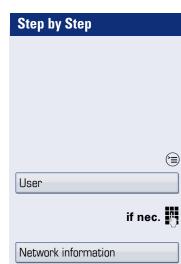
| Connecting/disconnecting a Bluetooth device |
|--|
| Prerequisite: At least one Bluetooth device is listed. |
| Press the key shown until the application's "Settings" tab is active. |
| Select and confirm the option shown. |
| Enter and confirm the user password. |
| Select and confirm the option shown. |
| Select and confirm the option shown. |
| Select and confirm the option shown. The Bluetooth pairing manager dialog is selected. |
| Select the relevant Bluetooth device. |
| Select and confirm the option shown in the context menu. The connection is established immediately, if the relevant Bluetooth device is reachable. |
| Select and confirm the option shown in the context menu. |
| |

| individual phone configuration | |
|--------------------------------|---|
| | ı |
| Step by Step | |
| | Deleting a Bluetooth device from the list |
| | You can delete a single Bluetooth device from the list if, for example, it will be away from the area for an indefinite period. |
| | Press the key shown until the application's "Settings" tab is active. |
| User | Select and confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Configuration | Select and confirm the option shown. |
| Bluetooth | Select and confirm the option shown. |
| Paired devices | Select and confirm the option shown. The Bluetooth pairing manager dialog is selected. |
| Bluetooth Device 1 | Select the relevant Bluetooth device. |
| Delete | Select and confirm the option shown in the context menu. |
| Delete | Confirm, if you wish to delete the device. |
| | |
| | |
| | |
| | |
| | |
| | |

Step by Step Renaming a Bluetooth device in the list A Bluetooth device is entered in the list with the name set in the device. This is often the device type. You can change this logon name. Press the key shown until the application's "Settings" tab is active. User Select and confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Bluetooth Select and confirm the option shown. Paired devices Select and confirm the option shown. The Bluetooth pairing manager dialog is selected. Select the relevant Bluetooth device. Bluetooth Device 1 Rename Select and confirm the option shown in the context menu. Enter and confirm the new name.

| individual phone configuration | |
|--------------------------------|--|
| | _ |
| Step by Step | |
| | Blacklist for Bluetooth devices |
| | The blacklist contains Bluetooth devices to which your OpenStage should not connect. |
| | Adding a Bluetooth device |
| | Press the key shown until the application's "Settings" tab is active. |
| User | Select and confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Configuration | Select and confirm the option shown. |
| Bluetooth | Select and confirm the option shown. |
| Blacklist | Select and confirm the option shown. The Bluetooth blacklist editor dialog is selected. |
| Options | Select. |
| Add device | Select and confirm the option shown in the context menu. The system searches for devices. The detectable Bluetooth devices in your area are listed. Select a device, for which you wish to block connection. |
| Bluetooth Device XYZ | Select and confirm the relevant device to add it to the list. |
| | |
| | |
| | |
| | |
| | |

Step by Step Removing a Bluetooth device from the blacklist Press the key shown until the application's "Settings" tab is active. User Select and confirm the option shown. if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Bluetooth Select and confirm the option shown. Select and confirm the option shown. The Bluetooth Blacklist blacklist editor dialog is selected. Bluetooth Device XYZ Select the relevant Bluetooth device. Select and confirm the option shown in the context Delete menu. Delete Confirm, if you wish to remove this device from the list.



Network information

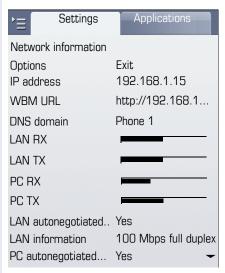
This information overview in the user area of the service menu provides you with information about the IP address or name of the phone and the HTML address of the web-interface. It also provides real-time data about the network activity of the phone.

Press the key shown until the "Settings" tab is active.

Confirm the option shown.

Enter and confirm the user password.

Select and confirm the option shown. The following overview opens:



IP Address: Displays the IP address or name which was assigned to the phone in the network.

WBM URL: HTTPS address of the Web interface. This address is specified in the address line of the Internet browser and is used to call the Web interface of the phone in the browser.

DNS domain: The administrator can also assign the phone to the IP address of a DNS domain (for example, http://my-openStage.phone/).

Resetting user data

The following user-specific settings changed via the phone menu or the Web interface can be reset to factory settings.

- Display settings
- Language setting
- Screensaver



Personal images for the screensaver are delete and deleted default images are restored (administration e.g. using the OpenStage Manager).

- Audio settings
 - Volumes
 - Settings



Personal ringtone files are deleted and deleted default ringtone files are restored (administration e.g. using the OpenStage Manager).

- Configuration
 - Context menu
- Bluetooth
 - Configuration and Listen
- Phonebook
 - All entries are deleted.
- Call lists
 - All entries are deleted.
- Sensor keys
 - All personalized programming is deleted (see also → page 95).

Important: All data is reset **without** a warning tone. If necessary back up your date on a USB memory stick (→ page 237).

Individual phone configuration **Step by Step Initiating the reset** Press the key shown until the "Settings" tab is active. Confirm the option shown. User if nec. Enter and confirm the user password. Select and confirm the option shown. Reset Select and confirm "Reset selected user data" in the All user data... context menu. The user data is reset to factory settings.

Bluetooth

Bluetooth is an open standard for high-performance technology and allows wireless communication between PCs, PDAs, and mobile telephones.

In contrast to infrared connections, Bluetooth does not require a visual contact for communication purposes and can be used over distances of up to 10 meters.

To exchange data between Bluetooth-enabled devices, the devices need to undergo a once-off discovery procedure.

Discoverability

When first enabling a connection to a Bluetooth device, this function must be switched on → page 215.

The OpenStage is discoverable for other Bluetooth devices by default.

To prevent unauthorized access, we recommend deactivating discoverability once you have enabled the connection to a new Bluetooth device.



A connection is established for devices that are already connected even if the "Discoverable" function is deactivated.

Pairing

Pairing is the process used by two Bluetooth-enabled devices to "see" one another and to "recognize" that they can exchange data. It is therefore used for checking the access authorization of a Bluetooth device in a Bluetooth network. To do this, a 128 bit link key is created for subsequent identification.



Pairing is only performed the first time contact is established between a Bluetooth device and your OpenStage. If the Bluetooth device is successfully paired, no further access authorization checks are necessary. Instead, each subsequent check uses the previously created connection key.

Transferring contacts

The Bluetooth function on your OpenStage allows you to transfer contacts in **vCard format** (file extension: .vcf) from other Bluetooth devices to your OpenStage and save them in the phonebook. You can also send phonebook entries as vCards to other Bluetooth-enabled devices.



Due to the diverse range of PCs, mobile telephones and PDA devices currently available, we are unable to provide universal instructions on how to transfer vCard files in this manual.

The instructions for data transfer via Bluetooth provided in the relevant manufacturer documentation should be observed.

Receiving a vCard

Prerequisite: The Bluetooth function on your OpenStage is activated → page 214. A vCard file is stored on your Bluetooth device (PC, PDA, mobile telephone, etc.).

Launch the data transfer wizard for Bluetooth and follow the instructions.

Once the vCard is transferred, a message confirming the successful transfer is displayed on your OpenStage. You may be prompted to accept the vCard.

Example:



OK

Select and confirm the option shown.

Transferring a contact to the phonebook

(m)

Press the key shown.

Refresh directory

Select and confirm the option shown.

