Documentation

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

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/.

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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 186.

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 → page 116.

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

USB Memory stick

PC 🖳
(e.g. OpenStage Manager)

Power supply unit ⏻
(if necessary)

Network switch

Country
specific
cable

Headset ∩

Key Module ▤

Handset
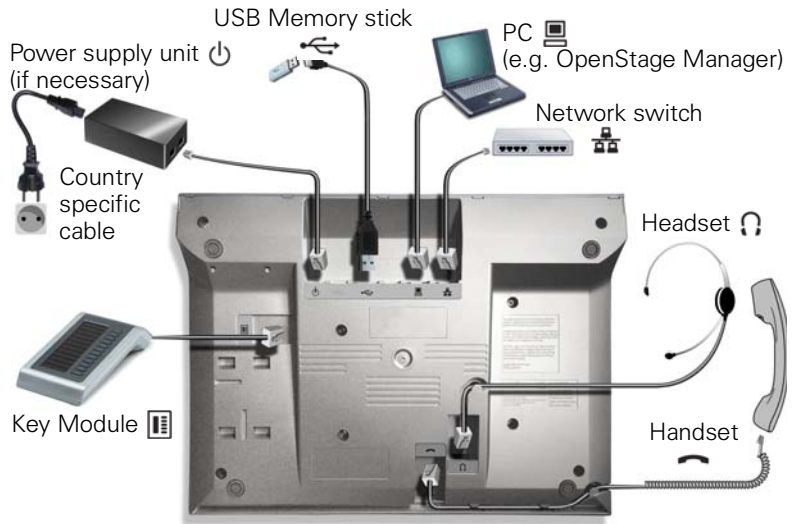
OpenStage operating features

OpenStage	80	80 G	60	60 G
Display type	Color TFT 640x480	Color TFT 640x480	Color TFT 320x240	Color TFT 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.

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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.

Network switch   OpenStage 60/80 SIP or OpenStage 60 G/80 G SIP   PC

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
⟷	End (disconnect) call ➔ page 59.
⤵	Activating/deactivating call forwarding ➔ page 74.
⟨⟨	Key currently has no function

Audio controls

Audio keys

Key	Function when key is pressed
◁)	Activate/deactivate the loudspeaker ➔ page 53.
∩	Activate/deactivate headset ➔ page 54.
✗	Activate/deactivate microphone (also for speakerphone mode) ➔ page 68.

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 187.

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.
⊞	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 → 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 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: • Scroll up • Hold down: Jump to the start of the list/menu
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 188
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 ◐ key.

Programmable sensor keys

Your OpenStage 80 SIP has nine (OpenStage 60 SIP: eight) illuminated sensor keys. You can assign functions or numbers to them.
To open the programming menu, press and hold down the relevant sensor key → page 85.
To activate the programmed function, briefly press the relevant key → page 89.

> Increase the number of programmable sensor keys by connecting a key module → page 19.

| Daniel Bernoulli | |
| Niels Bohr | |
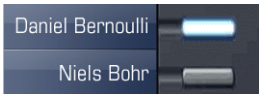
Depending on how they are programmed, you can use the sensor keys as:
• Function keys → page 84
• Repdial keys → page 84
• Direct station selection keys → page 124

Touch the key briefly to activate the programmed function or dial the stored number → page 89.

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 icon	Flashing[1]	Indicates the function status.
on icon	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 → 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.
＼＼ I / /	**Flashing**: • Incoming call on the line → page 116 • Hold reminder is activated → page 95
	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 $\boxed{4_{ghi}}$ 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
$\boxed{1 \sqcup}$	1	1												
$\boxed{2_{abc}}$	a	b	c	2	ä									
$\boxed{3_{def}}$	d	e	f	3										
$\boxed{4_{ghi}}$	g	h	i	4										
$\boxed{5_{jkl}}$	j	k	l	5										
$\boxed{6_{mno}}$	m	n	o	6	ö									
$\boxed{7_{pqrs}}$	p	q	r	s	7	ß								
$\boxed{8_{tuv}}$	t	u	v	8	ü									
$\boxed{9_{wxyz}}$	w	x	y	z	9									
$\boxed{0 +}$	0	+												
$\boxed{* \,2}$	.	*	#	,	?	!	'	-	(	)	@	/	:	_
$\boxed{\# \leftarrow}$	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 158
#⟵	Switch between upper and lower case	Activate the telephone lock → page 163

▌▌▌➤ 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 186
- Select your preferred display design → page 186

14:27	SO 26.08.07	123456
Dialed	Received ▸	Paul, R..
Options →		Peter, A..
Paul, Auster	10:24	Anna, S..

Crystal sea

14:27	SO 26.08.07	123456
Dialed	Received ▸	Paul, R..
Options →		Peter, A..
Paul, Auster	10:24	Anna, S..

Warm grey
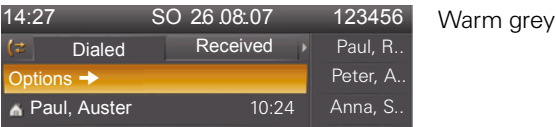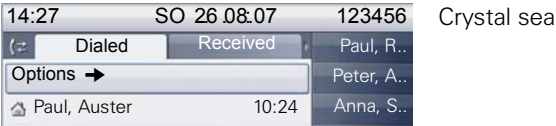
Status bar

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

In addition, different icons represent different situations and switches:

Icon	Explanation
🔕	The ring tone is deactivated → page 158
✋	The "Do not disturb" function is activated → page 159
⌐o	The phone lock is activated → page 163
↺	One or more callback requests are active → page 80
✳	The Bluetooth function is activated → page 224
⮂	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 → page 28.

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

A B C D E F G H I J K L M N O P Q — Element in focus
R S T U V W X Y Z ⎵ — Letters, digits, punctuation or special characters

Abc 123 .,! ◄ ► 🗎 🗎 ❌ ✅ — Function bar
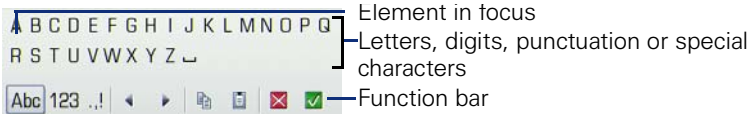
Use the TouchGuide to operate the display keyboard → page 23.

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.

10:23am	Mon 23.10.06	54321	———— Status bar → page 30

Daniel Bernoulli
Niels Bohr
James Chadwick ———— Programmable sensor key
Marie Curie   list → page 25
Albert Einstein
COMPANY
NAME   Michael Faraday ———— Context-dependent displays
Joseph von Fr.
Stephen Haw.
Shift
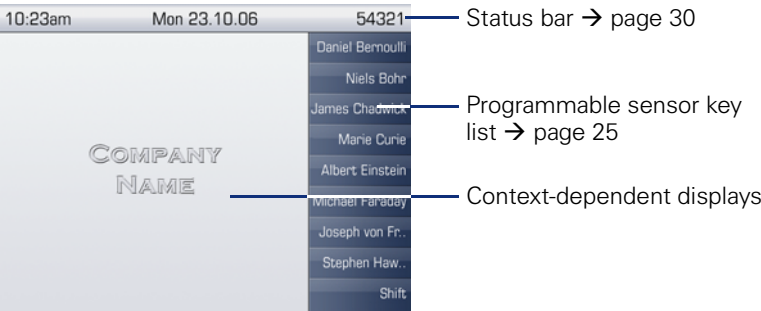
Idle menu

In idle mode, press ⬑ 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.

	08912345
Dial	
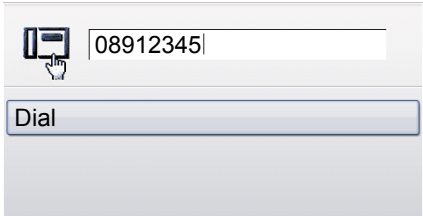
Once you have entered the first digit, several options corresponding to the situation are displayed in a dialog menu (pop-up menu) which you can select and confirm using the TouchGuide → page 23.

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

23456176	———————— Activated call forwarding
2	———————— Call list entry
	———————— Saved callback/voice message

The calls were saved in the missed calls list. Press ⊕ to view these calls.

Explanation of all message icons:

Icon	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.

Consultation	———— First entry
Konferenz starten	(selected when the menu is called up)
Hold	———— Selected entry
Blind transfer call	
Disconnect	
Directed pickup	

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 ➜ key must be pressed to see the context menu of the connection ➜ page 208.

Idle display context menu

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

Repeat dialing 1234	———— First entry (selected when you call up the menu, if you have already dialed a phone number)
Ringer off	
Do not disturb on	———— Selected entry
Mobile logon	———— Only available when configured to support mobility
Cancel call backs	
Directed pickup	

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.

> (?) Save changes?
>
> Save
> Do not save

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.

> (✓) Changes saved successfully
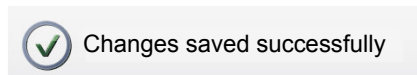
Application tab

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

| Missed | Received | ► | Arrow icon: Additional tabs

└─Icon └─Active tab └─Additional tab

Example: Press the ⟨≒⟩ mode key to open the call lists → 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
📖	Phonebooks → page 41
⟨≒	Call lists → page 44
▽	Voicemail → page 47
˃☰	Program/Service menu/Applications menu → page 48
⸮	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 → 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 → page 36.

Scrolling through lists

You can use the TouchGuide to scroll through entries and confirm the functions you want → 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 ▣ to open this interface.

Example:

⊣⊢ Bc, David 🔒 7:05	Icon indicating call status Call duration
└ +498963685619	Current call(s), possibly with information stored in the phonebook
📠 Baker, R. └🔔 4400	Call requests and current states
Disconnect and return Complete transfer Call back	Pop-up menu with situation-dependent options

Icons for frequent call statuses

Icon	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.
🔒	The voice connection is secure.
🔓	The voice connection is not secure.

Detailed descriptions of the various functions can be found in the sections "Basic phone functions" ➔ page 52 and "Enhanced phone functions" ➔ page 91.

