UNIFY
Harmonize
your enterprise

OpenStage 60 SIP, OpenStage 60 G SIP
OpenStage 80 SIP, OpenStage 80 G SIP
OpenStage Key Module
OpenScape Voice

User Guide

Our Quality and Environmental Management Systems are implemented according to the requirements of the ISO9001 and ISO14001 standards and are certified by an external certification company.

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=UK, 3=US) 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 administrator.

Use only original 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.unify.com/.

Technical notes, current information about firmware updates, frequently asked questions and lots more can be found on the Internet at:
http://wiki.unify.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 sales partner for information on how to upgrade.

This user guide is intended to help you familiarise 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 WBM 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 WBM interface

Service

> Our 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 unauthorised.

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 optimise 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 190.

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 25.

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 114.

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 28.
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 21.
4	Use the **TouchGuide** to navigate conveniently through the applications on your telephone → Page 22.
5	You can customise your telephone by assigning phone numbers and functions to the **programmable sensor keys** → Page 24.
6	The **function keys** allow you to call up the most frequently used functions during a call (e.g. Disconnect) → Page 20.
7	**Audio keys** are also available, allowing you to optimally configure the audio features on your telephone → Page 20.
8	The **TouchSlider** allows you to adjust the current volume (e.g. telephone rings - ringer volume) → Page 20.
9	Incoming calls and new voice messages are visually signalled via the **alert bar**.
10	The **keypad** can be used to enter phone numbers and text → Page 27.

Ports on the underside of the phone
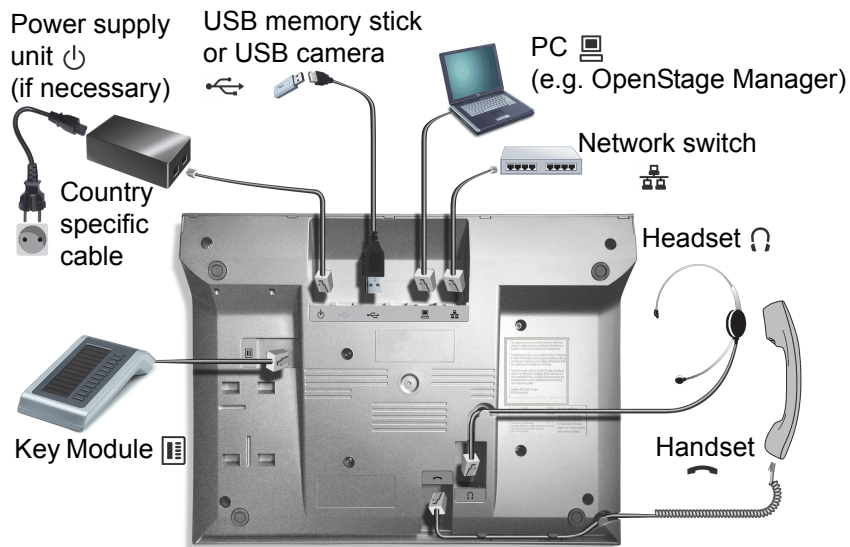
OpenStage operating features

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

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 also connect a PC with a Gigabit LAN connection to the LAN directly via the phone. The telephone-PC connection option must first be activated on the telephone by administrator.

Network   OpenStage 60/80 SIP or OpenStage 60 G/   PC
switch   80 G SIP
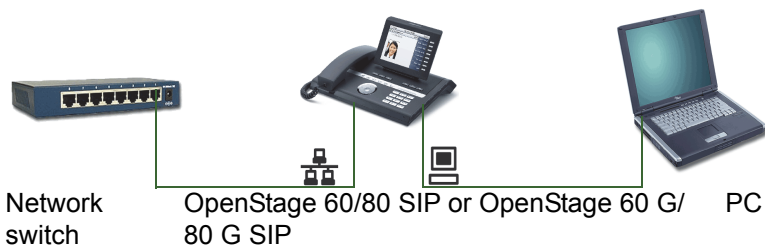
Using this connection option saves one network port for each switch used and requires fewer or shorter network cables when arranged correctly.

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 24.

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 you an additional option for tailoring your OpenStage to your personal needs. Further information is available at:

http://wiki.unify.com/wiki/OpenStage_Manager.

Features

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

> Contact your administrator for the latest version of OpenStage Manager. The range of features is dependent on the type of telephone.

Keys and controls

Function keys

Key	Function when key is pressed
⏣	End (disconnect) call → Page 57.
⏣	Activating/deactivating call forwarding → Page 71.
⏣	Key currently has no function

Audio controls

Audio keys
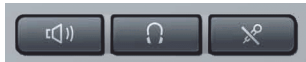
Key	Function when key is pressed
⏣	Activate/deactivate the loudspeaker → Page 53.
⏣	Activate/deactivate headset → Page 54.
⏣	Activate/deactivate microphone (also for speakerphone mode) → Page 65.

TouchSlider

Similar to the TouchGuide → Page 22, 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 (ringtone, 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 191.

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 34.

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 30 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 29 • Set the sensitivity → Page 192
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", "Dialled" 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 as-sign functions or numbers to them.
To open the programming menu, press and hold down the relevant sensor key → Page 86.
To activate the programmed function, briefly press the relevant key → Page 90.

�I▊▶ Increase the number of programmable sensor keys by connecting a key module → Page 19.

Daniel Bernoulli	▭
Niels Bohr	▭
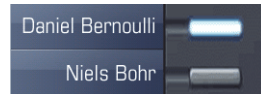
Depending on how they are programmed, you can use the sensor keys as:
• Function keys → Page 85
• Repdial keys → Page 85
• Direct station selection keys → Page 121

Touch the key briefly to activate the programmed function or dial the stored number → Page 90.

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 administrator about the current set-ting).

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.

▊I▶ Line and DDS keys can only be programmed by administrator via the service menu.

Meaning of LED displays on function keys

LED		Meaning of function key
▬	Off	The function is deactivated.
⟍I⁄	Flash-ing[1]	Indicates the function status.
▭	On	The function is activated.

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

Trunk keys (on multi-line phones only)

Some of the programmable keys on multi-line phones can be set up as trunk keys by administrator. 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 25.

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 signalled 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 utilisation

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

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

LED display

LED	Explanation
▬	**Off**: The phone is in idle mode.
〰	**Flashing**: • Incoming call on the line → Page 114 • Hold reminder is activated → Page 96 **Flickering**: • Outgoing call on the line • The incoming call was prioritised 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
1⎵[1]	1	[2]	;	=	$	\	&	[	]	{	}	%		
2abc	a	b	c	2	ä									
3def	d	e	f	3										
4ghi	g	h	i	4										
5jkl	j	k	l	5										
6mno	m	n	o	6	ö									
7pqrs	p	q	r	s	7	ß								
8tuv	t	u	v	8	ü									
9wxyz	w	x	y	z	9									
0+	0	+												
*⌂[3]	.	*	[1]	#	,	?	!	'	"	+	-	(	)	@
#⌐	[4]													

1 Additional special characters (not in 123 mode)
2 Space
3 Additional special characters are available on the display keyboard
4 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 ringtone → Page 153
#⌐	Switch between upper and lower case	Activate the telephone lock → Page 159
1␣	Write special characters (not in 123 mode)	

> You can also input text using the display keypad → Page 29.

Graphic display

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

Appearance

You can customise your display to suit your personal requirements:
• Angle the display as required → Page 15
• Set the contrast (OpenStage 80 SIP only) → Page 190
• Select your preferred display design → Page 190
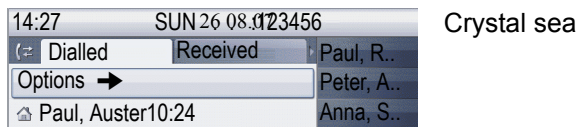
Crystal sea

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 ringtone is deactivated → Page 153
	The ringtone is set to a beep. → Page 153
	The "Do not disturb" function is activated → Page 154
	The phone lock is activated → Page 159
✳	The Bluetooth function is activated → Page 215
	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 27.