Step by Step Sending a vCard **Prerequisite:** The Bluetooth connection is configured between your OpenStage and one other device → page 214. A vCard file is saved on the OpenStage. Search the phonebook for the entry you wish to send. Press the key shown. Select a phonebook entry. Niels, Bohr Send Select and confirm the option shown in the context menu. The "Send vCard via Bluetooth" dialog is displayed. Sending to a paired device Select. Paired devices Select and confirm the option shown in the context XYZ → menu for device. The vCard for the entry is sent. Perform the necessary steps on the destination device to save the vCard data. or Sending to an unpaired device Select. **Options** Search Select and confirm the option shown in the context menu. A search is started and detected devices listed. Select and confirm the relevant device in the list. XYZ → The vCard is sent. Perform the necessary steps on the destination device to save the vCard data. Detected devices are then deleted from the list.

Using a Bluetooth headset

You can connect a Bluetooth headset to your OpenStage 60/80 which is approved for use with the OpenStage 60/80. Ask for service personnel about approved headset types.



It is not recommended to activate the open listen page 58ing feature in connection with a Bluetooth headset because this can lead to reduced quality depending on headset an environment.

Connecting the Bluetooth headset

Prerequisite: The Bluetooth function on your OpenStage is activated → page 214.



Press the key shown until the application's "Settings" tab is active.



Select and confirm the option shown.



Enter and confirm the user password.

Configuration

User

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Paired devices

Select and confirm the option shown. The **Bluetooth pairing manager** dialog is selected.

Options

Select the option shown.

Finding and connecting the Bluetooth headset

Now switch your Bluetooth headset to pairing mode (see the user manual supplied with the device).

Add device

Select and confirm the option shown in the context menu. The system searches for devices.

Jabra BT500

Select and confirm the Bluetooth headset found (Jabra BT500, for instance).



Enter and confirm the PIN (generally "0000" or "1234" for Bluetooth headsets – for more information refer to the headset description).

The message "Pairing in progress" is displayed. Following successful pairing, the device is added to the list of paired devices.

Connecting a Bluetooth headset to OpenStage

The Bluetooth headset must now be connected to the OpenStage 60/80.

Jabra BT500

Select the Bluetooth headset in the list.

Connect

Select and confirm the option shown in the context menu. The connection is immediately established and the headset is ready for operation.

Testing a Bluetooth headset

0

Press the key shown. You should now hear the on-hook signal in the headset.



Enter the station number.

or

In the pop-up menu:

Repeat dialing 123456

Select and confirm the option shown. The connection is set up as soon as your input in complete.

if nec. ←

If necessary, set the call volume.

Step by Step **Using a Bluetooth Conference Phone** You can connect a Bluetooth conference phone to your OpenStage 60/80 which is approved for use with the OpenStage 60/80. Ask your service personnel about approved conference phone types. **Connecting a "Konftel 60W" Bluetooth** conference phone Below is an example of connecting and operating a "Konftel 60W" conference phone. Prerequisite: The Bluetooth function on your Open-Stage is activated → page 214. The "Konftel 60W" conference phone is ready for use but **turned off** (see user quide "Konftel 60W"). Press the key shown until the application's "Settings" tab is active. Select and confirm the option shown. User if nec. Enter and confirm the user password. Configuration Select and confirm the option shown. Bluetooth Select and confirm the option shown. Paired devices Select and confirm the option shown. The **Bluetooth** pairing manager dialog is selected. Select the option shown. **Options** Finding and pairing the Bluetooth conference phone Konftel 60W Hold down the **trim** key on the "Konftel 60W" for two trim seconds until the blue display lights flash (Warning: the device must be switched off first). Add device Select and confirm the option shown in the context menu. The system searches for devices. Select and confirm the Bluetooth device Konftel 60W Konftel 60W found.

Enter and confirm the PIN ("0000" for Konftel 60W).

The message "Pairing in progress" is displayed. Following successful pairing, the device is added to the list of paired devices. You hear a short confirmation tone from the Konftel 60W before the device switches itself off again.

Connecting Konftel 60W with OpenStage

The Konftel 60W must now be connected to the OpenStage 60/80.

Konftel 60W

Select the Konftel 60W on the list

Set as conference phone

Select and confirm the option shown in the context menu.

Konftel 60W

Select the Konftel 60W on the list again.

Connect

Select and confirm the option shown in the context menu. The connection is immediately established and the Konftel 60W is ready for use.

Testing the "Konftel 60W" Bluetooth conference phone

Answering a call

Prerequisite: The "Konftel 60W" conference phone is ready for use but **turned off** (see user guide "Konftel 60W"). The OpenStage is in idle mode.

Both the phone and the "Konftel 60W" ring. The caller is displayed. To answer the call, you can now:

□())

Press the key shown.

or

Accept

Select and confirm the option shown.

or

Ф

Press the On/Off key on the "Konftel 60W".

You are connected with the other party. The "Konftel 60W" is activated. You can now for example initiate a consultation call or accept a second call to set up a conference.

Calling a station

Prerequisite: The "Konftel 60W" conference phone is ready for use but **turned off** (see user guide "Konftel 60W"). The OpenStage is in idle mode.

((D

Press the key shown.

or



Enter the station number. The "Konftel 60W" switches itself on automatically. Once the stations answers, you can set up a conference via a consultation or second call.

Backup/restore

Backups are usually made to a USB mass storage device and contain user-specific data.

A backup includes the following components:

- All user settings for configuration
- Call forwarding instructions with default destinations
- Phonebook entries with relevant data
- Ringtones
- Photos
- Screensavers
- Call list entries

The USB mass storage device is only used to back up and restore the user area in the phone memory. You do not have to remove the USB medium after a backup. You can create multiple backups on the medium and restore them as required. You can also restore the backups saved on another phone as a means of transporting your settings and data, for instance, if your phone has to be replaced.

A restore operation only works if the relevant settings are enabled on the phone and the current software release supports these settings.

Every backup is given a separate name and is password-protected. Setting the password encrypts the content of the backup. Data can only be restored after entering the password set. The backup file is not automatically deleted after a restore operation.



A USB pen drive must be connected to the USB port provided so that the options described below are available to you. Otherwise you are only offered the "Close" option.

Step by Step Saving user data Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Phone Select and confirm the option shown. Backup/Restore Select and confirm the option shown. Creating a new backup **Options** Select and confirm the option shown. New{1} Select and confirm the option shown in the context menu Replacing an existing backup 17.08.07 14:42 August 3770 Select and confirm the backup available. Select and confirm the option shown in the context Replace menu. Select and confirm the option shown. Backup password P Enter and confirm the backup password. Select and confirm the option shown. Confirm password 74 Re-enter and confirm the password. Naming a new backup Select and confirm the option shown. Backup name Enter and confirm a name for the backup. Select and confirm the option shown. The user data is Start backup saved. The message **Backup created successfully** is displayed.

| Step by Step | |
|----------------------------|---|
| | Restoring user data |
| User | Press the key shown until the "Settings" tab is active. Confirm the option shown. |
| if nec. | Enter and confirm the user password. |
| Phone | Select and confirm the option shown. |
| Backup/Restore | Select and confirm the option shown. |
| 17.08.07 14:42 August 3770 | Select and confirm the backup you want. |
| Restore | Select and confirm the option shown. |
| Backup password | Select and confirm the option shown. |
| · | Enter and confirm the backup password. |
| | You can set Ignore or Restore in the context menu for the following options. The default setting is Ignore: Phone book Call logs Menu data Screensaver images All clip images All ringer tones All midlet data |
| | If you want to activate the phonebook's Restore, for instance, then: |
| Phone book | Select the option shown. |
| Restore | Select and confirm the option shown in the context menu. |
| | The restore operation can begin once you have activated all the options you want: |
| Restore selected | Select and confirm the option shown. The following message appears when the procedure is finished: Restore successfully completed . |

Step by Step **Deleting a user backup on a storage** medium You can delete invalid or older backups on your USB medium. Press the key shown until the "Settings" tab is active. User Confirm the option shown. if nec. Enter and confirm the user password. Phone Select and confirm the option shown. Backup/Restore Select and confirm the option shown. 17.08.07 14:42 August 3770 Select and confirm the backup you want. Select and confirm the option shown. A security Delete prompt is displayed: Delete backup 17.08.08 14:42 August 3770? Delete Confirm the option shown to delete the backup. Backup deletion is the responsibility of the user and is therefore not password-protected.