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:

10:23 am	Mon 23.10.06	54321
⊡ Overview	[My phone]	Shift key
✆ [My phone] ➜	Bohr, Niels	My phone
⛔ Line 1	Line busy	Line 1
🔔 Line 2	0123456632419	Line 2
		DN
		Group pickup

Line key labeling → page 26

Line status
Line name
Status icon
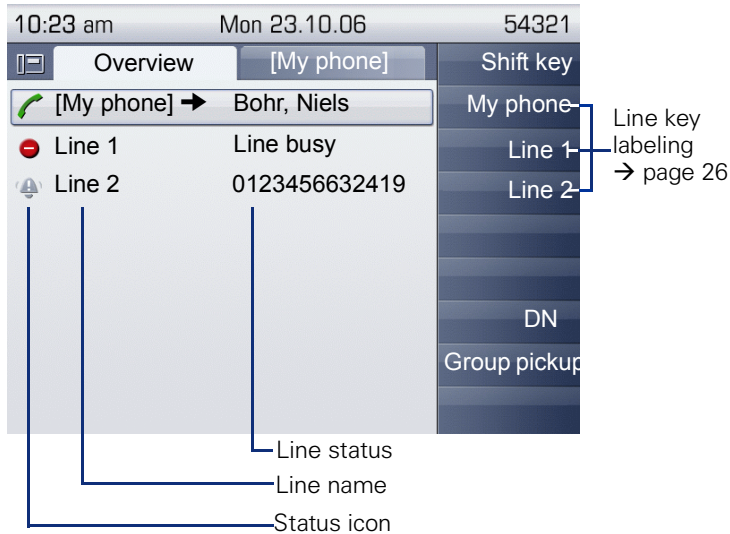
The status icons provide information about the state of the relevant line.

Icon	Explanation
🔔	Call for the corresponding line.
🔔	Call for a line with suppressed ring tone → page 145.
🔔	"Hold reminder" is activated → page 95.
⊗	The line is currently not available.
⛔	The line is busy.
⊣⊢	You are holding the line.
⊡	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
  - View[1]
- Own line with active call
  - Hold
  - Clear (replace handset)
  - View[1]
- Own line with held call
  - Retrieve
  - View[1]
- Other free line
  - Select
  - View[1]1
- Other line with active call
  - Hold
  - Clear (replace handset)
  - View[1]
- Other line with held call
  - Retrieve
  - View[1]
- Other line busy
  - View[1]

[1]. 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 ⊞ repeatedly until the required tab is displayed.

Example:

			Tab
📖	**Personal**	Corporate	
Options ➜			Additional options for processing the phonebook in the context menu
🏢₁ ⸬ Bernoulli, Daniel			
🏢₂ Bohr, Niels			
📱 Chadwick, James			
🏠 ⸬ Curie, Marie			Contacts
🏢₁ Einstein, Albert			
🏠 Faraday, Michael			
🏢₂ Watt, James			Further entries are available
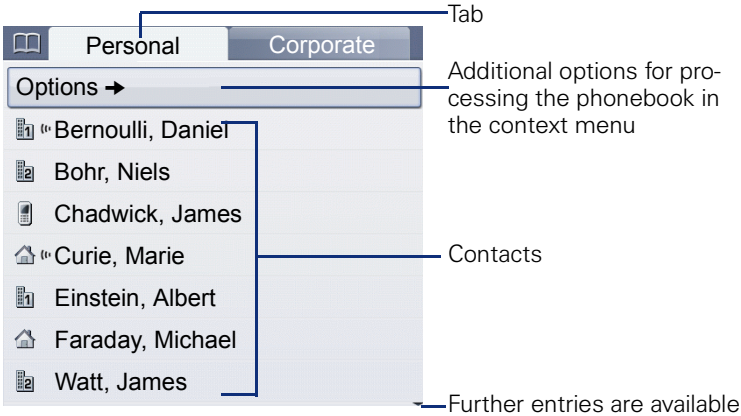
Phonebook icons

Icon	Explanation
🏢₁	Primary business number
🏢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:

A
ABC2
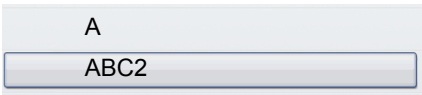
Enter your search term using the keypad ➔ page 28.

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 146
- Accept entry from LDAP search → page 153

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 → page 146.

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 → page 147.

Classify your contacts into groups → page 148.

Store a picture of the contact → page 149.

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 146
- define contact display format → page 151
- Quick search in the phonebook → page 150
- sort contacts into groups → page 148
- delete the entire phonebook list → page 147

> 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 107
- Editing a contact → page 146
- 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 152
- Quick search → page 154

Using a contact
- Calling a contact → page 107
- Transfer entry to local phonebook → page 155

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 (≣) 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

Received	Forwarded ▶	— Additional tabs
Options		— Time of call
Bernoulli, Daniel	14:35	
└ (3400	(1)	— Number of attempts
Curie, Marie →	10:25	— Selected new entry with context menu
└ (4400	(1)	
Bohr, Niels	9:11	— Old entry
└ (3850	(2)	

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

Delete All → page 156

Example: "Dialed" tab

| (⇄ | Dialed | Missed ▶ | — Additional tabs |

Options ——— Selected entry with context menu

| Coco, Chanel ➜ | 12.07. | — Date of call |
| └ 📇 220870 | (3) | — Number of call attempts |

The following functions are available via the context menu of a selected entry:
- Dial ➜ page 67
- Details ➜ page 45
- Delete ➜ page 156

Entry details

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

Example: entry in the "Missed" tab

| (⇄ | Missed | Dialed ▶ | — Additional tabs |

Coco, Chanel (3 calls) ——— Information from the phonebook

📇 1238765341		— Caller number
└ 30.10.	8:30	— Time
📇 1238765341		— Date
📇 1238765341		
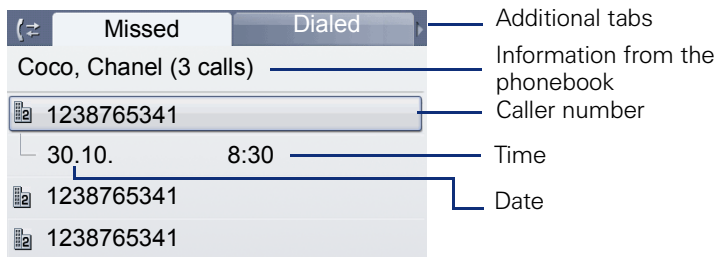
Example: entry in the "Dialed" tab

| (⇄ | Dialed | Received ▶ | — Additional tabs |

Bernoulli, Daniel (3 calls) ——— Information from the phonebook

📇 987654321		— Caller number
└ 08.10.	11:20	— Time
📇 987654321		— Date
📇 987654321		
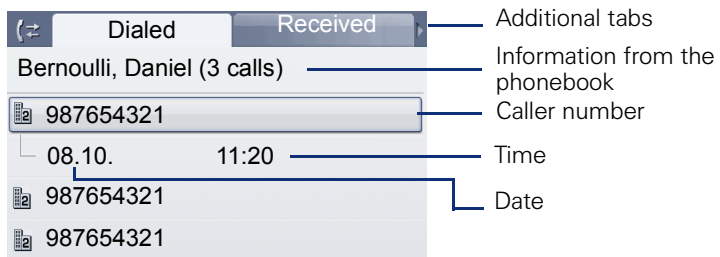
In this view, the context menu contains the following entry: Dial

⫸ 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 156
• Sort list → page 156

Using an entry

The following functions are available via the context menu of a selected entry:
• Establish a call to a preferred number → page 108
• View details → page 156
• Delete the entry → page 156
• Transfer entry to personal phonebook → page 157

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 application.

Voicemail

▌▌▌➤ Only voicemails for the primary line are received on a multi-line phone (➔ page 15).

Example:

✉	Voice mail
New{1} (3)	
Urgent{1} (1)	
Non-Urgent{1} (2)	
Old{1} (5)	

New{1} (3)
Urgent{1} (1) ———————————— Message statistics
Non-Urgent{1} (2)
Old{1} (5)

Call Mailbox ———————————— Active function

Disconnect ———————————— Situation-dependent options
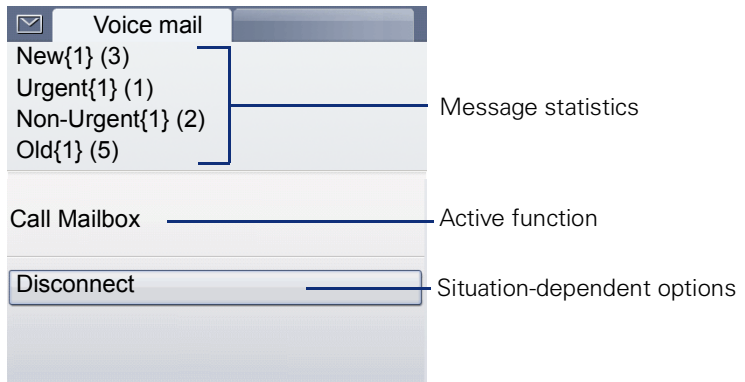
(The labels displayed here for the message status may have been altered individually by service personnel).

Entry details

The internal player automatically opens as soon as a voicemail is received so you can listen to the message.

Administration

Messages that have been opened, retrieved or active in the corresponding tab for longer than three seconds are displayed in gray.

The white LED of the mode key ✉ only goes out when all new messages have been retrieved.

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 → page 23.

If necessary, enter the user password → page 161.

User settings

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

The menu structure comprises several levels.
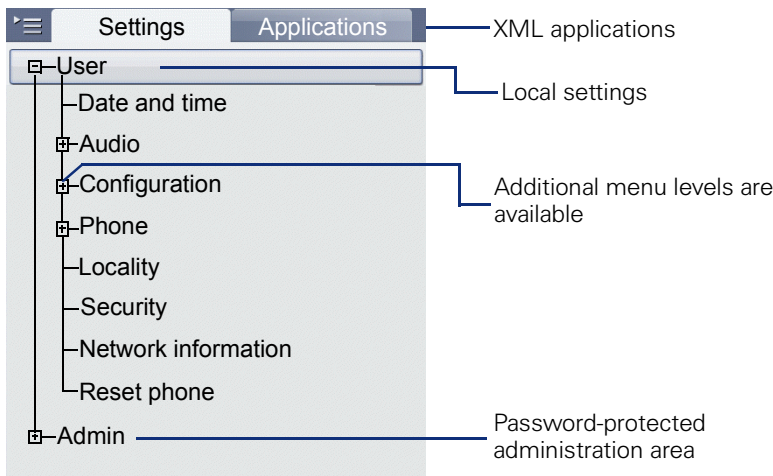
You can also configure all of the settings using your OpenStage's
Web interface → page 248.

Open the menu → page 48.

Date and time

☏ Adjust the settings on your telephone → page 193.

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 197.

Settings

☏ Adjust the settings on your telephone → page 198.

Configuration

Call forwarding

Set up call forwarding for your telephone.
Adjust the settings on your telephone → page 74.

Enhanced phone functions

Use the enhanced phone functions on your telephone.
Adjust the settings on your telephone → page 91.

Keyset

Manage your trunk keys.
Adjust the settings on your telephone → page 141.

Bluetooth

Prepare your phone for Bluetooth operation.
Adjust the settings on your telephone → page 209.

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 → page 232.

Screensaver

Adjust the settings on your telephone → page 186.

Display

Adjust the settings on your telephone → page 186.