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
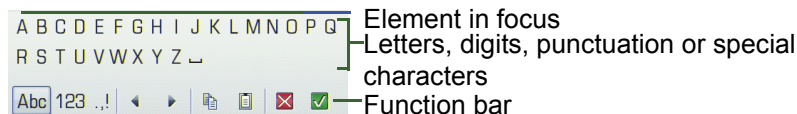
Use the TouchGuide to operate the display keyboard → Page 22.

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.

Status bar → Page 28

Programmable sensor key list → Page 24

Context-dependent displays
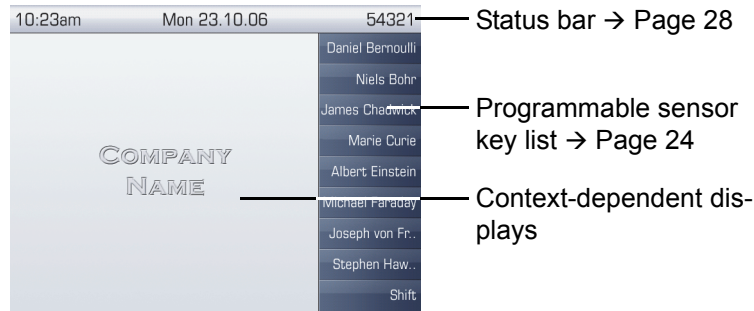
Idle menu

In idle mode, press ⮌ or ➡ on the TouchGuide → Page 22 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
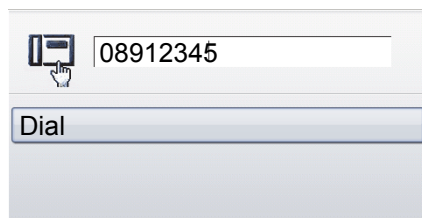
Dial

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 22.

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 forward-
(⇄ 2 ──────────────── Call list entry
                        Saved callback/voice mes-
                        sage
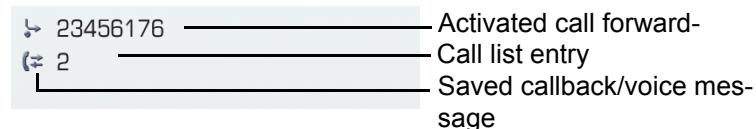
The calls were saved in the missed calls list. Press ⟲ to view these calls. Missed calls are not saved and displayed if the call journal is disabled → Page 151.

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 22.

Consultation	——— First entry
Start conference	(selected when the menu is called up)
Hold	——— Selected entry
Blind transfer call	
Disconnect	
Directed pickup	
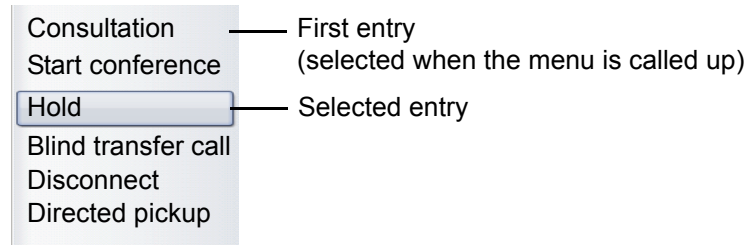
You can select and confirm the required functions using the TouchGuide → Page 22.

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 213.

Idle display context menu

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

Repeat dialling 1234	——— First entry (selected when you call
Ringer off	up the menu, if you have already
Do not disturb on	dialled a phone number and the call
Mobile logon	journal is activated → Page 151)
Cancel call backs	——— Selected entry
Directed pickup	
	Only available when configured to support mobility
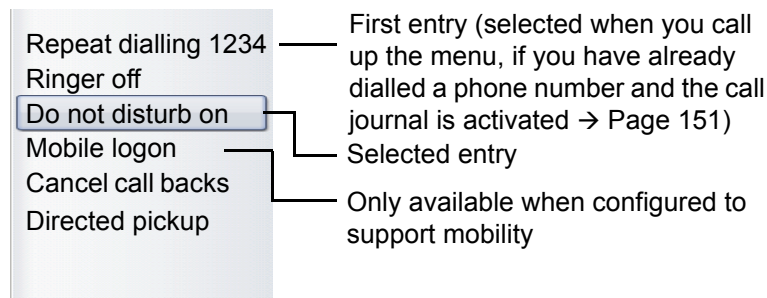
Pop-up window

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 22.

Example:
The following pop-up menu opens after you change a setting and press the ⏎ key on your Touch-Guide.

> (?) Save changes?
>
> Save
> Do not save
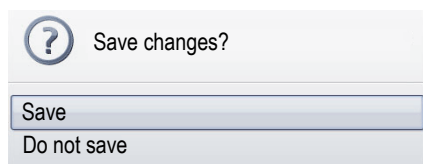
Pop-up message

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
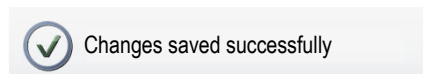
Application tab

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

| (⇄ | Missed | Received | : —— Arrow icon: Additional tabs |

└Icon └Active tab └Additional tab
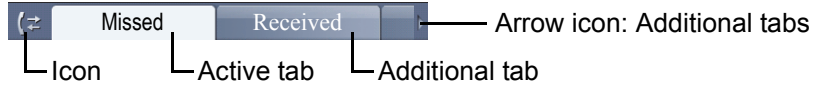
Example: Press the ⊙ mode key to open the call lists → Page 21. Press this key repeatedly to switch between the various tabs.

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.

Video link display

If you are using a USB camera on your OpenStage 60/80 SIP for video links, different information will appear on the display when the video function is enabled (→ Page 167).

Video link with context menu opened

A video link is established. The call partners each have cameras connected and have enabled the video function. The video images of both the calling and called partners appear on the left-hand side in preview mode.

A video link is established. The caller has a camera installed but the called partner does not. The call partners have both enabled the video function. The video image of the caller appears on the left-hand side in preview mode and a crossed-out camera appears instead of the video image of the called partner. The situation can also be reversed.

Video link with context menu not opened

A video link is established. The call partners each have cameras connected and have enabled the video function. The video image of the called partner is shown on the display in single-screen mode.

11:53	Fr 30.03.12	3339	
A 3338 ➡		01:32:53	Second call
			Repeat dialling
			Hold
			Ringer off
			Alternate
			Consultation
			Deflect
			Shift key

A video link is established. The caller has a camera installed but the called partner does not. The call partners have both enabled the video function. A crossed-out camera is shown instead of the video image of the called partner.

11:53	Fr 30.03.12	3339	
A 3338 ➡		00:51:12	Second call
			Repeat dialling
			Hold
			Ringer off
			Alternate
			Consultation
			Deflect
			Shift key
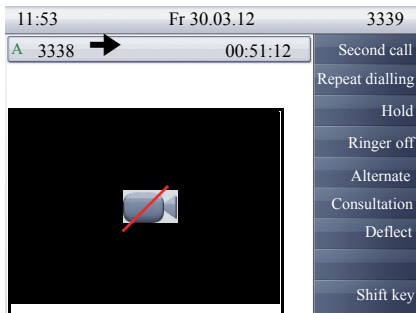
Camera test with "Self view"

A video image of the operator is shown for a few seconds in single-screen mode with the Self view function (→ Page 167).

11:53	Fr 30.03.12	3339	
			Second call
			Repeat dialling
			Hold
			Ringer off
			Alternate
			Consultation
			Deflect
			Shift key

Disabled video function

If the called partner or the caller disabled the video function temporarily (→ Page 166) or completely (→ Page 169), a normal call connection is established or the call is switched to a normal call connection.

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 21.

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 34.

Scrolling through lists

You can use the TouchGuide to scroll through entries and confirm the functions you want → Page 22.

Opening context menus

If the arrow ➜ appears beside an entry, a context menu is available for this entry → Page 32.