Step by Step (=) User if nec. Phone Backup/Restore 17.08.07 14:42 August 3770

Displaying and checking backups on USB media

Check which backups are stored on the medium.

Press the key shown until the "Settings" tab is active. Confirm the option shown.

Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.

Select the backup you want and confirm it to check the settings

Call recording

A central voice recorder is installed in the network for recording calls to which your telephone connects in order to record the current voice traffic. The recorder records the entire voice flow of two or more participants.

You should configure a recording button in order to simplify handling of manual call recording \rightarrow page 89. It is assumed in the description below that a corresponding key has been configured.

Call recording modes

The service personnel can configure the following operating modes for call recording:

- Manual
- AutoStart
- All Calls
- Disabled

The following settings are possible to audibly signal the recording:

- Repeated
- Single Shot
- Off

Check with your service personnel as to which settings were made for your phone.

Mode: ALL CALLS:

The telephone starts and stops the recorder automatically in order to ensure that all calls are being recorded.

Mode: MANUAL

You decide when the recorder is started and stopped or paused. If the recorder is switched on, all further calls will be recorded. If you pause the recorder then nothing will be recorded. If there are no calls, then the recorder likewise pauses.

Mode: AUTOSTART

The telephone starts the recorder automatically. You can stop or pause the recorder yourself however and restart it. If a call has already been recorded, new

incoming and outgoing calls will also be recorded. If you pause the recorder during a call, special calls such as consultation calls, call pickups and second calls will not be recorded as long as the recorder is paused. If the telephone reverts to idle status, the AutoStart process is set up again for the next call.

Explanations of recording

Recordable calls

A recordable call is any call that has a call connection status on the telephone. This can be any incoming or outgoing call. It is immaterial here whether a call is set up directly via the telephone or via an application.

- Outgoing
- Incoming
- Consultation
- Pickup
- Reconnect
- Second call
- Connected call
- Conference¹
- Automatic call acceptance
- Secured or unsecured line

Non-recordable calls

- Outgoing calls that have not yet reached full connection status, such as a ringing call.
- Calls on hold

Enhanced functions:

- A conference¹ can be set up or cleared down during recording.
- 2. A consultation can be performed during recording.
- 3. Call transfer is also available during recording.
- 4. A second call can be accepted during recording.

The following features are not supported:

- 1. Playing back recordings over the telephone.
- 2. Deleting recordings over the telephone.
- 3. Functions for editing recordings over the telephone.

Recording tips

You will receive the following advisories while a call is being recorded:

- The recording symbol Q_O on the display (permanent)
- Beep (repeated at intervals for you and your call partner)
- Beep (single at the start of recording for you and your call partner)

The audible advisory can also be switched off. Please check with the relevant service personnel.

Multiline

In terms of call recording, no distinction is made between multiline and singleline. If recording has started, recording is performed, otherwise not. The recording status of a line persists as long as calls are connected to this line.

For example, if line A is being recorded (initiated manually) and you switch to line B or line A is placed on manual hold and you switch to line B, the recording is ended and a partial recording saved.

If you disable recording for the call on line B (mode = manual or auto start) and switch back to line A, the recording for line A is not started again.

The modes mentioned (All Calls, AutoStart or Manual) refer to the telephone and are therefore the same for all lines.

1 Server-based conference only

Recording calls

Using the call recording feature

The recording function can be used in a similar way to a recorder, for example for recording music. The recorder can be:

- switched on (standby o)
- switched off or stopped (■)
- started (►)
- paused (Ⅱ)

The symbols used here by way of example can be found on practically any hardware and software recorder.

Automatic call recording

This is the simplest mode. If you have accepted a call or called a subscriber and the subscriber answers, the call is recorded automatically. Refer to → page 243 to check which calls this can be.

As soon as the recording starts, you will see the recording symbol Q_O and hear a beep (see also \rightarrow page 244).

You cannot pause the recording manually in this mode.

Step by Step Manual call recording Activating or deactivating call recording when the telephone is in idle mode. **Prerequisite**: Manual mode is selected. The recording button is configured and indicates the status. Recording on Select the option shown in the telephone's context menu to enable the option. Recording off or disable the option. or Press the recording button to enable the option - the LED key lights up. or press the key shown to disable the option - the LED extinguishes. The recording button also indicates the status change if you activated or deactivated call recording via the context menu. Call recording with AutoStart Standby mode is activated in principle in idle mode. The recording button LED lights up. You cannot switch off the recorder. As soon as a call is set up, call recording starts automatically. Lift the handset. or □()) Press the key shown. The station answers. You hear a beep, the recording symbol OO is shown on the display and the recording button LED remains lighting. The call is now being recorded (see also → page 244)

again.

for the next call.

→ or
□
□
)

You can pause the recording at any time and continue it

If you end the call, the AutoStart process is set up again

Controlling call recording

Starting call recording manually during a call

Prerequisite: Manual mode or AutoStart is selected. You are conducting a call. Recording has not started. The recording button LED is not lighting.



You are conducting a call (see also \rightarrow page 243).



Press the recording button to start the recording - the LED key lights up.

You hear a beep and the recording symbol oo is shown on the display. The call is now being recorded (see also → page 244)

Pausing call recording manually during a call

Prerequisite: Manual mode or AutoStart is selected. You are conducting a call. Recording has started. The recording button LED lights up.



You are conducting a call (see also \rightarrow page 243).



Press the recording button to pause the recording - the LED extinguishes and the recording symbol and on the display disappears.

You can start the recording again at any time, for example to continue recording the current call.

Ending call recording automatically

Prerequisite: You are conducting a call. Recording has started. The recording button LED lights up.





The recording is ended automatically as soon as the call is terminated or if the call status changes so that the call is no longer being recorded - for example if a line is placed on manual hold and another line is seized (Multiline).

The LED extinguishes and the recording symbol on the display disappears.

Consultation during call recording

Prerequisite: You are conducting a call. Recording has started. The recording button LED is lighting.

You initiate a consultation – your main call is placed on hold as a result while the consultation is being performed.



The recording is paused while you initiate the consultation. The recording symbol oo on the display disappears.



If the consultation partner answers, the consultation call is recorded. You hear a beep and the recording symbol OO is shown on the display again.

You can now terminate the consultation call or for example switch back to the first call party (alternate) while the consultation call is placed on hold.

Second call during call recording

Prerequisite: You are conducting a call. Recording has started. The recording button LED is lighting.



You are conducting a call. You hear a beep and the recording symbol oo is shown on the display. The call is now being recorded.

A second call party camps on \rightarrow page 103.

In the pop-up menu:

first party is placed on hold.

Accept

Select and confirm the option shown. You are connected with the second party. You hear a beep and the recording symbol OO is shown in the line for the second call – this call is now being recorded. The

Call recording while alternating

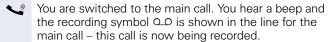
Prerequisite: You have an active or held consultation or second call. Recording has started. The recording button LED is lighting.



You are connected with the second party. You hear a beep and the recording symbol Q_O is shown in the line for the second call.