Programmable keys

Program sensor keys with frequently used functions or phone numbers.
Adjust the settings on your telephone → page 84.

Locality

Enter your country-specific settings.
Adjust the settings on your telephone → page 205.

Security

Protect your settings and data by assigning a password.
Adjust the settings on your telephone → page 161.

Network information

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

📧 View information on the phone → page 221

Reset phone

Personal settings made via the telephone menu or the web interface can be reset to factory settings. → page 222

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 133

Help function

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

Calling up the "Help" function

Press ⑦. 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 icon[1] 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 203).

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 200 or a ringtone → page 199 on your phone, it is possible that service personnel have preset a different ringtone or deactivated the ringtone, depending on 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 (≡) 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 ⏽◁⏽ key lights up.

or

◁⏽ Press the key shown. The key lights up. The speakerphone 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 201.

Answering calls via the headset

The phone rings. The ⌨ key flashes.

⌨ 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 84).

Press the "Auto-Headset" sensor key to activate auto-
matic call answering. This key and the headset key illu-
minate.

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.

| Directed pickup |

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

or

➤ Lift the handset.

or

◀⟩ Press the key shown.

| 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.

Picking up a held call

Prerequisite: Your colleague has placed a call on hold on their multi-line phone → page 121. You know the co-worker's internal phone number and the function is configured for you in OpenScape Voice.

Directed pickup

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

or.

➤ Lift the handset.

or

◁)) Press the key shown.

Directed pickup

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 your preferred setting as required → page 201.

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

Open listening in standard mode

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

Open listening in US mode

If open listening is set to US mode, 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.

🔒 **or** 🔓 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 → 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 speaker-phone 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 227 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.

Ending a call

⬚   Press the key shown.

or

◁»   Press the lit key.

or

Disconnect   Select and confirm the option shown in the connection'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 loudspeaker	Beep Handset and loudspeaker
		Headset	Ringtone Loudspeaker	Beep Headset
		Headset Open listening	Beep Headset and loudspeaker	Beep Headset and loudspeaker
		Speakerphone mode	Beep Loudspeaker	Beep Loudspeaker
Ringetone off	Silent		Nothing	Nothing
	in Connection	Handset	Nothing	Beep Handset
		Handset Open listening	Beep Handset and loudspeaker	Beep Handset and loudspeaker
		Headset	Nothing	Beep Headset
		Headset open listening	Beep Headset and loudspeaker	Beep Headset and loudspeaker
		Speakerphone mode	Beep Loudspeaker	Beep Loudspeaker

The volume settings can be found from → page 197.

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.
- A pop-up menu is opened 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: *Station*

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: *Station*

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 with the "Call pickup" function or press it again if call answering was initiated via the key. The speakerphone function is activated.

Ignoring a group call

Ignore

Select and confirm the option shown. The phone stops signaling the group call.

Making calls

If you selected the option "Busy When Dialing" → page 110, 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 109).

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 65), 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.

$\boxed{\vcenter{\hbox{◁)}}}$ Press the key shown.

or

$\boxed{\vcenter{\hbox{○}}}$ Press the key if a headset is connected.

▓ Enter the station number.

Press or wait until the dial delay expires (see → page 109).

or In the pop-up menu:

Repeat dialing S. Hawking

Confirm the option shown.

First enter the number

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

▓ 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 → page 109).

The connection is set up.

▐▐▶ If you are using a dial plan and Immediate dialing is set (see → page 65), dialing is automatically performed as soon as the character string entered matches an entry in the dial plan.

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

▤ You can also configure this setting via the web interface → page 248.

⊜ 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.

Immediate 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.

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 loud-speaker 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 (→ 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 (→ page 34) context menu. The last phone number entered is dialed.

🔒 **or** 🔓   ▮▮▶ 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 → page 52).

Step by Step

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.

Consultation

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

or **Start conference**

Konferenz starten

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 65, dialing is automatically performed as soon as the character string entered matches an entry in the dial plan.

or 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 or the new conference participant, select **Hold** in the context menu instead of Consult or Konferenz starten or press the **Hold** key and then select the phonebook or a required call list (→ page 146).
>
> 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.

Canceling a consultation call

If the called party does not answer

In the pop-up menu:

Disconnect & return

Select and confirm the option shown.

The call with the first party is resumed.

If the called party does answer

Disconnect & return

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.

Switching to the held party (alternating)

Prerequisite: You are conducting a consultation call → page 69 or have accepted a second call → page 98.

Alternate

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:

Disconnect

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:

Disconnect & return

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 69 or have accepted a second call → page 98. The "Hold" sensor key must be configured → page 84.

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.

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 → page 69 and call joining must be allowed → page 73.

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

🖻 You can also configure this setting via the Web interface → page 248.

⊜ 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 joining

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.

Call forwarding

You can forward calls for your phone to another phone.

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

Prerequisite: The call forwarding function is programmed → page 77.

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.

There are three Destination options in the **Edit call forwarding** menu. These destination options are assigned to the forwarding types.

All calls (off/on)
Destination
Busy (off/on)
Destination
No reply (off/on)
Destination

One phone number may already be assigned to each destination. The Destination option could then be Destination 12345, for instance.

Programming call forwarding

📧 You can also configure this setting via the Web interface → page 248.

Saving destination phone numbers for call forwarding

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

↪ Press the key shown.

▐▶ You can also enter the call forwarding settings via the user menu (→ page 93).

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

An overview of call forwarding settings appears.

Destination

Select and confirm the option shown.

▐▶ You can save destination phone numbers by selecting the "Destination" option for the relevant forwarding condition.

Edit favorites

Select and confirm the option shown in the context menu.

Destination 1

Select and confirm the option shown.

📱 Enter and confirm the destination phone number. If necessary, define additional destination phone numbers.

Save & exit

Select and confirm the option shown.

Assigning a destination phone number to a call forwarding instruction

↪ Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

An overview of call forwarding settings appears.

Step by Step

Destination

Select and confirm the option shown for the call forwarding condition you want.

08972228596

Select and confirm the destination phone number you want.

Save & exit

Select and confirm the option shown.

Defining the ring duration before call forwarding on no reply

You can define how long the phone should ring before the "No reply" form of call forwarding activates.

This setting is only available if the "Server features" function was deactivated by the administrator.

You can also configure this setting via the Web interface → page 248.

Prerequisite: The phone is idle.

Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

An overview of call forwarding settings appears.

Duration

Select and confirm the option shown.

Enter the required time in seconds.

Save & exit

Select and confirm the option shown.

Activating/deactivating call forwarding

Prerequisite: At least one destination phone number is programmed → page 75.

📧 You can also configure this setting via the Web interface → page 248.

↪ Press the key shown.

The pop-up menu opens:

| Edit call forwarding |

Select and confirm the option shown.

An overview of call forwarding settings appears.

| All calls |

Select and confirm to activate or deactivate.

or

| Busy |

Select and confirm to activate or deactivate.

or

| No reply |

Select and confirm to activate or deactivate.

| Save & exit |

Select and confirm the option shown.

Activating call forwarding for all calls

Use the ⬓ function key to activate or deactivate call forwarding directly for all calls.

📋 You can also configure this setting via the Web interface → page 248.

Prerequisite: At least one destination phone number is programmed → page 75.

⬓ Press the key shown.

The pop-up menu opens:

The pop-up menu disappears after around five seconds and the ⬓ key lights up.

or

Accept

Confirm the option shown. The ⬓ key lights up.

Call forwarding is activated for all calls.

If the phone is idle, the call forwarding icon ↳ appears on the graphic display with the destination phone number.

Deactivating call forwarding for all calls

⬓ Press the lit key.

The pop-up menu opens:

The pop-up menu disappears after around five seconds and the ⬓ key goes out.

or

Accept

Confirm the option shown. The ⬓ key goes out.

Call forwarding is deactivated for all calls.

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 → page 93).

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 must be activated by your administrator.

> 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.

Call back

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.

Cancel call backs

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

Disconnect

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

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

Accept

Select and confirm the option shown.

Rejecting a callback

Reject

Select and confirm the option shown.

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

Deflect

Select and confirm the option shown.

📱 Enter and confirm the phone number.

Step by Step	
	## Permitting a callback
	### Permitting callback on busy/no reply
🔳	You can also configure this setting via the Web interface → page 248.
🔆	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.
Callback: busy	Select and confirm the option shown.
or	
Callback: no reply	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.

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 ⊕ 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.

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

📇 Karl, Gross 20.05. 10:06

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 → page 248.

List of available functions

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

OK 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.

or

Shifted Select and confirm the option shown to program the second level.

Do not disturb In the context menu select and confirm the required function (e. g. Do not disturb).

Step by Step

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.

Save & exit

Select and confirm the option shown.

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.

Repertory dial

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.

📱 Enter and confirm the label you want (for example, the destination station).

Setting

Select and confirm this option to enter a destination phone number.

📱 Enter and confirm the stations's destination phone number.

You can select and insert special characters in the dialing sequence:

Icon	Function
⊖⊖	Calls up the special characters menu
〖«	Disconnects the call
〖~	Activates a consultation hold

Step by Step

Icon	Function
⟨»	Enables a normal call
⟨⌐	Enters a pause, for example, for international dialing

Save & exit

Select and confirm the option shown.

▌▌▌➤ The repertory dial can be up to 40 characters long.

Feature toggle

Only available for Hunt group functions (➔ page 177).

▬ 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.

Feature toggle

Select and confirm the function in the context menu.

Label

Select and confirm to change the key labeling.

📱 Enter and confirm the label you want (for example, "busy/free").

Setting

Select and confirm this option to enter a code.

📱 Enter the code (see Code list table ➔ page 185) and confirm.

Save & exit

Select and 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.

🖐 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 100). 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 142) 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 → page 222).

(≡) Press the key shown until the "Settings" tab is active.

User

Confirm the option shown.

if nec. ▦ Enter and confirm the user password.

Reset

Select and confirm the option shown to switch to the **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.

Options

Select.

Selected user.....

Select and confirm "Reset selected user data" in the 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.

In the pop-up menu:

Reject

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

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.

In the pop-up menu:

Deflect

Select and confirm the option shown.
The call is immediately deflected if a destination phone number (→ page 92) 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.

Step by Step	
	Permitting call deflection
📧	You can also configure this setting via the Web interface → page 248.
⊜	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.
▦	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 → page 126.

| Deflect to DSS Yes | Information only, as set by service personnel: Yes or No. |

Configuring call forwarding

▐▐▶ You can also enter the call forwarding settings via the Forwarding key (→ page 75).

📇 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.

Incoming calls

Select and confirm the option shown.

Forwarding

Select and confirm the option shown.

For a description of the settings, see the explanation starting on → page 74.

Configuring call forwarding

Settings

Select and confirm the option shown.