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 ──── Call duration
      └ +498963685619                 Current call(s), possibly with
                                      information stored in the
                                      phonebook

  ▯▭  Baker, R.                        Call requests and current
      └ 🔔 4400                        states

  Disconnect and return
  Complete transfer ────────────────  Pop-up menu with
  Call back                           situation-dependent options
```

Icon indicating call status
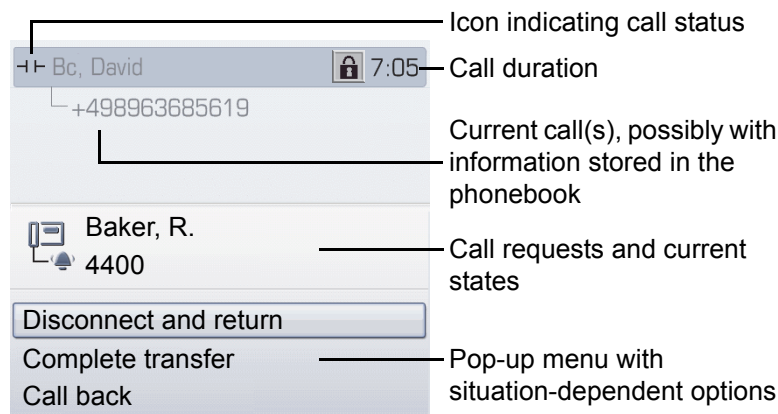
Icons for frequent call statuses

Icon	Explanation
«🔔»	You receive a call
▯▭	After dialling, the other subscriber's phone rings.
📞	The call is active.
📞ₕᴅ or 📞ₕᴅ	High-quality voice connection (G.722).
☎	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 92.

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 25

Press ⊡ to open this interface.

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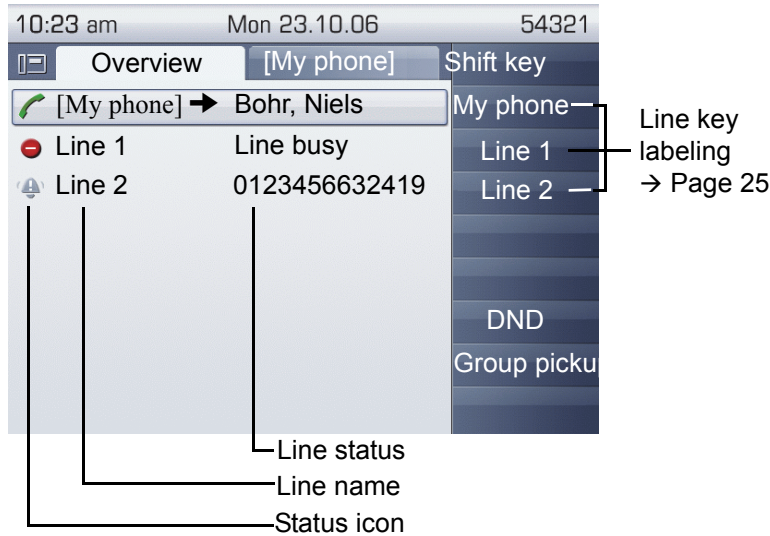
The status icons provide information about the state of the relevant line.

Icon	Explanation
🔔	Call for the corresponding line.
🔔	Call for a line with suppressed ringtone → Page 140.
🔔	"Hold reminder" is activated → Page 96.
⊗	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 26.

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]
- Other line with active call
  – Hold
  – Clear (replace handset)
  – View[1]
- Other line with held call
  – Retrieve
  – View[1]
- Other line busy
  – View[1]
  – Connecting[2]

---

1. After a period of time set by administrator the tab of the selected line is displayed as a preview.
2. The "connect" function must be activated by the administrator.

Phonebooks

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

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

Example:

📖 Personal Corporate	──Tab
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
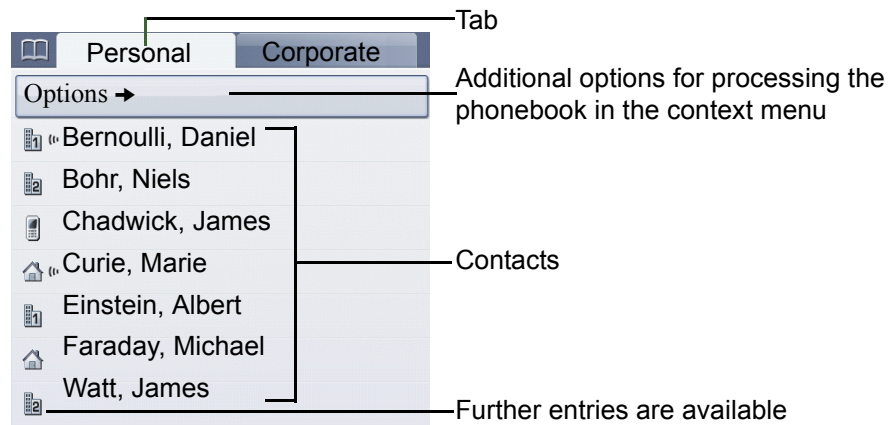
Phonebook icons

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
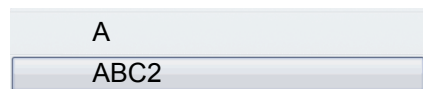
Enter your search term using the keypad → Page 27.

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 141
• Accept entry from LDAP search → Page 146

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 141.

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 142.

Classify your contacts into groups → Page 143.

Store a picture of the contact → Page 144.

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 141
• define contact display format → Page 145
• Quick search in the phonebook → Page 145
• sort contacts into groups → Page 143
• delete the entire phonebook list → Page 142

> 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 19.

Using contacts

The following functions are available via the context menu of a selected contact:
• Calling a contact → Page 106
• Editing a contact → Page 141
• Deleting a contact

Corporate directory

If you have access to a corporate directory (LDAP directory), you can search for contacts in it (consult administrator).

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 146
- Quick search → Page 147

Using a contact

- Calling a contact → Page 106
- Transfer entry to local phonebook → Page 148

Call lists

The call journal function must be activated in order to display call lists → Page 151. The call journal must also be activated for the customary last number redial function. If the call journal is not activated, the message "Call Log is disabled" is shown on the display when you press the ⓒ key.

All calls and numbers dialled 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
- "Dialled" tab: dialled 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 31) on the idle display and the LED of the mode key ⓒ (→ Page 21) lights up white.

To call up a call list, press ⓒ repeatedly until the required tab is activated.

The administrator may have made special settings for missed calls. The following keys illuminate, depending on the setting, to indicate new missed calls:
- Only the LED on the ⓒ key
- The LED on the ⓒ key and the alert bar
- Only the alert bar
- Or neither

Additional notes on call lists

- Note the setting options for voicemail → Page 47 and have the possible combinations explained to you by administrator if necessary.
- Missed calls are not signalled if the call journal is disabled → Page 151.
- If missed calls for this connection were answered by other subscribers, these calls are not listed in the Missed list or are marked with a green checkmark in accordance with the setting in the call logging → Page 152.
- Logging for call forwarding was also changed in the framework of the new call logging. All types of forwarded calls are now only logged under "Forwarded" and no longer as before partly also as "Missed". This is regardless of how the new parameter for missed calls is defined.

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.

The following data is saved, for example, for missed calls:
• Phone number/name depending on available data.
• Number of call attempts.
• The time of the last call attempt for each listed caller, in relation to the current day, otherwise the date of the last call attempt.

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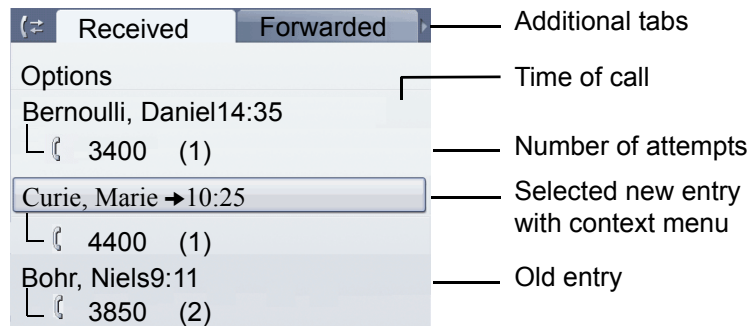
You can select the following function in the "Options" context menu:

Delete All → Page 149

Example: "Dialled" tab

(⇄ Dialled	Missed ▸	—— Additional tabs
Options		—— Selected entry with context menu
Coco, Chanel ➜12.07.		—— Date of call
└ ▤ 220870 (3)		—— Number of call attempts
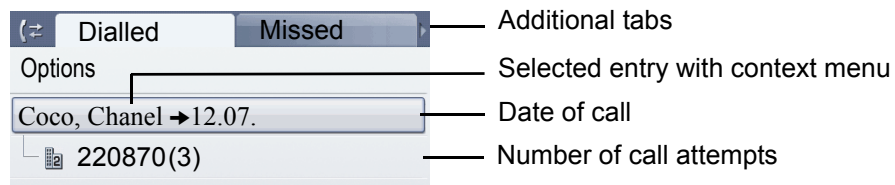
The following functions are available via the context menu of a selected entry:

• Dial → Page 64
• Details → Page 46
• Delete → Page 149

Entry details

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

Example: entry in the "Missed" tab

(⇄ **Missed**	**Dialled**	▸

Coco, Chanel (3 calls)

📇 1238765341

└ 30.10. 8:30

📇 1238765341

📇 1238765341

— Additional tabs
— Information from the phonebook
— Caller number
— Time
— Date
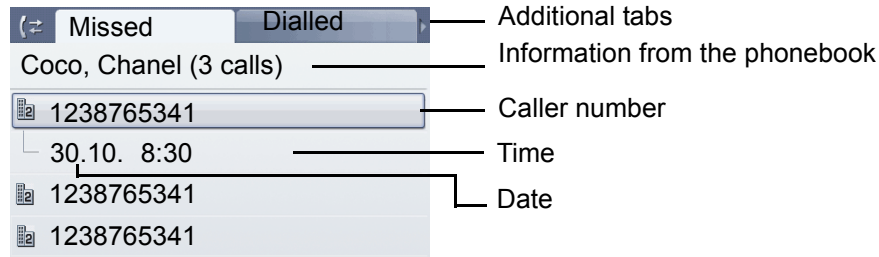
Example: entry in the "Dialled" tab

(⇄ **Dialled**	**Received**	▸

Bernoulli, Daniel (3 calls)

📇 987654321

└ 08.10. 11:20

📇 987654321

📇 987654321

— Additional tabs
— Information from the phonebook
— Caller number
— Time
— Date
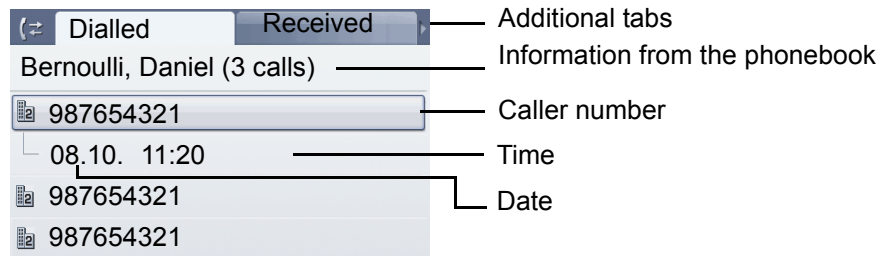
In this view, the context menu contains the following entry: Dial

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

Using an entry

The following functions are available via the context menu of a selected entry:
- Establish a call to a preferred number → Page 107
- View details → Page 149
- Delete the entry → Page 149
- Transfer entry to personal phonebook → Page 148

Voicemail (answering machine)

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

Listening to messages

The following keys illuminate, depending on the setting made by the administrator, to indicate new messages:

- Only the LED on the ✉ key
- The LED on the ✉ key and the alert bar
- Only the alert bar.

Note also the setting options for missed calls → Page 44 and have the possible combinations explained to you by the administrator if necessary.