Alternate

Select and confirm the option shown in the context menu for this connection.



You can pause and restart the recording at any time in manual and auto start modes.

Your call is paused and reconnected during the recording.

Prerequisite: You are conducting a call that is being recorded.



Your call partner has placed the call on hold. You hear the music on hold. The recording is paused and the recording symbol Ω has disappeared from the display.



Your call partner resumes the call. You hear a beep and the recording symbol Q_O is shown on the display.

Setting up a conference during recording

Prerequisite: You are conducting a consultation call

- → page 72 or you have accepted a second call
- → page 103 and the "System conference" feature was configured by the service personnel. Recording has started. The main call is placed on hold. The recording button LED is lighting.

Select and confirm the option shown in the connection's context menu. You are connected to both parties at once. The conference is displayed with the current participants.

You hear a beep and the recording symbol Q_O is shown in the line for the conference call

Adding conference participants during the recording

Prerequisite: You have set up a conference. The "System conference" feature was configured by the service personnel. The conference call is now being recorded.

You have performed a consultation or accepted a second call (→ page 72 or → page 103). The conference call is placed on hold.

You hear a beep and the recording symbol \circ is shown in the line for the consultation or second call. The call is now being recorded.

Select and confirm the option shown in the context menu for the consultation or second call in order to include the new participant in the conference. The conference is displayed with all current participants.

You hear a beep and the recording symbol \bigcirc is shown again in the line for the conference call.

Conference

Conference

Your call is included in a conference during the recording.

Prerequisite: You are conducting a call that is being recorded. You are to be included in a conference by your call partner. You are placed on hold while the conference is being set up.

You hear the music on hold while your call partner is setting up the conference. The recording is paused and the recording symbol O has disappeared from the display.

Your call partner answers again and you are connected to the conference. You hear a beep and the recording symbol Q_O is shown in the "Conference" line. The conference call is now being recorded.

Putting a line on hold manually during the recording

There are two options for placing a line manually on hold:

- You place the active line on hold during the call recording and then resume the call on this line.
- You seize a different line during call recording. The first line is placed on manual hold.

Prerequisite: The telephone has more than one line configured. The active line is being recorded. The recording button LED is lighting.

Holding and retrieving the call on the line

You are conducting a call, for example on line A. You hear a beep and the recording symbol Oo is shown on the display. The call is now being recorded.

Press line key A. The line key LED starts flickering. The call is placed on hold. The recording is paused while the call is on hold. The recording symbol OO on the display disappears.

Retrieving a held call:



Press line key A. The line key LED lights up. The call is retrieved. You hear a beep and the recording symbol Q_O is shown on the display again. Call recording is continued.

Holding a call on the line and conducting a call on a different line



Press line key B – the LED lights up. You hear a beep and the recording symbol \circ 0 is shown on the display for line B – this call on line B is being recorded. Line A is placed on hold, call recording of line A has been terminated.



Press line key A to resume the call. You hear a beep and the recording symbol \bigcirc is shown on the display for line A – a new recording of line A commences.

Step by Step

User

Diagnostic information

This information overview in the user area of the service menu provides you with information on the current configuration of the telephone:

=

Press the key shown until the "Settings" tab is active.

Confirm the option shown.

if nec.

Enter and confirm the user password.

Diagnostic information

Select and confirm the option shown.

You see a numbered list of telephone parameters with the current settings.

You can see a more structured view of the list via the WEB Surface → page 255:

Example:

| Diagnostic.Information | | | |
|------------------------|---------------------|--------------------------|--|
| 201 | 1-05-11 08:23:40 | | |
| 00 | terminal.number: | 3339 | |
| 01 | sip.server: | 192.168.1.240 | |
| 02 | sip.port: | 5060 | |
| 03 | sip.registrar: | 192.168.1.240 | |
| 04 | sip.registrar.port: | 5060 | |
| 05 | sip.gateway: | 192.168.1.240 | |
| 06 | sip.transport: | UDP | |
| 07 | sip.gateway.port: | 5060 | |
| 08 | server.features: | No | |
| 09 | dns.results: | 5060 | |
| 10 | multiline: | No | |
| 11 | registered.lines: | 5060 | |
| 12 | backup.active: | Yes | |
| 13 | backup.proxy: | | |
| 14 | software.version: | V3 R0.22.0 SIP 110502 | |
| 15 | display.message: | None | |
| 16 | last.restart: | 2011-05- 11T08:00:34 | |

Step by Step

| | Diagnostic.Info | ormation |
|----|-------------------------|---------------|
| 17 | memory.free: | 60,696K free |
| 18 | ip.adress: | 192.168.1.235 |
| 19 | subnet.mask: | 255.255.255.0 |
| 20 | default.route: | 192.168.1.2 |
| 21 | primary.dns: | 192.168.1.105 |
| 22 | secondary.dns: | 192.168.1.2 |
| 23 | route.1.ip: | |
| 24 | route.1.gateway: | None |
| 25 | route.1.mask: | None |
| 26 | route.2.ip: | None |
| 27 | route.2.gateway: | None |
| 28 | route.2.mask: | None |
| 29 | mac-address: | 0001e325eaca |
| 30 | discovery.mode: | Manual |
| 31 | dhcp.reuse: | No |
| 32 | lan.port.type: | 0 |
| 33 | pc.port.status: | None |
| 34 | pc.port.type: | 0 |
| 35 | pc.port.autoMDIX: | No |
| 36 | vlan.id: | |
| 37 | qos.layer.2: | |
| 38 | qos.layer.2.voice: | 5 |
| 39 | qos.layer.2.signalling: | None |
| 40 | qos.layer.2.default: | 0 |
| 41 | qos.layer.3: | Yes |
| 42 | qos.layer.3.voice: | 13 |
| 43 | qos.layer.3.signalling: | 7 |
| 44 | Ildp.med.operation: | |

Web interface (WBM)

You can configure a number of settings for your phone via the Web interface. Communication is via a secure HTTPS connection. Access to the Web interface must be activated by service personnel.

Calling up the Web interface



For more information on the IP address, the Web interface address, and how to connect the telephone to the network, refer to the section entitled "Network information" \rightarrow page 226.

To call up the interface, open a Web browser and enter the following:

http://[IP address of the phone]:[port] or

https://[IP address of the phone]

[IP address of the phone] is the IP address of your phone.

https://[Name of the phone]

[Name of the phone] which was assigned by service personnel.[Port] is the port address of the phone's HTTP server and must be **8085**.



You might receive a certificate notification from the browser. Follow the instructions to download the certificate.

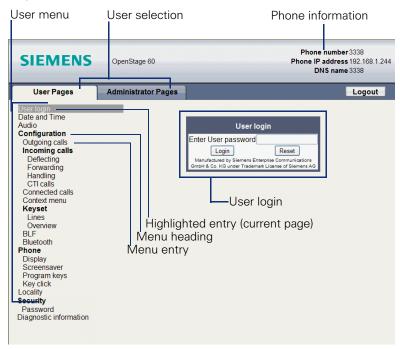
You will be prompted to configure a user password the first time you call up the Web interface → page 165. You must log on with this password in future every time you want to open the User Pages.

Administrator Pages

This area lets you configure settings for administering your phone and the network environment. Access to the Administrator Pages is protected by the admin password. For more information, contact your administrator or refer to the administration manual.

User pages

The Web interface homepage opens once you have entered and confirmed the phone's IP address:



- 1. Click a menu heading to display the individual menu entries. Click the menu heading again to close the menu.
- 2. Click a menu entry to open the corresponding form.
- 3. Make the desired changes.
- 4. Click the corresponding button to save or discard your changes.