For a description of the settings, see the explanation starting on → page 74.

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.

or

Audible alerts

Select the option shown.

Yes

Select and confirm the option shown in the Yes/No context menu.

Step by Step

or

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 97).

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 84.)

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 84.)

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

You can also configure this setting via the Web interface → page 248.

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.

| Save & exit |

Select and confirm the option shown.

Step by Step

Setting the hold reminder time

Use "Hold reminder" to specify when you want to re-
ceive an automatic reminder about a held call. The min-
imum time value is 1, that is, the reminder is output af-
ter one minute. The maximum value is 15 minutes.

📋 You can also configure this setting via the Web interface
➔ page 248.

⊜ 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.

Hold rem. delay

Select and confirm the option shown.

▦ Enter a value between 3 and 15 and confirm.

Save & exit

Select and confirm the option shown.

Music on hold

Music on hold is played back when you are placed on hold by another party, providing this option is active.

📇 You can also configure this setting via the Web interface → page 248.

⊜ 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.

Music on hold

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.

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 (→ page 100).

Accepting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 100).

In the pop-up menu:

Accept

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 72
  or
- 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 72
- 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

Disconnect & return

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.

Step by Step

Ignoring second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 100).

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 (→ page 100).

In the pop-up menu:

Reject

Select and confirm the option shown.

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 (→ page 100).

In the pop-up menu:

Deflect

Select and confirm the option shown.

📟 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 101). Before you can be connected by hanging up you must have toggled at least twice (➔ page 71).
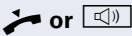
➤ or ◁)) Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. The other two parties are now connected to one another.

Allowing call waiting

▤ You can also configure this setting via the Web interface ➔ page 248.

▥ 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 89).

Toggling associate

Set the "Toggle associate" function to Yes if you want to connect to a second or pickup call by hanging up.

📑 You can also configure this setting via the web interface → page 248.

☰ 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.

Toggling associate

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

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 103).

| Blind transfer |

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

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 103).

| Consultation |

Select and confirm the option shown in the connections's context menu. The call is placed on hold.

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 ⏺ key to transfer the call.

If the party does not answer, you will be called back by the first party.

Allowing call transfer

📧 You can also configure this setting via the Web interface → page 248.

⊜ 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.
🔳	You can also configure this setting via the Web interface → page 248.
⊜	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.
Save & exit	Select and confirm the option shown.

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 125.

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 248.

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.

| AutoAnswer |
Select and confirm the option shown.

| Yes |
Select and confirm the option shown.

| AutoAnswer 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

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.

📧 You can also configure this setting via the Web interface ➔ page 248.

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.

Making calls

Dialing with the DDS key

You can program frequently used phone numbers on programmable keys (→ page 84). 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 84.

▭ 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 dialed.

| 🔳 Niels, Bohr |

Select and confirm the option shown in the context menu.

| Details |

Select and confirm the preferred phone number. The phone number is dialed.

| Business 2 |

For detailed information about the local phonebook, see from → page 146.

Dialing from the LDAP database

Prerequisite: You searched for and selected an entry in the LDAP database (→ page 152).

Select the entry you want.

| Isaac, Newton |

Select and confirm the option shown in the context menu. The connection is set up.

| Dial |

For detailed information about the LDAP database, see from → page 152.

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 146. 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

(▥) 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 146. 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 248.

▥▶ 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.

User

Confirm the option shown.

if nec. ▦ Enter and confirm the user password.

Configuration

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 65). 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 three-party conference. It involves up to three participants.

Prerequisite: You are conducting a consultation call → page 69 or have accepted a second call → page 98, and the conference function is active → page 112.

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.

🔒 **or** 🔓

> 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
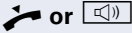
Ending a local conference

Allowing call partners to continue a conference after you exit

Prerequisite: The function "Allow join in conference" (→ page 113) was activated.

Exit Conf

Select and confirm the option shown in the "Conference" context menu.

or

📞 **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.

📇 You can also configure this setting via the Web interface → page 248.

⌨ 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.

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.

📧 You can also configure this setting via the Web interface → page 248.

⊜ 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 exit conf   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.

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 69 or you have accepted a second call
→ page 98, 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

> Consultation

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 conference
- add the consultation call party to the conference.

> If you intend to include the consultation call party in the conference, you can also use the "Hinzufügen zu Konferenz" option instead of the "Consultation" option.
>
> If you want to use the **phonebook** or a **call list** for the consultation, select **Hold** in the context menu instead of Consult (or Hinzufügen zu Konferenz) or press the **Hold** key and then select the phonebook or a required call list (→ page 146).
>
> 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.

Step by Step

Conference

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

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

Exit Conf

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.

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 141

Incoming calls

Depending on your individual settings, you will be notified of incoming calls → page 200.

Accepting calls for the primary line

In this case, the telephone behaves in the same way as a single-line telephone. See → page 52 and → page 91.

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

Accept

Confirm the option shown.

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

➤ **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 ➔ page 39.
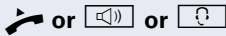
Line 2

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.

117

Step by Step

Automatic trunk seizure

Prerequisite: Your administrator has configured automatic trunk seizure.

➤ **or** 🔲 **or** 🔲   Lift the handset or press the speakerphone mode or headset key.
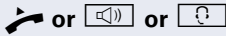
🔲   The line defined during configuration is seized.

📱   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.
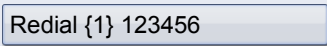
➤ **or** 🔲 **or** 🔲   Lift the handset or press the speakerphone mode or headset key.

🔲   Seize the required line (➔ page 117).

In the pop-up menu:

| Redial {1} 123456 |

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 ➔ page 74.

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 67
• Consultation → page 69
• Toggle/Connect → page 71
• Callback → page 80
• Hold → page 94
• Call waiting (second call) → page 98
• Transferring a call → page 102
• Conference → page 111

Functions available exclusively for the primary line:

• Call lists → page 44
• Voicemail → page 47
• Call forwarding → page 74
• Do not disturb → page 159

Depending on your individual settings, you will be notified of incoming calls → page 145.

Step by Step

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 145.

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 69.

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.

📞 Conduct call on line 2.

📞 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.

Step by Step

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
  you press the line key.

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 248.

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.

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.

Step by Step

📟 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 → 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.

Step by Step

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.

DSS call 1

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 105.

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

☎ or 🔊 or 🎧 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 105.

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

Reject

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 105.

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 92.

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

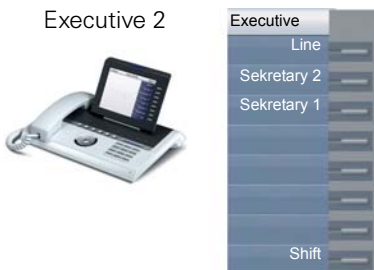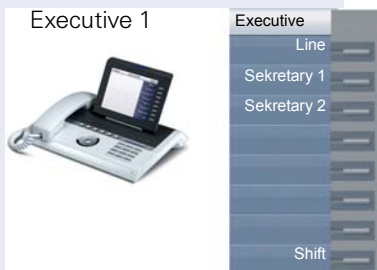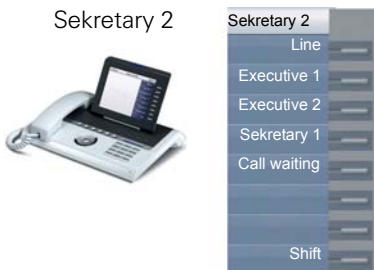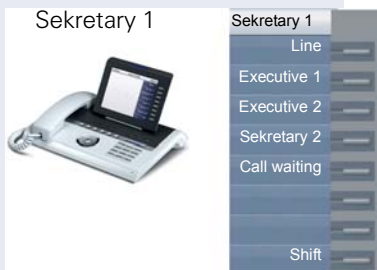| DSS Key	Explanation
	Off: The line is in idle mode.
	Flashes: You can accept a call for the DSS station via the key. The call is routed to your primary line when the call is accepted.
	Illuminates: The line is busy. Provided that second call is activated you can still reach the DSS station via the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

Sekretary 1

Sekretary 1	
Line	
Executive 1	
Executive 2	
Sekretary 2	
Call waiting	
Shift	

Sekretary 2

Sekretary 2	
Line	
Executive 1	
Executive 2	
Sekretary 1	
Call waiting	
Shift	

Executive 1

Executive	
Line	
Sekretary 1	
Sekretary 2	
Shift	

Executive 2

Executive	
Line	
Sekretary 2	
Sekretary 1	
Shift	

Prerequisites:

The following call forwards are configured (→ page 74):
- 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

Step by Step

"Allow call waiting" should be activated on the secretaries' phones (→ page 100). 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 (→ page 132) 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 98.

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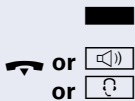
Connecting a call

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.

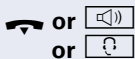☎ or 🔊 Press the hang-up, loudspeaker or headset key.
or 🎧

> You can also select "Complete Xfer" from the con-
> text ment.

Connecting without consultation

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

Complete transfer   firm the option shown in the pop-up menu.

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

If "Executive 1" does not answer the call, so erfolgt ein Wiederanruf (see
also → page 102) 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   firm 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 71 and
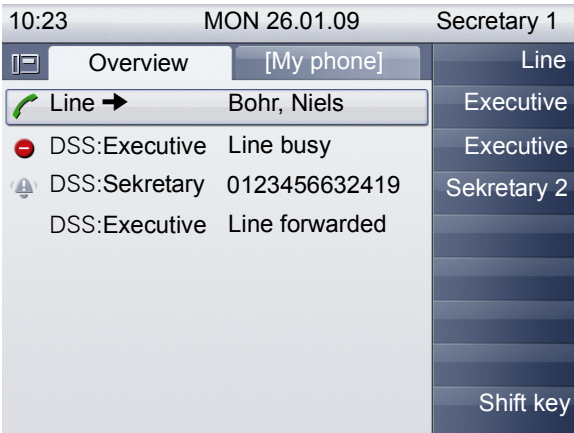→ page 111.

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.