Press this key to open the menu for the mailbox (→ Page 60). You will be shown the following for example:

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

Call Mailbox
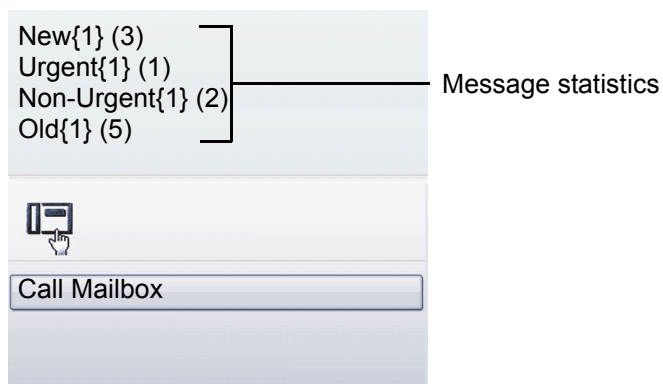
(The labels displayed here for the message status may have been altered individually by administrator).

Only messages for the primary line are received on a multi-line phone → Page 15.

Program/Service menu/Applications menu

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

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

Select and confirm the "User" entry using the TouchGuide → Page 22.

If necessary, enter the user password → Page 156.

User settings

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

The menu structure comprises several levels.

▸☰ Settings Applications	— XML applications
⊞ User	
—Date and time	— Local settings
⊞ Audio	
⊞ Configuration	— Additional menu levels are available
⊞ Phone	
—Locality	
⊞ Security	
—Network information	
—Diagnostic information	
└Reset	
⊞ Admin	— Password-protected administration area
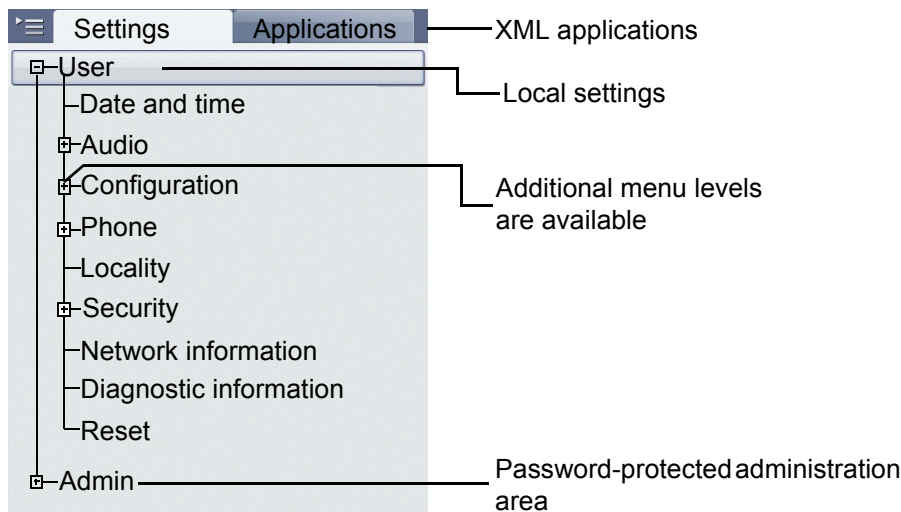
> You can also configure all of the settings using your OpenStage's WBM interface → Page 246.

Open the menu → Page 48.

Date and time

☎   Adjust the settings on your telephone → Page 197.

Audio

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

Volumes

☎   Adjust the settings on your telephone → Page 201.

Settings

☎   Adjust the settings on your telephone → Page 202

Special ringtones

☎   Adjust the settings on your telephone → Page 206

Configuration

Call forwarding

Set up call forwarding for your telephone.

☎ Adjust the settings on your telephone → Page 71.

Enhanced phone functions

Use the enhanced phone functions on your telephone.

☎ Adjust the settings on your telephone → Page 92.

Keyset

Manage your trunk keys.

☎ Adjust the settings on your telephone → Page 136.

Bluetooth

Prepare your phone for Bluetooth operation.

☎ Adjust the settings on your telephone → Page 215.

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 233.

Screensaver

☎ Adjust the settings on your telephone → Page 190.

Display

☎ Adjust the settings on your telephone → Page 190.

Programmable keys

Program sensor keys with frequently used functions or phone numbers.

☎ Adjust the settings on your telephone → Page 85.

Locality

Enter your country-specific settings.

☎ Adjust the settings on your telephone → Page 210.

Security

Protect your settings and data by assigning a password.

☎ Adjust the settings on your telephone → Page 156.

Network information

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

☎ View information on the phone → Page 224.

Diagnostic information

☎   Provides information on all of the important settings of the telephone. Can provide valuable help
in support situations → Page 244.

Reset

☎   Personal settings made via the telephone menu or the WBM interface can be reset to factory set-
tings. → Page 225.

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 128

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

Administrator has 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 administrator installs 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 administrator has 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.

Activating a diagnostic call

In the event of connection problems with a specific destination, the administrator may ask you to enter an activation code before the number of the subscriber, which can be used to initiate tracing of the call data on the phone. This activation code, which must be provided to you by the administrator and which comprises a leading asterisk, followed by three digits and the hash sign as the terminating character, must be entered before the actual phone number. At the end of the call, the call-related data is sent for further analysis to the DLS server, which then passes it to the "OpenScape Voice Trace Manager".

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 208).

Emergency mode

If a failover system has been set up for your OpenScape Voice, you can still make calls and use the functions of the failover system, for example, despite network faults.

If it happens that your telephone is no longer connected to OpenScape Voice, it is registered automatically on the configured failover system. The message "Emergency mode (B8)" then appears on the display.

Some functions may not be accessible while in emergency mode, for example:
• Call forwarding (→ Page 71)
• Voicemail (→ Page 60)
• Callback (→ Page 69)
• Group functions (→ Page 58)
• Multiline (→ Page 114)
• OpenScape Voice functions (→ Page 170)

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1. Closed for secure or open for nonsecure voice communication

Incoming calls

Your OpenStage phone rings with the tone signal set when an incoming call is received. The call is also visually signalled on the alert bar.
If transmitted, calling party information (name, phone number) appears on the graphic display.

> If you have set a pattern melody → Page 203 or a ringtone → Page 203 on your phone, it is possible that administrator preset a different ringtone or deactivates the ringtone, regardless of the call type (e.g. an external or internal call).
>
> An incoming call will interrupt any ongoing telephone setting operations. As soon as the call ends, press ⊜ to return to the point in the menu structure where you were interrupted.

Answering a call via the handset

The phone rings. The caller is displayed.

> If the phone number is stored in the local telephone, the associated name is shown on the display (must be activated by administrator).

➘   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 205.

Answering calls via the headset

The phone rings. The 🎧 key flashes.

🎧 Press the key shown.

if nec. ⟷ Set the call volume→ Page 20.

Answering calls automatically via the headset

Prerequisite: The administrator has additionally configured a key with the "Auto-Headset function (AICS Zip tone) (→ Page 85).

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

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

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

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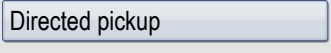
You can pick up a call signalled at an absent coworker's phone. If a colleague has placed a call on hold on their multi-line phone you can also pick up this call.

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.
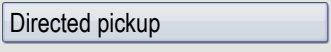
| Directed pickup |

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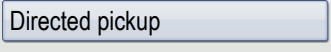
▦ Enter and confirm the relevant phone's internal number. You are connected to the calling party either via the handset or in speakerphone mode.

Picking up a held call

Prerequisite: Your colleague has placed a call on hold on their multi-line phone → Page 118. You know the coworker'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 |
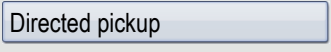
Select and confirm the option shown.