Button functions

- "Login": Log on to the phone after you have entered the user password
- "Submit": Apply changes
- "Reset": Reset original values
- "Refresh": Update values (for example, under "Bluetooth" "Last connected device")
- "Logout": Log off the phone

User menu

All settings that you can make via the Web interface's user menu can also be made via the phone's user menu → page 48.

User Pages

User login

User login

→ page 165

Date and time

Audio

- Ringer tone sequence
 → page 205

Configuration

- Outgoing calls

 - Allow busy when dialling $\ \ \bigcirc \ \$ page 115
 - Allow transfer on ring → page 109
 - Allow immediate dialling → page 68

- Incoming calls

- Deflecting
- Forwarding
- Settings
 - Forwarding Favourites: Destination 1 to Destination 5

 → page 80

 - Direct destination → page 79

 - Direct destination → page 79
 - Forward on no reply allowed $\ \ \ \ \ \ \ \ \ \ \$ page 82

 - Direct destination → page 79

- No reply delay (seconds)¹

 → page 83
- Alerts

 - Forwarding party → page 98
- Handling
- CTI calls
- Connected calls

- Context menu

- Auto show menu → page 213

- Keyset

- Lines
 - Ring delay (seconds)
 → page 146

 - Address²
 - Primary line^[1]
 - Ring on/off^[1]
 - Selection order^[1]
 - Hot/warm line^[1]
- Overview
- BLF
 - Busy Lamp Field: not for OpenScape Voice
- 1 Only if "Server features" was deactivated by your administrator
- 2 Information read only

- Bluetooth
 - Bluetooth device address^[1]

 - Status^[1]
 - Active
 → page 214
 - Discoverable → page 215

 - Last connected device
 - Device address^[1]
 - Device name^[1]
 - Device class^[1]

Phone

- Display settings
 - Levels

 - Key module contr.

 → page 194
 - TouchGuide → page 193
 - Misc.
- Screensaver
 - Screensaver enabled (□) → page 195
 - Inactivity delay (□) → page 196
 - Screensaver transition delay
 → page 197
- Program keys
 - Normal
 - Shifted
 - Edit (a) → page 90
- Key Module 1 (if available such as Program keys)
- Key Module 2 (if available such as Program keys)
- Key click
 - Volumes
 - Off
 - Low
 - Medium
 - High
 - Keys
 - Keypad only
 - All keys

Locality

- Language → page 210
- Date format (☐) → page 199
- Information read only

Security

- Password
 - Current Password

 - Confirm password

Diagnostic information

→ page 253

Fixing problems

Caring for your telephone

- Never allow the telephone to come into contact with coloring, oily or aggressive agents.
- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use cleaning fluids containing alcohol or plastic-damaging detergents to clean the telephone. The use of scouring agents is also forbidden.

Troubleshooting

Pressed key does not respond:

If the telephone is locked repdial keys cannot be used. This also applies when emergency numbers or predefined numbers from the dial planed are stored on them.

Check whether your telephone is locked ("Phone locked: Enter Password" appears on the screen). If the phone is locked, unlock it.

The phone does not ring on call:

Check whether the ringtone is deactivated (see icon in the status bar on the display → page 30). If it is deactivated, activate the ringtone

You cannot dial a number:

Check whether your telephone is locked ("Phone locked: Enter Password" appears on the screen). If the phone is locked, unlock it.

To correct any other problems:

First contact the relevant service personnel. Problems that cannot be corrected should be referred to Customer Service.

Contact partner in the case of problems

Contact your administrator if a fault persists for more than five minutes, for example.

Local user menu

Opening the user menu on the phone

Press the 🖹 key to open the user menu.

On the **Settings** tab, select the **User** menu option. You are prompted to enter the User password \rightarrow page 165. Confirm this with **OK**. The options of the user menu are available.

User menu display

The majority of settings that can be made via the user menu on the phone, can also be made via the web interface \rightarrow page 255.

Changes are usually confirmed using the **Save & exit** option or discarded using the **Exit (no save)** option. You can exit the current menu level with the left key of the TouchGuide (—) page 23). You will be asked whether you want to **Save** or **Do not save**.

User

Date and time?

| - Options | Save & exit | |
|-------------------------------------|-----------------------------|---|
| Exit (no save) | | |
| - Time | hh:mm | → page 198 |
| Date | DD.MM.YYYY | → page 198 |
| Daylight saving | Yes | → page 200 |
| - Yes | | |
| – No | | |
| Difference (mins) | mm Yes/No ^[1] | → page 200 |
| Auto DST | Yes/INO ¹¹³ | → page 201 |
| ⊞ Audio? | | |
| – Volumes? | | |
| – Options | Save & exit | |
| – Exit (no save) | | , |
| Loudspeaker | | → page 202 |
| - Ringer | | → page 202 |
| – Handset – Headset | | → page 202 |
| – Headset – Handsfree | | → page 202→ page 202 |
| - Rollover | | → page 202 |
| - Settings? | | 7 page 202 |
| - Options | Save & exit | |
| - Exit (no save) | Savo & San | |
| - Ringtone | pattern | → page 204 |
| | | |

[1]. Information - read only

| - 8 - Ringer tone sequence 1 → page 205 - 1 - 2 - 3 - Room character Normal → page 203 - Normal - Echoing - Muffled - Open listening Standard mode - US mode - Headset socket Cordless headset - Wired headset - Cordless headset - Conference unit Configuration? - Outgoing calls? - Options Save & exit - Exit (no save) |
|---|
| - Room character - Normal - Schoing - Muffled - Open listening - Standard mode - US mode - Headset socket - Wired headset - Cordless headset - Conference unit Configuration? - Outgoing calls? - Options - Exit (no save) |
| - Open listening - Standard mode - Standard mode - US mode - Headset socket - Wired headset - Cordless headset - Conference unit Configuration? - Outgoing calls? - Options - Exit (no save) Standard mode → page 206 → page 206 → page 206 Standard mode → page 206 Standard mode |
| Headset socket Wired headset Cordless headset Configuration? Outgoing calls? Options Exit (no save) Cordless headset Save & exit Save & exit |
| Outgoing calls?Options Save & exitExit (no save) |
| OptionsSave & exitExit (no save) |
| - Exit (no save) |
| |
| Autodial delay 6 → page 114 - 1 - 2 - 3 - 4 - 5 - 6 - 7 |
| - 8 - 9 - Callback Yes → page 87 |