10:23	MON 26.01.09	Secretary 1
🔲	Overview	[My phone]	Line
📞 Line ➜	Bohr, Niels	Executive
⛔ DSS:Executive	Line busy	Executive
🔺 DSS:Sekretary	0123456632419	Sekretary 2
DSS:Executive	Line forwarded	
		Shift key

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 "exec-utive-secretary" configuration.
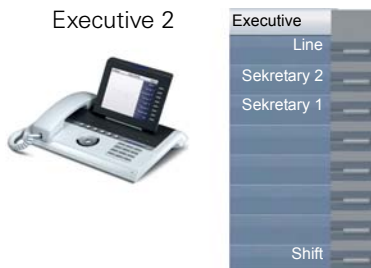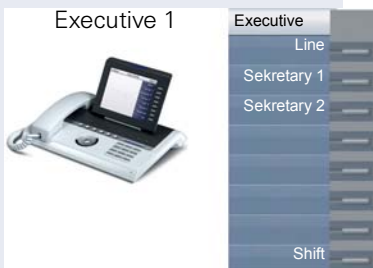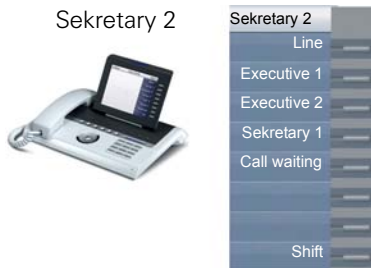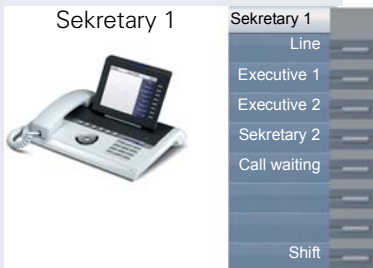
"Executive-secretary" with Executive/Assistant Cockpit

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.

Sekretary 1

Sekretary 1
Line
Executive 1
Executive 2
Sekretary 2
Call waiting
Shift

Sekretary 2

Sekretary 2
Line
Executive 1
Executive 2
Sekretary 1
Call waiting
Shift

Executive 1

Executive
Line
Sekretary 1
Sekretary 2
Shift

Executive 2

Executive
Line
Sekretary 2
Sekretary 1
Shift

Deputy 1

Deputy 1

Deputy 2

Deputy 2
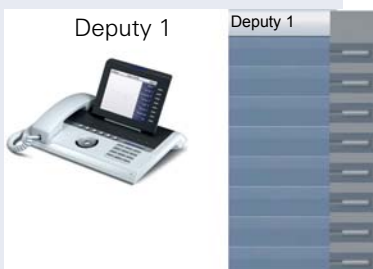
Prerequisites:

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 (→ page 100). 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

Launching the E/A Cockpit from the secretary

For completeness sake it is assumed that no other tele-
phone 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 forward-
ing are displayed.

Start

10:23	MON 26.01.09	Secretary 1
▸≡ E/A Cockpit	Applications	Line
		Executive
My status	At Desk	Executive
Sekretary 2	At Desk	Sekretary 2
↳ᶦ Executive	To Assistant (Strict)➡	
↳ᶦ Executive	To Assistant (Soft)➡	
		Shift key

▐▐▐➡ The displayed settings are examples.

Step by Step

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.

↳ Executive To Assistant (Strict)➔

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

↳ Immediate Ring➔

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:

↳ To Assistant (Strict)➔

Open the context menu

Preferences

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 138), calls are forwarded here.

Forwarding calls to a mobile phone

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

⌐ To Mobile➜

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.

↳ To *31201* ➜

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.

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

My status **At Desk** ➔

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.

Step by Step

| My status   At Desk   ➜ |

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.

| Sekretary 1   At Desk   ➜ |

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   ➜ |

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.

| My status   At Desk   ➡ |

Open the context menu.

| Call mobile   ➡ |

Select and confirm the option shown.

| ▯   Executive 1   12345 ➡ |

E.g. Executive 1select 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 127).

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 98.

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 248.

⊜ 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.
Lines	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.

⊟ You can also configure this setting via the Web interface → page 248.

⊜ 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.

| Lines |

Select and confirm the option shown.

| Primary Line 1 |

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

| Ring delay |

Select and confirm the option shown.

⌨ 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 89.

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.
▤	You can also configure this setting via the Web interface → page 248.
⬚	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 141) 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
or	
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 141) is ignored here.
Save & exit	Select and confirm the option shown.

Step by Step

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 84 . 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.

or

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

or

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.

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.

New contact

Select and confirm the option shown in the context menu.

The form for entering contact data opens.

> ▐▐▐➤ You do not have to complete all fields to save a new contact.

Last name

Select and confirm the field you want.

▦ Complete and confirm.

Save & exit

Select and confirm the option shown.

Editing a contact

(📖) Press the key shown.

▦ **Niels, Bohr**

Select the party.

Details

Select and confirm the option shown in the context menu.

The form for entering contact data opens.

Last name

Select and confirm the field you want.

▦ Complete and confirm.

Save & exit

Select and confirm the option shown.

146

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

(m) 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.

Managing contact groups

Creating a new group

(📖) Press the key shown.

| Options |
Select and confirm the option shown.

| Groups |
Select and confirm the option shown in the context menu.

| Options |
Select and confirm the option shown.

| New group |
Select and confirm the option shown in the context menu.

An overview appears for new groups.

| Group name |
Select and confirm the option shown.

📱 Enter and confirm a new group name.

| Save & exit |
Select and confirm the option shown. The new group is stored.

Editing a group name

(📖) 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.

| Edit |
Select and confirm the option shown in the context menu.

| Group name |
Select and confirm the field you want.

📱 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

(📖) 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

(📖) 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

(📖) 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.

Step by Step	

View

Select and confirm the option shown in the context menu.

▢ Niels, 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.

📖 Press the key shown.

📱 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.

Changing the display format for contacts

ⓐ Press the key shown.

Options

Select and confirm the option shown.

Display

Select and confirm the option shown in the context menu.

Lastname, Firstname

Select and confirm the display format.

➔ Press the key to return to the phonebook. The display format selected is stored.

LDAP database

You can search an LDAP database (corporate phone-book) 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.

> Find

Select and confirm the option shown in the **Options** context menu.

> Last name

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

📟 Enter a search text.

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

> When entering data in the search fields, note that
> - 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.

> Find

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 (→ page 107).
- view the LDAP entry (see below).

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.

Delete

Select and confirm the option shown in the **Delete** context 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.

Qualifier

Select and confirm the option shown. You may choose between the following criteria:
- No qualifier
- Job function
- Address 1
- Email
- Business 1
- Mobile
- Business 2
- Private
- Company
- Address 2

⊚ ⊛ Select and confirm the desired qualifier.

↰ Exit the list.

Step by Step

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".

| 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 ✱ 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.

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 .

Save

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.

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 ➔ 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

(↩) 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.

Copying entries from the call lists into the personal phonebook

(⇄) Press the key until the call list you want is active.

▣ Niels, Bohr18.10. 07:06am

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

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 146. 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

$\boxed{* \triangle}$ Hold down the key until the "Ringer off" icon appears on the status bar on the display (→ page 30).

The ring tone is deactivated.

$\boxed{* \triangle}$ 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.

Select and confirm the option shown.

Ringer off

or

Deactivating the ring tone via sensor key

Prerequisite: The "Ringer off" sensor key must be configured→ page 84.

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 (→ 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 84). "Do not disturb" must be allowed → page 160.

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"

📇 You can also configure this setting via the Web interface → page 248.

☰ 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 DND |

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.

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 163.

> 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 162).

The user password can also be modified via the Web interface (→ page 248).

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

User

Confirm the option shown.

if nec. Enter and confirm the user password.

Security

Select and confirm the option shown.

User password

Select and confirm the option shown.

if nec. Press the key to delete the existing password.

Enter a new password (at least six characters, text entry, see → page 31).

Confirm password

Select and confirm the option shown.

Enter and confirm the new password once more.

Save & exit

Select and confirm the option shown.

Step by Step

Deactivating the 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 248, OpenStage Manager or CTI applications that use a password prompt. The password "000000" must be entered here.
>
> If you deactivate the user password, you are **not** able to lock the phone → page 163 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.

Security

Select and confirm the option shown.

User password

Select and confirm the option shown.

if nec. ↰ Press the key to delete the existing password.

🖐 Enter six zeros ("000000") to deactivate the password.

Confirm password

Select and confirm the option shown.

🖐 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 dialed when the phone is locked. For more information, contact your administrator.

If an emergency number is entered by administrator, "Emergency call" appears on the display when you use the line on a locked phone.

> You can only lock the phone if you set a user password (→ page 161). The password for this should not match the default "000000".

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.

User

Confirm the option shown.

if nec. ▥ Enter and confirm the user password.

Security

Select and confirm the option shown.

Lock phone

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.

Step by Step

Unlocking the phone

Unlock phone

Confirm the option shown.

or If the display is empty,

|#←∘| Hold down the key shown until "Enter Password" appears.

📟 Enter and confirm the User password. The phone is unlocked if the password is correct.

> Emergency numbers and predefined numbers from the dial plan can be dialed from a locked phone.
>
> 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 mobility-enabled phone, the following scenarios are possible:

Logging on and off at the same phone

- Log on as a mobility user → page 166.
- Log off as a mobility user → page 167.

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 168.
- 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 169.

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

Mobile logon

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

Mobility ID

You are prompted to enter your mobility ID.

📟 Enter and confirm mobility ID – usually a phone number.

Enter password

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.

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.

or   ### Logon via the context menu

Mobile logoff

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

Mobile logoff

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.

Step by Step

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.

or ### Logon via the context menu

> Mobile logon

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

> Mobility ID

You are prompted to enter your mobility ID.

📱 Enter and confirm mobility ID – usually a phone number.

> Enter password

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 ⤻ .

Step by Step

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.

or ### Logon via the context menu

Mobile logon

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

Mobility ID

You are prompted to enter your mobility ID.

📳 Enter and confirm mobility ID – usually a phone number.

Enter password

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 🔁 .

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 177).

Prerequisite: Your service personnel configured a programmable sensor key with the function "Busy" ("make line busy" for the hunt group) → page 87.

Press the programmable sensor key – the key lights up.

Press the illuminated programmable sensor key once 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 **anonymous calling** for your phone, you can deactivate this setting as follows:

➤ Lift the handset.

Enter the code (see the table of codes ➔ page 185) 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 ➔ page 185) 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 ➔ page 185).

➤ 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 ➔ page 185).

➤ 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,

or • 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 ➔ page 185).

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 ➜ page 185).

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 ➔ page 185).

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 ➔ page 185).

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 185) 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 185). 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 (→ page 170).

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 → page 185).

🎵 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 → page 185).

🎵 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 ➔ page 185).

♩ 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 ➔ page 185).

♩ 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 185).

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 timeframe 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 an-
other 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 paral-
lel 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 con-
sist of up to 30 digits.

➔ Lift the handset.

📞 Enter the code for the edit mode (see code table
➔ page 185).

The edit mode opens and you hear an announcement
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 hav-
ing 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 185).

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 are conducting the call. Let the other party know, e.g. that you hare trying to connect him.

📟 Enter the code for parking followed by a line number (see code table ➔ page 185).

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:

📞 Lift the handset.

📟 Enter the unparking code (see code table ➔ page 185). 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.