▦ 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, if necessary, your preferred setting → Page 204.

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

Standard mode
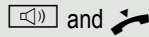
◻)) and ➛   Hold down the key and replace the handset. Then release the key and proceed with your call.

US mode

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

◻))   Press the key shown.

➛   Replace the handset. Proceed with your call.

🔒 or 🔓   A secure voice communication is indicated by a closed padlock icon on the graphic display; a nonsecure voice communication is indicated by an open padlock icon on the graphic display (see also → Page 52).

Switching to the handset

Prerequisite: You are conducting a call in speakerphone mode.

➛   Lift the handset.

◻))   The key shown goes out.

Switching from headset to speakerphone mode

In standard mode

◁)) Press and hold the key (open listening ist activated),

🎧 Press the key. Speakerphone mode is activated.

In US 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 229 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
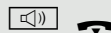
◁)) ☎ Hold down the lit key and replace the handset.

Ending a call

⎯ Press the key shown.

or

🎧 Press the key shown. The key LED goes out.

or

◁)) Press the lit key.

or

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

Group call

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

A group call is displayed on the phone. Administrator may have made the following settings for signalling:

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 201.

Further administrator settings for group calls:

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

Picking up a group call with the call pickup key

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

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

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

The group call is now shown on the display with
Pickup: *Caller*
for: *Party*

The pop-up menu opens:

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

Prerequisite: Your administrator has 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: *Party*

Picking up a group call

The pop-up menu opens:

Confirm the option shown.

> Pickup call

or

➤ Lift the handset (only if the appropriate function is set by your administrator).

or

⬜ Press the sensor key programmed with the "Call pickup" function (if configured). The speakerphone function is activated.

Ignoring a group call

> Ignore

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

Listening to voicemail

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

The message key ✉ and/or the alert bar illuminate, depending on the setting made by the administrator, to indicate new messages. They only extinguish again when all new messages have been picked up.

Picking up messages

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

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

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

Call Mailbox

Calling the mailbox directly

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

➤   Lift the handset.

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

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

Call control (2nd alert)

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

▌▶ Call control does **not** work with multi-line phones

Two calls simultaneously

Prerequisite: The "2nd alert" key is set up and "call waiting" is permitted (→ Page 101).

🔔 🔔 two calls ring at the same time.

Caller information from the first caller is displayed and you have the following options:
• Accept
• Reject
• Deflect

🔆 The "2nd alert" key is blinking and you hear a notification tone.

Display second caller

🔆 Pressing the blinking "2nd alertl" key will display the second caller's information and you again have three options to choose from.

Return to first caller

🔆 Press the blinking "2nd alert" key again to return to the first caller's displayed information.

Accept a call

If you accept one of the calls, the other call is treated as a second call (see → Page 99)

While dialling

▌▶ Please note that the "Busy when dialling" → Page 109 function is disabled after 2nd alert is configured. The exception is if you dial a number during a Consult → Page 65.

Prerequisite: The "2nd alert" key is configured and call waiting is allowed (→ Page 101).

☎ ⌨ You receive a call while you are dialling. The "2nd alert" key is blinking and you hear a notification tone.

🔆 Press the blinking "2nd alert" key. Dialling is interrupted. The caller's information is displayed and you have the following options:
• Accept
• Reject
• Deflect

Making calls

If you selected the option "Busy When Dialling" → Page 109, you will not be interrupted by an incoming call. In this case, the caller hears the busy signal.

You can also use enhanced functions, such as call lists or the personal or corporate directory, in order to call a subscriber → Page 106.

Off-hook dialling

➤ Lift the handset.

🕽 Enter the station number.

In the pop-up menu:

Dial

Confirm or wait until the dial delay expires (see → Page 108).

or In the pop-up menu:

Redial {1}

Confirm the option shown[1].

The connection is set up.

If you are using a dial plan and Immediate dialing is set (see → Page 63), dialling is automatically performed as soon as the character string entered matches an entry in the dial plan.

If a connection is temporarily unreachable, you will hear a special information tone (short tone sequence). The fault can be rectified quickly, so try again to dial this phone number after an appropriate time.

On-hook dialling

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

🔊 Press the key shown.

or

🎧 Press the key if a headset is connected.

🕽 Enter the station number.

⊛ Press or wait until the dial delay expires (see → Page 108).

or In the pop-up menu:

Redial {1}

Confirm the option shown[2].

---

1. Please note the information in relation to the call journal on → Page 64
2. Please note the information in relation to the call journal on → Page 64

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 22 to correct entries as necessary.

In the pop-up menu:

Dial

Confirm or wait until the dial delay expires (see → Page 108).

The connection is set up.

▌▌▶ If you are using a dial plan and Immediate dialing is set (see → Page 63), dialling is automatically performed as soon as the character string entered matches an entry in the dial plan.

Immediate dialling

Immediate dialing should only be activated if administrator 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 dialled as soon as the string entered matches an entry in the dial plan.

Activating or deactivating immediate dialling

🔲 You can also configure this setting via the WBM interface → Page 246.

☰ 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.

Dialling using the hot or warm line function

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

If you lift the handset of the phone or press the loudspeaker key
- with a hot line immediately or
- with a warm line after a defined period of time,

a number specified by administrator is dialled.