| No | | |
|---|--|--|
| NoBusy when dialing | Yes | → page 115 |
| - Yes | 103 | > page 113 |
| – No | | |
| Transfer on ring | Yes | → page 109 |
| – Yes | | - pg |
| - No | | |
| Immediate dialing | Yes | → page 68 |
| - Yes | | |
| - No | | |
| – Incoming calls? | | |
| Deflecting | | |
| Options | Save & exit | |
| Exit (no save) | | |
| Allow deflection | Yes | → page 97 |
| – Yes | | |
| – No | | ` 07 |
| Default destination | nnnnn Yes/No ^[1] | → page 97 |
| Deflect to DSS | Yes/INO ¹¹ | → page 97 |
| – Forwarding | | |
| SettingsBulletAll callsAll calls | | → page 82 |
| Enter destination (co | antoyt manul | → page 82 → page 80 |
| | ers (context menu), if appl | |
| Edit favorites (Conte | | → page 80 |
| Options | Save & exit | , page co |
| Exit (no save) | Savo & San | |
| Destination 1 | | |
| Destination 2 | | |
| Dantingtion 0 | | |
| Destination 3 | | |
| Destination 3Destination 4 | | |
| | | |
| Destination 4Destination 5Copy | | → page 81 |
| Destination 4Destination 5CopyPaste (if copying is a | active) | → page 81 |
| Destination 4 Destination 5 Copy Paste (if copying is a ■ Busy → | | → page 81→ page 82 |
| Destination 4 Destination 5 Copy Paste (if copying is a Busy → Enter destination (common destination) | ontext menu) | → page 81→ page 82→ page 80 |
| Destination 4 Destination 5 Copy Paste (if copying is a □ Busy → Enter destination (condition) List of saved number | ontext menu) ers (context menu), if appl | → page 81→ page 82→ page 80icable |
| Destination 4 Destination 5 Copy Paste (if copying is a □ Busy → Enter destination (compared to be a saved number destination) Edit favorites (Context) | ontext menu) ers (context menu), if appl ext menu) | → page 81→ page 82→ page 80 |
| Destination 4 Destination 5 Copy Paste (if copying is a □ Busy → Enter destination (complete of the complete of the com | ontext menu) ers (context menu), if appl | → page 81→ page 82→ page 80icable |
| Destination 4 Destination 5 Copy Paste (if copying is a □ Busy → Enter destination (completed) List of saved number Edit favorites (Contemporary) Options Exit (no save) | ontext menu) ers (context menu), if appl ext menu) | → page 81→ page 82→ page 80icable |
| Destination 4 Destination 5 Copy Paste (if copying is a □ Busy → Enter destination (complete in the complete in the com | ontext menu) ers (context menu), if appl ext menu) | → page 81→ page 82→ page 80icable |
| Destination 4 Destination 5 Copy Paste (if copying is a ■ Busy → Enter destination (complete in the complete in the com | ontext menu) ers (context menu), if appl ext menu) | → page 81→ page 82→ page 80icable |
| Destination 4 Destination 5 Copy Paste (if copying is a ■ Busy → Enter destination (complete in the complete in the com | ontext menu) ers (context menu), if appl ext menu) | → page 81→ page 82→ page 80icable |
| Destination 4 Destination 5 Copy Paste (if copying is a past) Busy → Enter destination (context) List of saved numbers Edit favorites (Context) Options Exit (no save) Destination 1 Destination 3 Destination 4 | ontext menu) ers (context menu), if appl ext menu) | → page 81→ page 82→ page 80icable |
| Destination 4 Destination 5 Copy Paste (if copying is a ■ Busy → Enter destination (complete in the complete in the com | ontext menu) ers (context menu), if appl ext menu) | → page 81→ page 82→ page 80icable |

[1]. Information - read only

| Paste (if copying is ac In No replay (after Enter destination (color List of saved number Edit favorites (Contex | 16 s) → ntext menu) rs (context menu), if appli | → page 81 → page 82 → page 80 cable → page 80 | |
|--|---|---|--|
| Duting Options Exit (no save) Destination 1 Destination 2 Destination 3 Destination 4 Destination 5 | Save & exit | 7 page ou | |
| - Copy | | → page 81 | |
| Paste (if copying is ac | ctive) | → page 81 | |
| Set delay^[1] | | → page 83 | |
| Alerts | | | |
| - Options | Save & exit | | |
| Exit (no save) | No | \ nogo 00 | |
| Visual alertsYes | No | → page 98 | |
| – res – No | | | |
| – No – Audible alerts | No | → page 98 | |
| - Yes | 110 | > page ce | |
| - No | | | |
| – Forwarding party – Display first – Display last | Display last | → page 98 | |
| – Display last – Handling | | | |
| - Options | Save & exit | | |
| Exit (no save) | ouvo a oxit | | |
| Allow call waiting | Yes | → page 105 | |
| - Yes | | | |
| – No | | | |
| Allow DND | Yes | → page 164 | |
| - Yes | | | |
| – No | | | |
| Busy when dialing | Yes | → page 115 | |
| – Yes – No | | | |
| – TNO – CTI Calls? | | | |
| - Options | Save & exit | | |
| - | Exit (no save) | | |
| AutoAnswer | Yes | → page 110 | |
| - Yes | | . 3 | |
| – No | | | |
| AutoAnswer beep | Yes | → page 110 | |
| [1]. Only if "Server features" was deactivated by your service personnel | | | |

| - Yes | | |
|--|-------------|-----------------------|
| NoAutoReconnect beepYesNo | Yes | → page 111 |
| - Connected calls? | | |
| - Options | Save & exit | |
| Exit (no save) | Save a sair | |
| Allow call transfer | Yes | → page 108 |
| - Yes | | y page .ee |
| – No | | |
| Allow call joining | Yes | → page 77 |
| – Yes | | . 10.90 |
| – No | | |
| Allow exit conf | Yes | → page 118 |
| - Yes | | 1 0 |
| – No | | |
| Allow hold rem. | Yes | → page 100 |
| - Yes | | |
| – No | | |
| Hold rem. delay | 8 | → page 101 |
| - 3 | | |
| - 4 | | |
| – 5 | | |
| - 6 | | |
| – 7 | | |
| – 8 | | |
| – 9 | | |
| - 10 | | |
| - 11 | | |
| - 12 | | |
| - 13 | | |
| - 14 15 | | |
| – 15 | \/ | 100 |
| Music on hold | Yes | → page 102 |
| – Yes | | |
| NoAllow conferences | Voo | \ nogo 117 |
| Allow conferencesYes | Yes | → page 117 |
| - res - No | | |
| | Voo | -> 2000 200 |
| Secure call alertYes | Yes | → page 208 |
| – 1es – No | | |
| | Yes | → page 106 |
| Toggle associateYes | 100 | y page 100 |
| – 1es – No | | |
| - Context menu | | |
| Jontont Illella | | |

| – Automatic menu | Yes | → page 213 |
|---|-------------------|------------|
| - Yes | | |
| NoDisplay time51020 | 20 | → page 213 |
| - 30 | | |
| - 60 | | |
| 120Unlimited display | | |
| - ⊞ Keyset | | |
| - Lines? | | |
| Line (one of eight poss | ible) | |
| OptionsExit (no save) | Save & exit | |
| Ring delay | 0 | → page 146 |
| Allow in overviewYes | Yes | → page 145 |
| No Hot warm action^[1] | No action | |
| Hot warm detionHot warm dest | nnnn | → page 127 |
| Address^[1] | nnnn | 1 |
| - Ring on/off ^[1] | On | |
| Selection order^[1] | 1 | |
| Overview?Line (up to eight lines) | | → page 145 |
| – Line (up to eight lines)– Move down | | |
| Move to bottom | | |
| Use FPK order | | |
| Add all lines | | |
| – Save | | |
| Do not saveBLF? | | |
| Busy lamp field not for Open | Scane Voice | |
| - ⊞ Bluetooth | ocape voice | |
| Configuration | | |
| Options | Save & exit | |
| Exit (no save) | | |
| – Telephone ID | 00:01:E3:2D:76:D9 | |
| ActiveYes | Yes | → page 214 |
| – No | | |
| DiscoverableYesNo | Yes | → page 215 |
| Information would not be | | |