Your phone   internal station A

internal or external station B
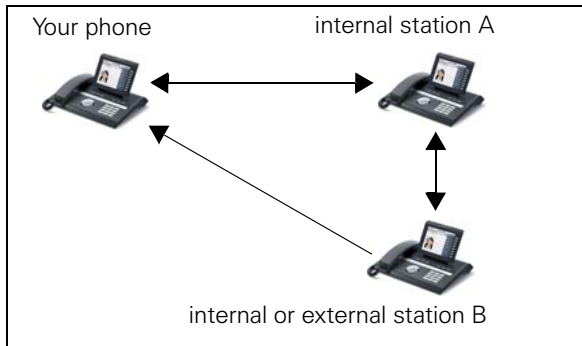
- You can hear and talk to station A.
- You can hear station B but cannot talk to him because he cannot hear you.
- Station A and B can hear and speak to each other.

📞 Lift the handset.

⌨ Enter the code for active silent monitoring and the destination number (see code table → page 185). 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.

Your phone   internal station A

internal or external station B
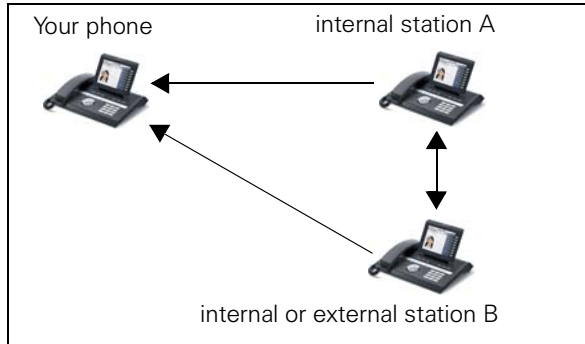
- You can hear station A but cannot talk to him because he cannot hear you
- You can hear station B but cannot talk to him because he cannot hear you.
- Station A and B can hear and speak to each other

➤ Lift the handset.

⌨ Enter the code for active silent monitoring and the destination number (see code table → page 185). 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 171
Making anonymous calls on		→ page 171
Making anonymous calls temporarily on		→ page 172
Making anonymous calls temporarily off		→ page 172
List for selective call acceptance		→ page 173
List for selective call rejection		→ page 174
Rejecting anonymous calls		→ page 175
Accepting anonymous calls		→ page 175
Using abbreviated dialing		→ page 176
Call tracing		→ page 176
Making a line busy on		→ page 177
Making a line busy off		→ page 177
End of hunt group chain on		→ page 178
End of hunt group chain off		→ page 178
Edit mode for serial call		→ page 179
Edit mode for parallel call		→ page 180
Activating a parallel call		→ page 181
Deactivating a parallel call		→ page 181
Parking a call		→ page 182
Unparking a call		→ page 182
Active silent monitoring		→ page 183
Muted silent monitoring		→ page 184

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 → page 30.

📧 You can also configure this setting via the Web interface → page 248.

☰ 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.

| Display |
Select and confirm the option shown.

| Display theme |
Select the option shown.

| Crystal sea |
Select and confirm the required color in the context menu[1].

| Save & exit |
Select and confirm the option shown.

---

1 The phone displays the current setting.

Lamp brightness for TouchSlider

Adjust the brightness of the TouchSlider → page 21 by choosing one of the six settings available.

📧 You can also configure this setting via the Web interface → page 248.

⊜ 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.
Slider brightness	Select the option shown.

Confirm the option shown.

⊚ Set the contrast (freely adjustable).

or

◑◐ Set the contrast in stages.

⊛ Confirm the option shown.

Save & exit	Select and confirm the option shown.

Set the sensitivity of the TouchGuide

Adjust the sensitivity of the TouchGuide → page 23 by choosing one of the four settings available.

📧 You can also configure this setting via the Web interface → page 248.

⌘ 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.

| TouchGuide setting |

Select the option shown.

Confirm the option shown.

⊙ By sliding

or

◐◑ Pressing, you can choose one of four levels for the sensitivity.

⊛ Confirm the option shown.

| Save & exit |

Select and confirm the option shown.

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.

📧 You can also configure this setting via the Web interface → page 248.

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

| User |

Select and confirm the option shown.

| Phone |

Select and confirm the option shown.

| Display |

Select and confirm the option shown.

| Key mod. contrast |

Select the option shown.
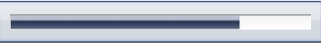
Confirm the option shown.

🔘 Set the contrast (freely adjustable).

or

🔘🔘 Set the contrast in stages.

🔘 Confirm the option shown.

| Save & exit |

Select and confirm the option shown.

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.

📋 You can also configure this setting via the Web interface → page 248.

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.

Phone

Select and confirm the option shown.

Screensaver

Select and confirm the option shown.

Enabled

Select the option shown.

Yes

Select and confirm the option shown in the context menu[1].

Save & exit

Select and confirm the option shown.

---

1 The phone displays the current setting.

Step by Step

Automatic screensaver activation

Set how long OpenStage should be idle before the screensaver automatically activates.

📧 You can also configure this setting via the Web interface → page 248.

⊜ 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.

| Screensaver |

Select and confirm the option shown.

| Inactivity delay (mins) |

Select

| 30 |

Confirm[1].

↰ If necessary, delete the current entry.

🎛 Enter the required value in minutes → page 31.

⊛ Confirm the option shown.

| Save & exit |

Select and confirm the option shown.

---

1 The phone displays the current setting.

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.

Phone

Select and confirm the option shown.

Screensaver

Select and confirm the option shown.

Transition

Select and confirm the option shown.

10

Select and confirm the waiting time in the context menu[1].

Save & exit

Select and confirm the option shown.

1 The phone displays the current setting.

Date and time

You can choose the date and time display here.

📧 You can also configure this setting via the Web interface
→ page 248.

Setting the 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 |

Confirm the option shown.

| Time |

Select and confirm the option shown.

▓ Enter and confirm the time.

| Save & exit |

Select and confirm the option shown.

Setting the date

(≡) 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 |

Confirm the option shown.

| Date |

Select and confirm the option shown.

▓ Enter and confirm the date.

| Save & exit |

Select and confirm the option shown.

Step by Step

Time display format

📧 You can also configure this setting via the Web interface → page 248.

☰ 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 Stunden

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

📧 You can also configure this setting via the Web interface → page 248.

☰ 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.

Date format

Select and confirm the option shown.

dd/mm/yyyy

Select and confirm the format you want.

Save & exit

Select and confirm the option shown.

Setting daylight saving time

📧 You can also configure this setting via the Web interface → page 248.

Prerequisite: **Auto DST** is deactivated → page 196.

≡ 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 196.

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 interface → page 248.

☰ 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.

| Auto DST |

You can manually set the daylight saving time if a **No** entered here → page 195.

Step by Step

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.

User

Confirm the option shown.

if nec. Enter and confirm the user password.

Audio

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).

or

Set the volume in stages.

While setting the volume, you will hear corresponding audio feedback.

Step by Step

⊗ Confirm the option shown.

Save & exit

Select and confirm the option shown.

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 248.

⊜ 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.

Normal

Select and confirm the room character[1] in the context menu (e g normal).

Save & exit

Select and confirm the option shown.

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.

📧 You can also configure this setting via the Web interface → page 248.

⊜ 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 file |

Select the option shown.

| ABC.mp3 |

Select and confirm the required ringtone file[1] or "pattern." 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

Pattern melody

📧 You can also configure this setting via the web interface ➔ page 248.

Prerequisite: You have chosen the "pattern" ringtone, see ➔ page 199.

≋ 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

📧 You can also configure this setting via the Web interface ➔ page 248.

Prerequisite: You have chosen the "pattern" ringtone, see ➔ page 199.

≋ 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.

Opening listening mode

Select the mode here that you prefer for open listening → page 57.

📧 You can also configure this setting via the Web interface → page 248.

⌸ 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.

📧 You can also configure this setting via the Web interface → page 248.

⌸ 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.

Step by Step

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.

$\boxed{\ast \, \varphi}$ 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.

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.

📧 You can also configure this setting via the Web interface → page 248.

⊜ 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.

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.

Key click

You can select here whether a tone should be heard when a key is pressed. You can also decide whether this should apply for all keys or only those on the keypad. In addition, you can adjust the tone volume or disable the tone.

▤ You can also configure this setting via the Web interface → page 248.

⊜ 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 248.

⌘ 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.

Language

Select the option shown.

Deutsch

Select and confirm the language[1] in the context menu.

Save & exit

Select and confirm the option shown.

---

1 The phone displays the current setting.

Step by Step

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. Lietuviø Kalba
17. Magyar
18. Nederlands
19. Norsk
20. Polski
21. Português
22. Românã
23. Slovenèina
24. Slovenski Jezik
25. Srpski Jezik
26. Suomi
27. Svenska
28. Türkçe
29. Ελληνικά
30. Български
31. Македонски Jазик
32. Русский
33. Српски Jезик
34. 中文

Step by Step

Country-specific setting

Adapt your phone settings to suit the country-specific conditions (for example, transmission parameters).

You can also configure this setting via the Web interface → page 248.

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.

| Country |

Select the option shown.

| Germany |

Select and confirm the country[1] in the context menu.

| Save & exit |

Select and confirm the option shown.

You may choose from the following countries:

1. Argentina	AR	20. Luxembourg	LU
2. Australia	AT	21. Mexico	MX
3. Austria	AU	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	RU
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	CH
15. Hungary	HU	34. Thailand	TH
16. India	IN	35. Turkey	TR
17. Ireland	IE	36. United Kingdom	GB
18. Italy	IT	37. United States	US
19. Japan	JP	38. Vietnam	VN

1 The phone displays the current setting.

Context menu

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 248.

⊜ 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.

Bluetooth

Activating and deactivating Bluetooth

📧 You can also configure this setting via the Web interface → page 248.

⊜ 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.

Active	Select and confirm the option shown.

Yes	Select and confirm the option shown.

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.
📧	You can also configure this setting via the Web interface → page 248.
⊜	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.
Save & exit	Select and confirm the option shown. The Bluetooth 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.

Bluetooth name for your OpenStage

Here you can determine which name your OpenStage should use to register at other Bluetooth devices.

📃 You can also configure this setting via the Web interface → page 248.

▌▶ By factory default, the Bluetooth name is:
OpenStage [MAC address of your telephone].

⊜ 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.

Phone name	Select and confirm the option shown.

📱 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.

You can also configure this setting via the Web interface → page 248.

> 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.

Pairing

Select and confirm the option shown.

No

Select and confirm the option shown.

or

Automatic

Select and confirm the option shown.

or

Prompt

Select and confirm the option shown.

Save & exit

Select and confirm the option shown.

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.

▤ You can also configure this setting via the Web interface → page 248.

⊜ 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.

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.