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 dialled.

Redial

> You must have activated the call journal in order to use the call list. This also applies for redialling the last number dialled → Page 151. If the call journal is not activated, the message "Call Log is disabled" is shown on the display when you press the ⓔ key. If you try to perform a last number redial using a programmed function key, the message "Key function unavailable" is shown on the display in this case.
>
> If you still want to access the function for redialling the last number dialled despite having disabled the call journal, you can alternatively use the OpenScape Voice "last caller redial" function, assuming this function has been activated by the administrator → Page 184.

Redialling 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, Bohr 18.10. 07:06am

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

Redialling from the pop-up menu

☎   Lift the handset.

or

🔊   Press the key shown.

Redial {1}

Select and confirm the option shown.

The last phone number entered is dialled.

Redialling from the idle menu

Redial {1}

Select and confirm the option shown in the idle display (→ Page 32) context menu. The last phone number entered is dialled.

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

Start Conference

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

▥ Enter and confirm the second party's phone number.

> If you are using a dial plan and **Immediate dialing** is set (see → Page 63, dialling is automatically performed as soon as the character string entered matches an entry in the dial plan.

or   In the pop-up menu:

Redial {1}
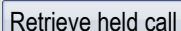
Confirm the option shown[1].

> If you want to use one of the **phonebooks** or a **call list** for the consultation call or the new conference parties, select **Hold** instead of Consult and/or Start conference in the context menu or press the **Hold** key and then open a phonebook or a required call list (→ Page 141).
>
> Alternatively you can also open a phonebook or call list without using the **Hold** functions – the active call is automatically placed on **Hold**.

---

1. Please note the information in relation to the call journal on → Page 64

Ending a consultation call

You end the consultation

| 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.

The second party hangs up

If the second call partner hangs up, you will be prompted to retrieve the first call again if. "Hold and hang-up" is disabled (→ Page 97). Otherwise, the first call will remain on hold until you receive this prompt after a defined time interval.

| Retrieve held call |

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

> If the call is kept on hold, you can retrieve the call via the context menu before the set time expires.

Ending the consultation with an active headset

Prerequisite: The administrator has additionally configured a key with the "Auto-Headset" function (AICS Zip tone) (→ Page 85).

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

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

Canceling a consultation call

If the called party does not answer

In the pop-up menu:

| Disconnect & return |
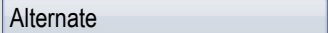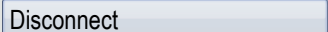
Select and confirm the option shown.

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 65 or have accepted a second call → Page 99.

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

| Alternate |

> It does not matter which context menu is open when alternating. The "Alternate" function appears in both menus (active and passive connection).
>
> You can switch back and forth between two subscribers by repeatedly selecting and confirming "Alternate".

Ending an alternate operation

Disconnecting the held call:

Select and confirm the option shown in the held connection's context menu. The held call is disconnected. The active call continues.

| Disconnect |

Disconnecting the active call:

Select and confirm the option shown in the active connection's context menu. The active call is disconnected. The held call remains on hold and can be managed via the context menu.

| Disconnect & return |

Putting on hold and retrieving successively or simultaneously

Prerequisite: You have a single-line phone and are conducting a consultation call → Page 65 or have answered a second call → Page 99. The sensor key "Hold" is configured → Page 85.

The "Hold" function can also be initiated from the context menu.

Putting an active call on hold

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

Retrieving the first call

Switch to the first call.

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

Retrieving the second call

Switch to the held consultation or second call.

Press the flashing "Hold" key. You are connected with the other partner. The first called was 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 65 and call joining must be allowed → Page 68.

| 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 WBM interface → Page 246.

⊜ 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.
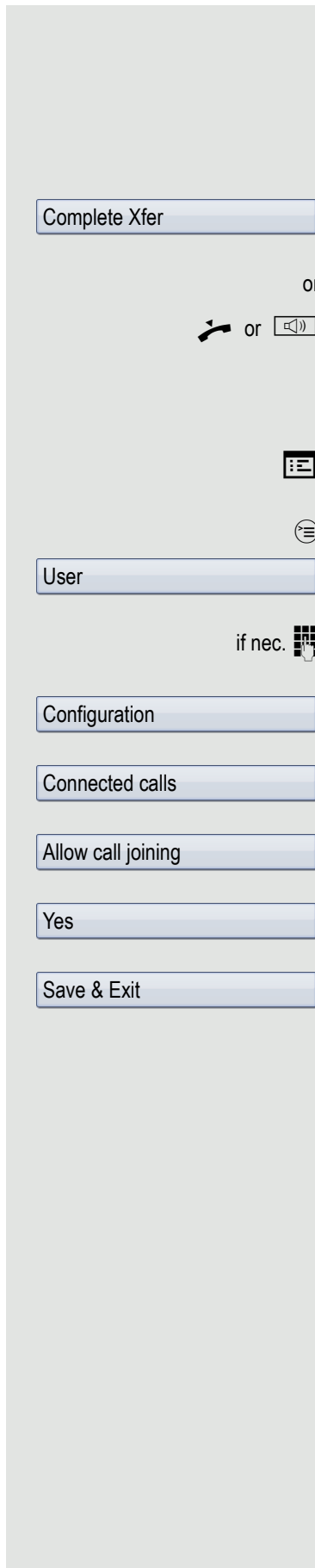
Callback

You can request a callback if the station called is busy or if nobody answers. You receive the callback as soon as the other party's line becomes free.

> This option is only available if both you and your administrator have activated the function (→ Page 70).

> Only the callback requests for your primary line are logged on multi-line telephones → Page 15.

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.

Select and confirm the option shown in the idle display (→ Page 32) of the context menu.

Cancel call backs

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

Select and confirm the option shown.

Accept

Rejecting a callback

Prerequisite: The Reject function has been activated by administrator.

Select and confirm the option shown.

Reject

The callback request is deleted. The caller's phone number is added to the missed calls list.
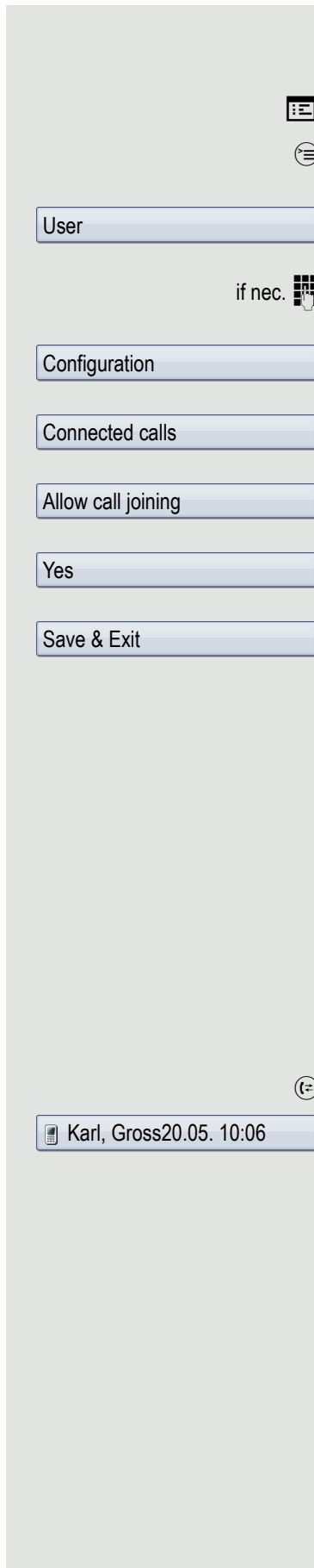
Permitting a callback

Prerequisite: The Callback function has been activated by administrator.

📧 You can also configure this setting via the WBM interface → Page 246.

☰ 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.

Calling back missed calls

Calls received while you are absent are indicated by a message → Page 31 on the idle display. Moreover, the message key ✉ and/or the call display illuminate depending on the setting made by administrator. They only extinguish again when all new list entries have been queried.

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. Missed calls are not saved and displayed if the call journal is disabled → Page 151.

> Only the calls missed on your primary line are logged on multi-line telephones → Page 15.

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

📋 Karl, Gross20.05. 10:06

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

> For a detailed description of the call lists, refer to → Page 44.

Call forwarding