[1]. Information - read only

| Telephone name | OpenStage 80 | → page 216 |
|---|------------------|-------------|
| – Pairing – No | Prompt | → page 217 |
| PromptAutomatic | | |
| Pairing PIN | * * * * | → page 218 |
| Paired devicesOptions | | → page 219 |
| ExitAdd device | | |
| Delete allNokia HS-54W | | |
| Disconnect/Connect | | |
| Set as conference urDelete | nit | |
| RenameBlacklist | | → page 224 |
| Options | | , page 11 . |
| ExitAdd device | | |
| – Delete all | | |
| H Phone | | |
| - Backup/Restore | | |
| OptionsClose | | |
| – Close – New | | → page 238 |
| - Options | Start backup | → page 238 |
| Start backup | Otart backup | |
| Cancelling Backup. | | |
| Backup password | | |
| Confirm password | | |
| - Backup name | OpenStage 80 | |
| 25.11.09 09:45 OpenStag | | → page 241 |
| - Restore | | → page 239 |
| – Options | Restore selected | |
| Restore selected | | |
| - Restore all | | |
| Cancel restore | | |
| Backup password | | |
| Backup IDPhone book | Ignore | |
| – Frione book – Ignore | ignore | |
| - Restore | | |
| – Call logs | Ignore | |
| – Ignore | <u> </u> | |
| - Restore | | |
| Menu data | Ignore | |

| IgnoreRestoreScreensaver images | Ignore | |
|--|--------------|------------|
| IgnoreRestore | | |
| – All clip images – Ignore – Restore | Ignore | |
| All ringer tonesIgnoreRestore | Ignore | |
| – Hestore– All midlet data– Ignore– Restore | Ignore | |
| – Replace – Options – Start backup – Cancelling Backup | Start backup | → page 238 |
| Backup password Confirm password Backup name Full ID | OpenStage 80 | |
| – Delete – Delete – Cancel | | → page 240 |
| - Screensaver | | |
| - Options | Save & exit | |
| Exit (no save) | | |
| – Enabled – Yes | Yes | → page 195 |
| NoStart (mins)0 | 30 | → page 196 |
| - 5 - 10 - 20 - 30 - 60 | | |
| Transition delay (s) 0 5 10 20 30 60 | 10 | → page 197 |
| | | |
| Display settings?Options | Save & exit | |

| Evit (no opyo) | | |
|--|-------------------------------------|---|
| Exit (no save)Display theme | Crystal sea | → page 191 |
| Crystal sea | , | 1 9 . |
| – Warm grey | | |
| Key mod. contrast Slider brightness | | → page 194 |
| Slider brightnessProgram keys | | → page 192 |
| Press the key to be program | med | |
| - Options | Save & exit | |
| Exit (no save) | | |
| – Normal | Unallocated | → page 90 |
| UnallocatedFurther functions, see | | → page 272 |
| – Turther functions, see– Label | predefined or customize | → page 272 |
| Settings | function-dependent | , |
| Shifted | Unallocated | → page 90 |
| Unallocated | | |
| - Further functions, see | | → page 273 |
| LabelSettings | predefined or customize | ed |
| Settings Key Module (if available such | function-dependent as Program keys) | |
| TouchGuide | ao i rogiani koyo, | |
| Options | Save & exit | |
| Exit (no save) | | |
| Touchguide setting | | → page 193 |
| Key clickOptions | Save & exit | |
| - Options - Exit (no save) | Save & exit | |
| - Volume | | → page 209 |
| – Off | | 1 0 |
| – Low | | |
| – Medium | | |
| – High – Keys | | → page 209 |
| KeysKeypad only | | 7 page 203 |
| - All keys | | |
| Locality? | | |
| - Options | Save & exit | |
| Exit (no save) | | |
| – Country | DE | → page 212 |
| – DE? | | No.55 010 |
| Further countries, seeLanguage | Deutsch | → page 212→ page 210 |
| LanguageDeutsch | Doutson | > page 210 |
| Further languages, see | | → page 211 |
| Date format | dd/mm/yyyy | → page 199 |
| dd/mm/yyyy | | |

| yyyy/mm/dd – mm/dd/yyyy – Time format – 24 hour – 12 Hour (AM/PM) | 24 hour | → page 199 |
|--|---------------------------------------|--|
| Security? - Change user password - Options - Exit (no save) - Current password - New user password | Save & exit | → page 165 |
| Confirm password Phone lock Options Exit (no save) Lock phone Yes | Save & exit | → page 168 |
| Network information? - Options - Phone address - Web address - IP address | Exit | → page 226 |
| LAN RX LAN TX PC RX PC TX LAN autonegotiated LAN information PC autonegotiated PC information | Yes 10 Mbps full duplex Yes Link down | |
| Diagnostic information | | → page 253 |
| Reset? - Options - Cancel - Reset all user data - Reset selected user data - Function key data | Cancel | → page 227→ page 95→ page 95 |
| – Yes – No | INO: | y paye 30 |

Key functions

Normal

You can program the following functions on the Normal of the function keys:

- Selected dialing
- Repeat dialing
- Forward all calls
- Forward no reply
- Forward busy
- Ringer off
- Hold
- Alternate
- Blind transfer call
- Transfer call
- Deflecting
- Shift
- Conference
- Headset
- Do not disturb
- Group pickup
- Repertory dial
- Feature toggle
- Mobility
- Directed pickup
- Callback
- Cancel callbacks
- Consultation
- Call Waiting
- Immediate ring
- PreView
- Start application
- Built in fwd

Shifted

You can program the following functions on the Shifted of the function keys:

- Selected dialing
- Repeat dialing
- Alternate
- Blind transfer call
- Transfer call
- Deflecting
- Conference
- Repertory dial
- Release
- Callback
- Cancel callbacks
- Consultation
- Start application

| Index | | last destination | |
|-----------------------------------|-----|--------------------------------------|-----------|
| | | Save destination phone number . | |
| Numerics | | Variable | |
| 2nd alert | 64 | Call forwarding chain | |
| _ | | Call forwarding favourites | |
| A | | Call forwarding information | |
| Accepting calls | | Call lists | . 44, 156 |
| multi-line | | Call logs | |
| Administration | | copying into phonebook | |
| AICS Zip tone | | Call pickup | 60 |
| Alerts | | Call recording | |
| Application tab | | alternating | |
| Applications | | automatic | |
| activating an application | | AutoStart | |
| opening the context menu | | call types | |
| selecting an application tab | | conference | |
| selecting an entry | 37 | consultation | 247 |
| Applications menu | 48 | controlling | 247 |
| Audio | | line key | 251 |
| room character | 203 | manual | 246 |
| Audio controls | 21 | modes | 242 |
| Autodial delay | 114 | Multiline | 244 |
| Auto-Headset | 73 | second call | 248 |
| Auto-headset | 54 | symbols | 244 |
| | | tips | 244 |
| В | | using | 245 |
| Bluetooth | 229 | Call settings | |
| Browsing in tabs | 24 | CTI calls | 203 |
| Busy override | | multi-line | 145 |
| Busy tone while dialling | | Call waiting | . 64, 103 |
| , | | Callback | 85 |
| C | | CE marking | 2 |
| Call | | Changing the date display | |
| deflecting | 96 | Code lock | |
| ending | | | 168 |
| forwarding | | Conference | 116 |
| holding | | conference | |
| incoming | | starting conference | 72 |
| rejecting | | Connection options | |
| transferring | | Consultation | |
| Call control | | Consultation call from second call . | 103 |
| Call forwarding | | Contact | |
| Activate/deactivate | 82 | display format | 155 |
| Copy and insert destination phone | | Context | |
| bers | | Context menus | |
| Destination phone number | | Copy and insert destination phone | |
| Favourites | | bers | |