Step by Step	
	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 248.
	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.
Paired devices	Select and confirm the option shown. The **Bluetooth pairing manager** dialog is selected.
Options	Select.
Add device	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 213. 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 216.

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.

Step by Step

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.

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.

Connect

Select and confirm the option shown in the context menu. The connection is established immediately, if the relevant Bluetooth device is reachable.

or

Disconnect

Select and confirm the option shown in the context menu.

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.

Bluetooth Device 1

Select the relevant Bluetooth device.

Rename

Select and confirm the option shown in the context menu.

⌨ Enter and confirm the new name.

Blacklist for Bluetooth devices

The blacklist contains the Bluetooth devices, whose connection setup attempt should be rejected by Open-Stage. The connection will only be allowed if the setup attempt comes from OpenStage.

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.

Blacklist

Select and confirm the option shown. The Bluetooth blacklist editor dialog is selected.

Bluetooth Device XYZ

Select the relevant Bluetooth device.

Delete

Select and confirm the option shown in the context 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.

| User |

Confirm the option shown.

if nec. 📱 Enter and confirm the user password.

| Network information |

Select and confirm the option shown. The following overview opens:

Settings	Applications

Network information

Options	Exit
IP address	192.168.1.15
WBM URL	http://192.168.1...
DNS domain	Phone 1
LAN RX	
LAN TX	
PC RX	
PC TX	
LAN autonegotiat-	Yes
LAN information	100 Mbps full du-
PC autonegotiat-	Yes

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).
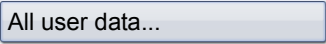
- Configuration
  – Context menu
- Bluetooth
  – Configuration and Listen
- Phonebook
  – All entries are deleted.
- Call lists
  – All entries are deleted.
- Sensor keys
  – All personalized programming is deleted (see also → page 90).

Important: All data is reset **without** a warning tone. If necessary back up your date on a USB memory stick (→ page 232).

Step by Step

Initiating the reset

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

User

Confirm the option shown.

if nec. 📲 Enter and confirm the user password.

Reset

Select and confirm the option shown.

All user data...

Select and confirm "Reset selected user data" in the 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 210.

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 209. 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:

> ⓘ Newton, Isaac vCard recieved.
>
> Ok
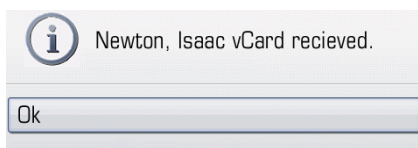
OK

Select and confirm the option shown.

Transferring a contact to the phonebook

⌨ 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 209. A vCard file is saved on the OpenStage.

Search the phonebook for the entry you wish to send.

(📖) Press the key shown.

| 📱 Niels, Bohr |

Select a phonebook entry.

| Send |

Select and confirm the option shown in the context menu. The "Send vCard via Bluetooth" dialog is displayed.

Sending to a paired device

| Paired devices |

Select.

| 📱 XYZ → |

Select and confirm the option shown in the context 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

| Options |

Select.

| Search |

Select and confirm the option shown in the context menu. A search is started and detected devices listed.

| 📱 XYZ → |

Select and confirm the relevant device in the list.

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 209.

⊜ 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 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).

Step by Step

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

🔲 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.

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 OpenStage is activated → page 209. The "Konftel 60W" conference phone is ready for use but **turned off** (see user guide "Konftel 60W").

(≡) 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 the option shown.

Finding and pairing the Bluetooth conference phone Konftel 60W

⟨trim⟩ Hold down the **trim** key on the "Konftel 60W" for two 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.

Konftel 60W

Select and confirm the Bluetooth device 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

⏻ 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.

🔊 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.

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

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Select and confirm the backup available.

Replace

Select and confirm the option shown in the context menu.

Backup password

Select and confirm the option shown.

📱 Enter and confirm the backup password.

Confirm password

Select and confirm the option shown.

📱 Re-enter and confirm the password.

Naming a new backup

Backup name

Select and confirm the option shown.

📱 Enter and confirm a name for the backup.

Start backup

Select and confirm the option shown. The user data is saved. The message **Backup created successfully** is displayed.

Restoring 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.

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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**.

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.

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Select and confirm the backup you want.

Delete

Select and confirm the option shown. A security 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

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.

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.

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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 → page 84. 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
- Conference[1]
- 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

---

1 Server-based conference only

Enhanced functions:

1. A conference[1] 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 ᴑᴑ 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 (▮▮)

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 238 to check which calls this can be.

As soon as the recording starts, you will see the recording symbol ○○ and hear a beep (see also → page 239).

You cannot pause the recording manually in this mode.

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 ⌀ is shown on the display and the recording button LED remains lighting. The call is now being recorded (see also ➔ page 239)

You can pause the recording at any time and continue it again.

➔ **or** 🔊 If you end the call, the AutoStart process is set up again for the next call.

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 → page 238).

Press the recording button to start the recording - the LED key lights up.

You hear a beep and the recording symbol ○○ is shown on the display. The call is now being recorded (see also → page 239)

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 → page 238).

Press the recording button to pause the recording - the LED extinguishes and the recording symbol ○○ 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.
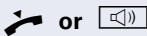
or ◁)) The recording is ended automatically as soon as the call is terminated or if the call status changes so that the call is no longer being recorded - for example if a line is placed on manual hold and another line is seized (Multiline).

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 �止 on the display disappears.

If the consultation partner answers, the consultation call is recorded. You hear a beep and the recording symbol ◌⌀ 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 ◌⌀ is shown on the display. The call is now being recorded.

A second call party camps on → .

In the pop-up menu:

Accept

Select and confirm the option shown.
You are connected with the second party. You hear a beep and the recording symbol ◌⌀ is shown in the line for the second call – this call is now being recorded. The first party is placed on hold.

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 ⌒⌒ is shown in the line for the second call.

Alternate

Select and confirm the option shown in the context menu for this connection.

You are switched to the main call. You hear a beep and the recording symbol ⌒⌒ is shown in the line for the main call – this call is now being recorded.

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 ⌒⌒ has disappeared from the display.

Your call partner resumes the call. You hear a beep and the recording symbol ⌒⌒ is shown on the display.

Setting up a conference during recording

Prerequisite: You are conducting a consultation call
→ page 69 or you have accepted a second call
→ page 98 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.

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 with the
current participants.

You hear a beep and the recording symbol ⚊ 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 69 or → page 98). The conference
call is placed on hold.

You hear a beep and the recording symbol ⚊ is shown
in the line for the consultation or second call. The call is
now being recorded.

Conference

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 ⚊ is shown
again in the line for the conference call.

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 ⚬‐⚬ 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 ⚬‐⚬ 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 ⚬‐⚬ 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 ⚬‐⚬ 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 ⚬⚬ 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 ⚬⚬ 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 ⚬⚬ is shown on the display for line A – a new recording of line A commences.

Web interface (WBM)

You can configure a number of settings for your phone via the Web interface. Communication is via a secure HTTPS connection.

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" → page 221.

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 161. 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:

User menu   User selection   Phone information

SIEMENS   OpenStage 60

Phone number 3338
Phone IP address 192.168.1.244
DNS name 3338

User Pages   Administrator Pages   Logout

User login
Date and Time
Audio
Configuration
  Outgoing calls
  Incoming calls
    Deflecting
    Forwarding
    Handling
    CTI calls
  Connected calls
  Context menu
  Keyset
    Lines
    Overview
  BLF
  Bluetooth
Phone
  Display
  Screensaver
  Program keys
Locality
Authentication

User login
Enter User password [ ]
[Login]   [Reset]
Manufactured by Siemens Enterprise Communications
GmbH & Co. KG under Trademark License of Siemens AG

User login

Highlighted entry (current page)
Menu heading
Menu entry

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 161

Date and time
   – Local time ☏ → page 193
   – Local date (day, month, year) ☏ → page 193
   – Allow daylight saving ☏ → page 195
   – Difference (minutes) ☏ → page 195
   – Auto time change ☏ → page 196

Audio
   – Ringer melody ☏ → page 200
   – Ringer tone sequence ☏ → page 200
   – Ring file ☏ → page 199)
   – Room character ☏ → page 198
   – Open listening ☏ → page 201
   – Headset port ☏ → page 201

User Configuration
   – Outgoing calls
      – Autodial delay (seconds) ☏ → page 109
      – Allow callback: busy ☏ → page 82
      – Allow callback: no reply ☏ → page 82
      – Allow busy when dialling ☏ → page 110
      – Allow transfer on ring → page 104
   – Incoming calls
      – Deflecting
         – Allow deflection ☏ → page 92
         – Default deflect destination ☏ → page 92
         – Deflect to DSS ☏ → page 92
      – Forwarding
      – Settings
         – Forwarding Favourites: Destination 1 to Destination 5
            ☏ → page 75
         – Forward all calls allowed ☏ → page 77
         – to ☏ → page 75
         – Forward on busy allowed ☏ → page 77
         – to ☏ → page 75
         – Forward on no reply allowed ☏ → page 77
         – to ☏ → page 75
         – No reply delay (seconds)[1] ☏ → page 76

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1   Only if "Server features" was deactivated by your administrator

- Alerts
  - Visual alerts ☎ → page 93
  - Audible alerts ☎ → page 93
  - Forwarding party ☎ → page 93
- Handling
  - Allow call waiting ☎ → page 100
  - Allow DND ☎ → page 160
  - Allow busy when dialling ☎ → page 110
- CTI calls
  - Allow auto-answer ☎ → page 105
  - Allow beep on auto-answer ☎ → page 105
  - Allow beep on auto-reconnect ☎ → page 106
- Connected calls
  - Allow call transfer ☎ → page 103
  - Allow call joining ☎ → page 73
  - Allow exit conference ☎ → page 113
  - Allow hold reminder ☎ → page 95
  - Hold reminder delay (minutes) ☎ → page 96
  - Allow music on hold ☎ → page 97
  - Allow conferences ☎ → page 112
  - Secure call alert ☎ → page 203
  - Toggling associate ☎ → page 101
- Context menu
  - Auto Show menu ☎ → page 208
  - Auto hide time (sec.) ☎ → page 208
- **Keyset**
  - Lines
    - Ring delay (seconds) ☎ → page 142
    - Allow in overview ☎ → page 141
    - Address[1]
    - Primary line[1]
    - Ring on/off[1]
    - Selection order[1]
    - Hot/warm line[1]
    - Hot/warm destination ☎ → page 122
  - Overview
    - Use FPK order ☎ → page 143
    - Add all lines ☎ → page 143
    - Reordering directions: Move down, Move to bottom, Move to top, Move up ☎ → page 143
- BLF
  - Busy Lamp Field: **not** for OpenScape Voice

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1 Information - read only

– Bluetooth
  – Bluetooth device address[1]
  – Phone name ☎ → page 211
  – Status[1]
  – Active ☎ → page 209
  – Discoverable ☎ → page 210
  – Pairing mode ☎ → page 212
  – PIN for pairing ☎ → page 213
  – Last connected device
    – Device address[1]
    – Device name[1]
    – Device class[1]

Phone
  – Display settings
    – Levels
      – Slider brightness ☎ → page 187
      – Key module contr. ☎ → page 189
      – TouchGuide ☎ → page 188
    – Misc.
      – Display theme ☎ → page 186
  – Screensaver
    – Screensaver enabled ☰ → page 190
    – Inactivity delay ☰ → page 191
    – Screensaver transition delay ☎ → page 192
  – Program keys
    – Normal
      – Edit ☎ → page 85
    – Shifted
      – Edit ☎ → page 85
  – Key Module 1 (if available such as Program keys)
  – Key Module 2 (if available such as Program keys)
  – Tastenklick
    – Lautstärke
      – Off
      – Low
      – Mittel
      – High
    – Tasten
      – Nur Tastenfeld
      – Alle Tasten

Locality
  – Country ☎ → page 207
  – Language ☎ → page 205
  – Date format ☎ → page 194
  – Time format ☎ → page 194

1   Information - read only

Authentication
- – Old password
- – New password ☏ → page 161
- – Confirm password

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 → page 161. 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 → page 248.