Depending on the settings made by administrator, standard call forwarding may be configured for the phone or alternatively a call forwarding by type option that is supported by OpenScape Voice → Page 78.

Standard call forwarding

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

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

Three forwarding conditions can be programmed in the forwarding menu:
• Unconditional
• Busy
• No reply (after {1}s)

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

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

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

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

☐ Unconditional ➜
    Destination phone number
☐ Busy ➜
    Destination phone number
☐ No reply (after {1}s) ➜
    Destination phone number

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

> Alternatively, call forwarding can be programmed on one or more keys with a fixed destination and a predefined forwarding or call type → Page 88.

Using call forwarding

The following functions are available for activating and deactivating call forwarding and configuring it in accordance with your requirements:

Activate or deactivate immediate forwarding

⌷⊦⌷ Press the key shown.

Deactivating call forwarding

If call forwarding was activated for Unconditional, it will now be automatically deactivated.

or ### Activate forwarding to last destination.

The pop-up menu opens:

The message:

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

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

Use last forwarding destination

Accept

Select and confirm the option to use the last saved destination for Unconditional again. Call forwarding to this destination is immediately activated for Unconditional and the key ⌷⊦⌷ illuminates.

If you do not confirm call forwarding immediately, it will be enabled automatically after approx. three seconds.

or ### Activate with variable destination phone numbers

If you want to use a new forwarding destination:

Set a forwarding destination

Select and confirm the option shown.

▦ Enter and confirm the new destination phone number.

or Confirm the last destination phone number saved (it will be displayed).

Call forwarding to this destination is immediately activated for Unconditional and the key ⌷⊦⌷ illuminates.

Saving destination phone numbers for call forwarding

▐▙▶ You can also enter the call forwarding settings via the user menu
(→ Page 94) or via the WBM interface → Page 246.

⌷↱⌷ Press the key shown.

The pop-up menu opens:

The message:

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

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

Edit call forwarding   Select and confirm the option shown.

Three types of call forwarding are offered in the settings menu:

- Unconditional
- Busy
- No reply (after {1}s)

▐▙▶ You can check whether **Busy** or **No reply** call forwarding is activated.

Save destination phone number

☐ Unconditional ➜   Select forwarding type (here for instance Unconditional)

Enter destination   Select forwarding type in context menu.

🖳   Enter/edit and confirm the destination phone number.

or   **Edit favorites**

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

☐ Unconditional ➜   Select forwarding type (here for instance Unconditional)

Edit favorites   Select and confirm forwarding type in context menu.

Destination 1   Select and confirm the option shown.

🖳   Enter/edit and confirm the destination phone number.
If necessary, define additional destination phone numbers.

Save & Exit   Select and confirm the option shown
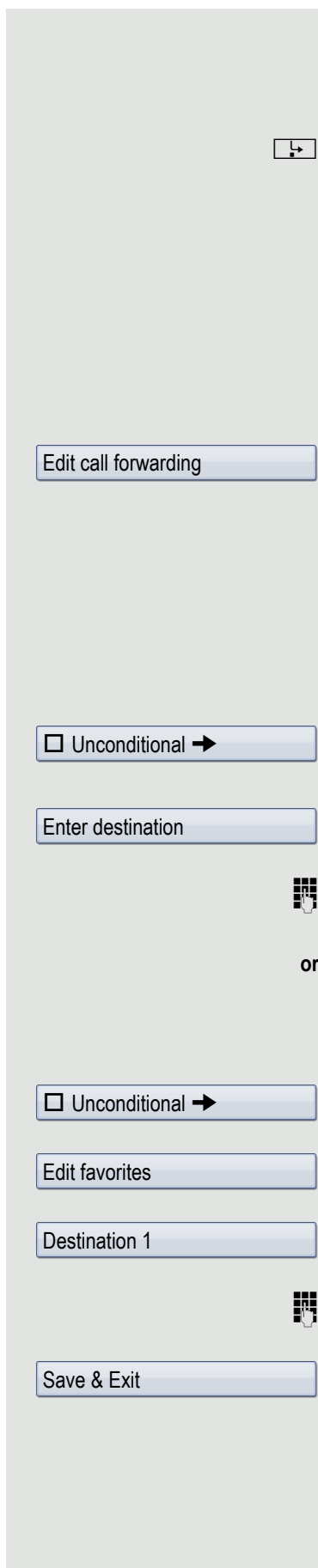
Copy and insert destination phone numbers

The current destination phone number for a call forwarding type is copied. For example, the current destination phone number for All calls should also become the current destination phone number for No reply.

[↲]   Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

Three types of call forwarding are offered in the settings menu:
- Unconditional
- Busy
- No reply (after {1}s)

1. Copy

☐ Unconditional ➔3338

Select forwarding type (here for instance Unconditional)

Copy

Select and confirm forwarding type in context menu.

2. Insert

☐ No reply (after {1}s) ➔

Select target forwarding type (here for instance No reply (after {1}s))

Paste

Select and confirm target forwarding type in context menu.

☑ No reply (after {1}s) ➔3338

Both types of call forwarding now have the same destination phone number.
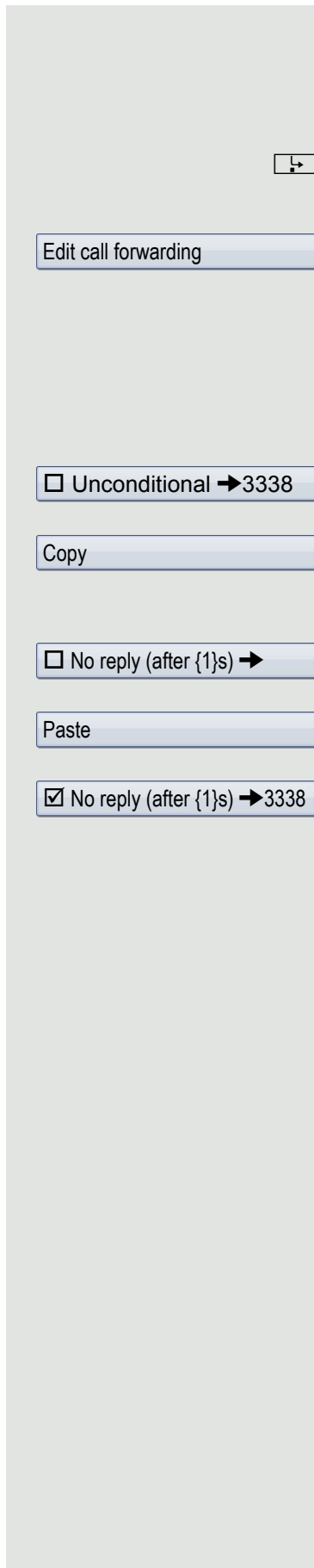
Assign a destination phone number for call forwarding

Prerequisite: At least one destination phone number has already been saved.

⬚↪ Press the key shown.

The pop-up menu opens:

The message:

"**Set forward on to**" is displayed with the last forwarding destination used and you are offered the following options:

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

Select and confirm the option shown.

Edit call forwarding

☐ Unconditional ➜ 3339

Select forwarding type (here for instance Unconditional)

3336

Select and confirm a saved destination in the context menu of the relevant forwarding type.

☑ Unconditional ➜ 3336

The forwarding type is activated and the new destination is displayed.

Ⓔ Press to open the call display If All calls was activated, the forwarding destination is displayed with the forwarding symbol. The **Busy** and **No reply (after {1}s)** types of call forwarding are not displayed.
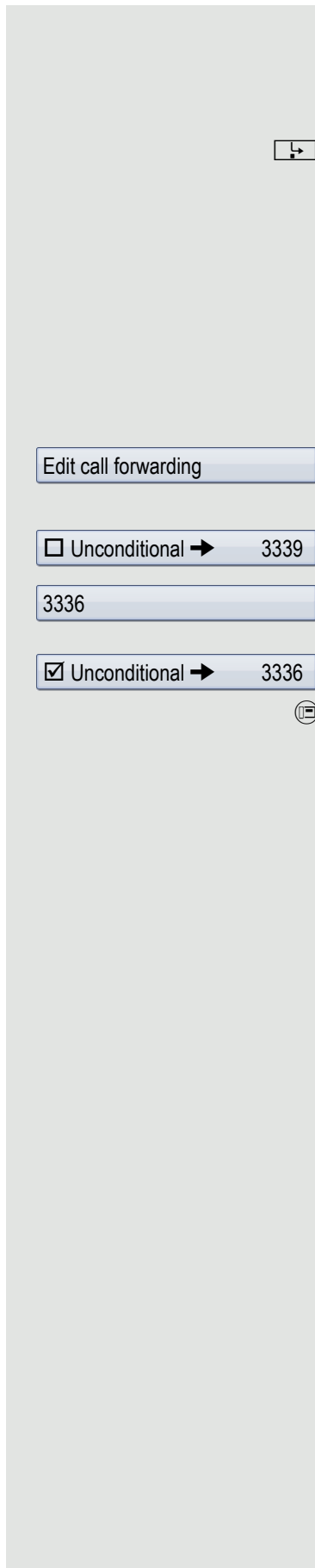
Activate/deactivate call forwarding

Prerequisite: A forwarding destination is already configured for the relevant forwarding type.

$\boxed{\;\cdot\!\!\Rightarrow\;}$ Press the key shown.

The pop-up menu opens:

The message:

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

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

Edit call forwarding

Select and confirm the option shown.

☐ Unconditional ➜   3338

Choose one of the forwarding types offered

☐   Unconditional (default setting is off)
☐   Busy
☐   No reply (after {1}s)

Here e.g. Unconditional.

$\times$ Confirm your selection. The forwarding type is activated or deactivated.

Call forwarding settings can appear as follows:

☐   Unconditional (default setting is off)
☑   Busy
☑   No reply (after {1}s)

🔲   Press to open the call display If Unconditional was activated, the forwarding destination is displayed with the forwarding symbol and the $\boxed{\;\cdot\!\!\Rightarrow\;}$ key illuminates.
The **Busy** and **No reply (after {1}s)** types of call forwarding are not displayed.

Defining the ring duration before call forwarding on no reply

You can define how often the phone should ring before the "No reply (after {1}s)" call forwarding is activated.

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

▤ You can also configure this setting via the WBM interface → Page 246.

Prerequisite: The phone is idle.

⬛➤ Press the key shown.

The pop-up menu opens:

| Edit call forwarding |

Select and confirm the option shown.

| ☐ No reply (after {1}s) ➜ 3335 |

Select forwarding type

| Set delay |

Select and confirm forwarding type No reply (after {1}s) in context menu. Default is 16 seconds.

▦ Enter the desired time in seconds and confirm your entry. The set time is displayed with the option.