| D | F |
|--------------------------------|----------------------------------|
| Date198 | Forced logoff174 |
| Daylight saving200 | Forwarding primary line123 |
| Destination phone number79 | Function keys21 |
| Dial plan115, 169 | |
| Direct station selection129 | G |
| Display design191 | General information13 |
| Display icons278 | Graphic display30 |
| application tab36 | call lists44, 45 |
| call state38 | icons for call state38 |
| message icons33 | icons for phonebook entries41 |
| multi-line39 | Voicemail47 |
| phonebook entries41 | Graphic display settings |
| Display settings | idle mode for graphic display196 |
| idle mode for display196 | Group call60 |
| Display Symbols | |
| application tab36 | Н |
| multi-line39 | Headset |
| status bar30 | answering call automatically54 |
| Do not disturb 163 | Automatically accept call73 |
| DSS129 | Help function50 |
| DSS call | Hot line69 |
| call deflection131 | Hotline |
| DSS key | for lines127 |
| consultation129 | |
| indirect pickup130 | 1 |
| reject call130 | lcons278 |
| During calls | application tab36 |
| multi-line124 | call state38 |
| | message icons33 |
| E | multi-line39 |
| E/A cockpit137 | phonebook entries41 |
| launching139 | Ignoring second call104 |
| making calls142 | Immediate dialing68, 115 |
| managing call forwarding140 | Important information3 |
| status142 | Incoming calls |
| Early call pickup133 | multi-line |
| Emergency call169 | accepting calls121 |
| Emergency number169 | |
| Executive/Assistant Cockpit137 | K |
| Executive/secretary132 | Key click209 |
| connecting a call134 | Key modules19 |
| second call134 | Keypad28 |
| | |

Index

| L | | abbreviated dialing | |
|----------------------------------|----------|-------------------------------------|------------|
| Language setting | 210 | two-key abbreviated dialing | 181 |
| country setting212 | | accepting anonymous calls | 180 |
| language for user prompts | | call tracing | 181 |
| Large conference | 119 | creating a list for selective calls | |
| LDAP | 156 | feature toggle key | 175 |
| copying into phonebook | 159 | functions | |
| quick search | 158 | hunt group | 182 |
| LED display | 25 | making anonymous calls | 176 |
| Line preview | 148 | parallel call | 185 |
| Line status | 39 | parking | 187 |
| Line utilization | 27 | reachability | 184 |
| Lines | | rejecting anonymous calls | 180 |
| hot/warm line | 127 | serial call | 184 |
| List for phone numbers and conta | acts 150 | silent monitoring | 188 |
| Location of the telephone | 3 | OpenStage Key Module | 19 |
| Logging on and off | | Operating instructions | 2 |
| as a mobility user | 171, 173 | Overview tab133 | , 136, 147 |
| M | | P | |
| Making calls | | Padlock icon | 52 |
| multi-line | 122 | Parallel call | 185 |
| Message icons | 33 | Parking | 187 |
| Microphone | 71 | Phantom line | 26 |
| Mini-switch, using | 18 | Phone | |
| Mobility | 170 | locking | 168 |
| forced logoff | 174 | Phone number directories | 150 |
| logon, logoff | 171, 173 | Phone settings | 191 |
| Mode keys | 22 | Phonebook | 41, 150 |
| Multi-line | | LDAP | 43, 156 |
| accepting calls | 121 | local phonebook | 42 |
| busy override | 128 | contact, quick search | 154 |
| LED display | 27, 131 | editing a contact | 150 |
| making and receiving calls | | group administration | 152 |
| on a single line | 124 | new contact | 150 |
| with multiple lines | 125 | saving a picture | 153 |
| Multi-line telephone | 15 | selecting a preferred phone | 150 |
| NI. | | number | |
| N | 00 | voice recognition | |
| Normal dialing | 68 | Picking up the held call | |
| 0 | | Pickup group | |
| Open listening | | Pop-up menu | |
| Open listening | | Primary line | |
| OpenScape Voice | 1/5 | Privacy | |
| | | Private line | |
| | | Program/Service menu | |
| | | Programmable sensor keys | 25, 89 |

| Q | |
|-------------------------------|-------|
| Quick search | |
| LDAP | . 158 |
| | |
| R | |
| Reachability | . 184 |
| Redial | 70 |
| Redialing | |
| multi-line | . 123 |
| Repdial keys | . 112 |
| Resetting sensor keys | 95 |
| Ring delay | . 146 |
| Ringer off | |
| Rollover | |
| | |
| S | |
| Safety precautions | 2 |
| Save destination phone number | |
| Screensaver | . 195 |
| Screensaver image | . 195 |
| Search contacts, | |
| Second call | . 103 |
| Secondary line | 26 |
| Security | . 162 |
| Sensor keys | |
| feature toggle | |
| forwarding | |
| immediate ring | |
| repertory dial | |
| Serial call | |
| Set headset port | |
| Setting the date | |
| Setting the time | |
| Settings | |
| Shared line | |
| Silent monitoring | |
| Single-line telephone | |
| Speakerphone distance | |
| Speakerphone mode5 | 3. 57 |
| Status icons | |
| Symbols | - |
| application tab | 36 |
| multi-line | |
| status bar | |
| System conference | |
| 2,0.0 | |

| T | |
|---------------------------------------|-------|
| Telephone maintenance | . 261 |
| Telephone models | 20 |
| Telephony interface | |
| multi-line | 39 |
| single line | 38 |
| Text input (via the display keyboard) | 31 |
| Theme | . 191 |
| Time | |
| Time display format | . 199 |
| Toggle/Connect | |
| TouchGuide | |
| TouchSlider | |
| Troubleshooting | |
| Trunk keys | 26 |
| | |
| U | |
| Unlocking the phone | |
| User interface | |
| User support | |
| Using network ports more efficiently | 18 |
| | |
| V | |
| Variable call forwarding | 79 |
| | |
| W | |
| Warm line | |
| for lines | |
| Web interface255 | , 262 |
| | |

Display icons

| Applicat | tion tab | |
|----------|--|--|
| | Telephony interface → page 38 | |
| Ш | Phonebooks → page 41 | |
| (₹ | Call lists → page 44 | |
| | Voicemail → page 47 | |
| = | Program/Service menu/Applications menu → page 48 | |
| S | Help function → page 50 | |
| Status b | Status bar | |
| × | The ring tone is deactivated → page 162 | |
| X | Operating data is sent to the server → page 51 | |
| - | The "Do not disturb" function is activated → page 163 | |
| ~ | The phone lock is activated → page 168 | |
| * | The Bluetooth function is activated → page 229 | |
| C2 | A mobile user is logged on to the telephone | |
| Message | Messages | |
| | You have received one or more new messages | |
| (≠ | One or more new entries have been added to the call lists | |
| , | Local call forwarding is activated for all calls | |
| Connect | ion status | |
| | The call is active | |
| (| The call has been disconnected | |
| ⊣ ⊢ | You have placed the call on hold (e.g. consultation hold). | |
| ⊢ | Your call partner has placed the call on hold | |
| ٥٥ | Call recording has started. | |
| a | The voice connection is secure. | |
| 6 | The voice connection is not secure. | |
| MultiLin | MultiLine | |
| (| Call for the corresponding line. | |
| . | Call for a line with suppressed ring tone → page 149. | |
| (4) | "Hold reminder" is activated → page 100. | |
| 8 | The line is currently not available. | |
| • | The line is busy. | |
| | The line is free. | |
| | | |

| Phonebook entries | |
|-------------------|--|
| 1 | Primary business number |
| 2 | Secondary business number |
| | Mobile phone number |
| | Private phone number |
| E/A Cockpit | |
| * | Not available |
| *** | Available |
| ţģ | Call forward to assistant (if there) |
| ţģ | Call forward to assistant (if there) |
| 44 | Ring immediately (call forwarding cleared) |
| | Call forwarding to mobile phone. |
| ų. | Call forwarding to answering machine. |
| 4 | Call forwarding to a number. |

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