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 193
– Date	DD.MM.YYYY	→ page 193
– Daylight saving	Yes	→ page 195
– Yes		
– No		
– Difference (mins)	mm	→ page 195
– Auto DST	Yes/No[1]	→ page 196

⊞ **Audio?**
– Volumes?		
– Options	Save & exit	
– Exit (no save)		
– Loudspeaker	▭▬	→ page 197
– Ringer	▭▬	→ page 197
– Handset	▭▬	→ page 197
– Headset	▭▬	→ page 197
– Handsfree	▭▬	→ page 197
– Rollover	▭▬	→ page 197
– Settings?		
– Options	Save & exit	
– Exit (no save)		
– Ringtone	pattern	→ page 199

[1]. Information - read only

– Pattern			
– Ringer1.mp3			
– Ringer2.mp3			
– Ringer3.mp3			
– Ringer4.mp3			
– Ringer5.mp3			
– Ringer6.mp3			
– Ringer melody	2	→ page 200	
– 1			
– 2			
– 3			
– 4			
– 5			
– 6			
– 7			
– 8			
– Ringer tone sequence	1	→ page 200	
– 1			
– 2			
– 3			
– Room character	Normal	→ page 198	
– Normal			
– Echoing			
– Muffled			
– Open listening	Standard mode	→ page 201	
– Standard mode			
– US mode			
– Headset socket	Cordless headset	→ page 201	
– Wired headset			
– Cordless headset			
– Conference unit			

⊞ **Configuration?**
    – Outgoing calls?

– Options	Save & exit	
– Exit (no save)		
– Autodial delay	6	→ page 109
– 1		
– 2		
– 3		
– 4		
– 5		
– 6		
– 7		
– 8		
– 9		
– Callback: busy	Yes	→ page 82
– Yes		

- No
- Callback: no reply   Yes   → page 82
  - Yes
  - No
- Busy when dialing   Yes   → page 110
  - Yes
  - No
- Transfer on ring   Yes   → page 104
  - Yes
  - No
- Immediate dialing   Yes   → page 65
  - Yes
  - No
- **Incoming calls?**
  - Deflecting
    - Options   Save & exit
    - Exit (no save)
    - Allow deflection   Yes   → page 92
      - Yes
      - No
    - Default destination   nnnnnn   → page 92
    - Deflect to DSS   Yes/No[1]   → page 92
  - Forwarding
    - Settings
      - Options   Save & exit
      - Exit (no save)
      - All calls   Off   → page 77
        - On
        - Off
      - Destination Destination 1 to Destination 5
        - Edit favorites
        - Options   Save & exit
        - Exit (no save)
        - Destination 1
        - Destination 2
        - Destination 3
        - Destination 4
        - Destination 5
      - Busy   Off   → page 77
        - On
        - Off
      - Destination Destination 1 to Destination 5
        - Edit favorites?
        - Options   Save & exit
        - Exit (no save)
        - Destination 1

[1]. Information - read only

– AutoAnswer beep	Yes	→ page 105
– Yes		
– No		
– AutoReconnect beep	Yes	→ page 106
– Yes		
– No		

– Connected calls?

– Options	Save & exit	
– Exit (no save)		
– Allow call transfer	Yes	→ page 103
– Yes		
– No		
– Allow call joining	Yes	→ page 73
– Yes		
– No		
– Allow exit conf	Yes	→ page 113
– Yes		
– No		
– Allow hold rem.	Yes	→ page 95
– Yes		
– No		
– Hold rem. delay	8	→ page 96
– 3		
– 4		
– 5		
– 6		
– 7		
– 8		
– 9		
– 10		
– 11		
– 12		
– 13		
– 14		
– 15		
– Music on hold	Yes	→ page 97
– Yes		
– No		
– Allow conferences	Yes	→ page 112
– Yes		
– No		
– Secure call alert	Yes	→ page 203
– Yes		
– No		
– Toggle associate	Yes	→ page 101
– Yes		
– No		

– **Context menu**
   – Automatic menu...   Yes
      – Yes
      – No
   – Display time   20
      – 5
      – 10
      – 20
      – 30
      – 60
      – 120
      – Unlimited display
– ⊞ **Keyset**
   – Lines?
      – Line (one of **eight** possible)
         – Options   Save & exit
            – Exit (no save)
         – Ring delay   0
         – Allow in overview   Yes
            – Yes
            – No
         – Hot warm action[1]   No action
         – Hot warm dest   nnnn
         – Address[1]   nnnn
         – Ring on/off[1]   On
         – Selection order[1]   1
   – Overview?
      – Line (up to **eight** lines)
         – Move down
         – Move to bottom
         – Use FPK order
         – Add all lines
      – Save
      – Do not save
  – BLF?
  – Busy lamp field **not** for OpenScape Voice
  – ⊞ Bluetooth
    – Configuration
      – Options   Save & exit
         – Exit (no save)
      – Telephone ID   00:01:E3:2D:76:D9
      – Active   Yes
         – Yes
         – No
      – Discoverable   Yes
         – Yes

[1]. Information - read only

– Menu data   Ignore
  – Ignore
  – Restore
– Screensaver images Ignore
  – Ignore
  – Restore
– All clip images   Ignore
  – Ignore
  – Restore
– All ringer tones   Ignore
  – Ignore
  – Restore
– All midlet data   Ignore
  – Ignore
  – Restore

– Replace
  – Options   Start backup
    – Start backup
    – Cancelling Backup...
  – Backup password
  – Confirm password
  – Backup name   OpenStage 80
– Full ID
– Delete
  – Delete
  – Cancel
– Screensaver
  – Options   Save & exit
  – Exit (no save)
  – Enabled   Yes
    – Yes
    – No
  – Start (mins)   30
    – 0
    – 5
    – 10
    – 20
    – 30
    – 60
  – Transition delay (s) 10
    – 0
    – 5
    – 10
    – 20
    – 30
    – 60
– Display settings?

     – Options   Save & exit
       – Exit (no save)
     – Display theme   Crystal sea
       – Crystal sea
       – Warm grey
     – Key mod. contrast
     – Slider brightness
  – Program keys
   Press the key to be programmed
     – Options   Save & exit
       – Exit (no save)
     – Normal   Unallocated
       – Unallocated
       – *Further functions, see*
     – Label   *predefined or customized*
     – Settings   *function-dependent*
     – Shifted   Unallocated
       – Unallocated
       – *Further functions, see*
     – Label   *predefined or customized*
     – Settings   *function-dependent*
 – Key Module (if available such as Program keys)
 – TouchGuide
     – Options   Save & exit
       – Exit (no save)
     – Touchguide setting
 – Tastenklick
     – Options   Save & exit
       – Exit (no save)
     – Lautstärke
       – Off
       – Low
       – Mittel
       – High
     – Tasten
       – Nur Tastenfeld
       – Alle Tasten

Locality?
 – Options   Save & exit
   – Exit (no save)
 – Country   DE
   – DE?
   – *Further countries, see*
 – Language   Deutsch
   – Deutsch
   – *Further languages, see*
 – Date format   **dd/mm/yyyy**

     – dd/mm/yyyy
     – yyyy/mm/dd
     – mm/dd/yyyy
  – Time format   24 hour   → page 194
     – 24 hour
     – 12 Hour (AM/PM)

Security?
  – Options   Save & exit
     – Exit (no save)
  – User password   ********   → page 161
  – Confirm password
  – Lock phone   → page 163
     – Yes
     – No

Network information?
  – Options   Exit
  – Phone address   → page 221
  – Web address
  – IP address
  – LAN RX
  – LAN TX
  – PC RX
  – PC TX
  – LAN autonegotiated   Yes
  – LAN information   10 Mbps full duplex
  – PC autonegotiated   Yes
  – PC information   Link down

Reset?
  – Options   Cancel
     – Cancel
     – Reset all user data   → page 222
     – Reset selected user data   → page 90
  – Function key data   No?   → page 90
     – Yes
     – No

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

Display icons

Application tab	
[⌐	Telephony interface → page 38
▭	Phonebooks → page 41
(⇄	Call lists → page 44
▽	Voicemail → page 47
⌐≡	Program/Service menu/Applications menu → page 48
?	Help function → page 50

Status bar	
⌀	The ring tone is deactivated → page 158
⚒	Operating data is sent to the server → page 51
✋	The "Do not disturb" function is activated → page 159
⊸	The phone lock is activated → page 163
∗	The Bluetooth function is activated → page 224
⌮⌮	A mobile user is logged on to the telephone

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

Connection status	
((▲))	You receive a call.
⌨▫	After dialing, the other subscriber's phone rings.
✎	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
○○	Call recording has started.
🔒	The voice connection is secure.
🔓	The voice connection is not secure.

MultiLine	
▲	Call for the corresponding line.
▲	Call for a line with suppressed ring tone → page 145.
⊕	"Hold reminder" is activated → page 95.
⊗	The line is currently not available.

⊖	The line is busy.
▯⊟	The line is free.

Schritt für Schritt

Phonebook entries	
📱1	Primary business number
📱2	Secondary business number
📱	Mobile phone number
🏠	Private phone number
E/A Cockpit	
✎	Not available
⚓	Available
↳	Call forward to assistant (if there)
↳	Call forward to assistant (if there)
↳	Ring immediately (call forwarding cleared)
↳	Call forwarding to mobile phone.
↳	Call forwarding to answering machine.
↳	Call forwarding to a number.

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