▣ Press to open the call display

Call forwarding by call type

If Server features has been enabled by administrator and the **Ext/int Forwarding** function activated, call forwarding by call type functionality will be available to you. Forwarding in this case is dependent on the forwarding type and additionally on the call type. The menu layout therefore deviates from that for standard forwarding → Page 71. You can also change, activate, and deactivate call forwarding during a call.

Forwarding menu

The Forwarding menu is opened either using the ⌨ key or via the user menu (→ Page 94) and contains the three forwarding types:

• Unconditional
• Busy
• No reply

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

If active, "**Unconditional**" call forwarding is indicated on the display when the phone is idle. Forwarded calls are logged in a call list if allowed (see → Page 44).

The three forwarding types are each assigned three call types in the **Forwarding** menu:

Unconditional

    – Any call
    – External
    – Internal

Busy

    – Any call
    – External
    – Internal

No reply

    – Any call
    – External
    – Internal

Using call forwarding

The following functions are available for activating and deactivating call forwarding and configuring it in advance in accordance with your requirements:

- "Activating or deactivating immediate call forwarding" → Page 79
- "Saving destination phone numbers for call forwarding" → Page 80
- "Preconfiguring or changing destination phone numbers" → Page 81
- "Copying and pasting destination phone numbers" → Page 82
- "Assigning a destination phone number to a call type" → Page 83
- "Activating/deactivating call forwarding" → Page 83

Activating or deactivating immediate call forwarding

You can also configure the settings for call forwarding via the user menu (→ Page 94). It is recommended to use the call forwarding key however so that you can use the following enhanced functions.

⌕ 🔁   Press the key shown.

Deactivating call forwarding

If call forwarding was activated for Unconditional, it is now automatically deactivated.

or   ### Activating forwarding to last destination

The pop-up menu opens. The message:

"**Set forward on to**" is displayed with the last forwarding destination used and you are offered the following additional options:

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

Using last forwarding destination

Accept

Select and confirm within three seconds to reuse the last forwarding destination saved for Unconditional. Call forwarding to this destination is immediately activated for **Any call** and the 🔁 key illuminates.

If you do not confirm **Accept** immediately, call forwarding is activated automatically after a short time.

or   ### Activating with variable destination phone numbers

If you want to use a new forwarding destination:

Set a forwarding destination

Select and confirm within three seconds.

🖐   Enter and confirm the new destination phone number.

or   Confirm the last destination phone number saved (it will be displayed).

Call forwarding to the defined destination is immediately activated for **Unconditional** and **Any call** and the 🔁 key illuminates.

Saving destination phone numbers for call forwarding

▐▐▶ You can alternatively enter the call forwarding settings via the user menu
(→ Page 94) or also using the WBM interface → Page 246.

⌧ Press the key shown. The pop-up menu opens. The message:

"**Set forward on to**" is displayed with the last forwarding destination used and
you are offered the following options:

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

| Edit call forwarding |

Select and confirm within three seconds.

You are then offered three forwarding types in the Forwarding menu with three
call types each and with frequently used destination numbers preassigned by
default:

• Unconditional
  – Any call
  – External
  – Internal
• Busy
  – Any call
  – External
  – Internal
• No reply
  – Any call
  – External
  – Internal
• Edit favorites

Saving a destination phone number

| Unconditional |

Select the forwarding type and confirm (here for instance Unconditional).

| ☐ Any call ➜ |

Select the call type.

or

| ☐ External ➜ |

Select the option shown.

or

| ☐ Internal ➜ |

Select the option shown.

| Enter destination |

Select and confirm the option shown in the context menu for the call type.

🖳 Enter/edit and confirm the destination phone number.

You can now select another call type additionally and enter a destination phone
number. If you assign destination phone numbers for External and Internal for
example, both external and internal calls will be forwarded to the respective des-
tinations.

If the destination phone numbers for **Any call** are assigned or changed, this call
forwarding has priority and both external and internal calls are forwarded to this
destination phone number.

▣ Press to open the call view. Call forwarding for the selected call type is activated.

Preconfiguring or changing destination phone numbers

You can preconfigure up to five destination phone numbers for call forwarding. These destination phone numbers can then be assigned to the different call types.

▭ Press the key shown.

Select and confirm within three seconds.

Edit call forwarding

Edit favorites

Select and confirm the option shown.

Destination 1

For instance, select and confirm the first destination.

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

Save & Exit

Select and confirm the option shown.

Press to open the call view.

Copying and pasting destination phone numbers

The current destination phone number for a call type is copied. For example, the current destination phone number for All calls should also become the current destination phone number for **Internal**.

⌨ Press the key shown.

Select and confirm within three seconds.

The three forwarding types and associated call types are offered to you in the Settings menu:
- Unconditional
  - Any call
  - External
  - Internal
- Busy
  - Any call
  - External
  - Internal
- No reply
  - Any call
  - External
  - Internal

1. Copy

Select the forwarding type and confirm (here for instance Unconditional).

Select the call type (here for instance Any call).

Select and confirm the option shown in the context menu.

2. Paste to a call type of the same forwarding type

Select the destination call type (here for instance External).

Select and confirm the option shown in the context menu.

Both call types now have the same destination phone number. The call type External is activated automatically.

3. Paste to a call type of a different forwarding type

Select the forwarding type and confirm (here for instance Busy).

Select the destination call type (here for instance Internal).

Select and confirm the option shown in the context menu.

Both call types now have the same destination phone number. The call type Internal for Busy is activated automatically.

Press to open the call view.

Edit call forwarding

Unconditional

☐ Any call ➜ 3339

Copy

☐ External ➜

Paste

☑ External ➜ 3339

Busy

☐ Internal ➜

Paste

☑ Internal ➜ 3339
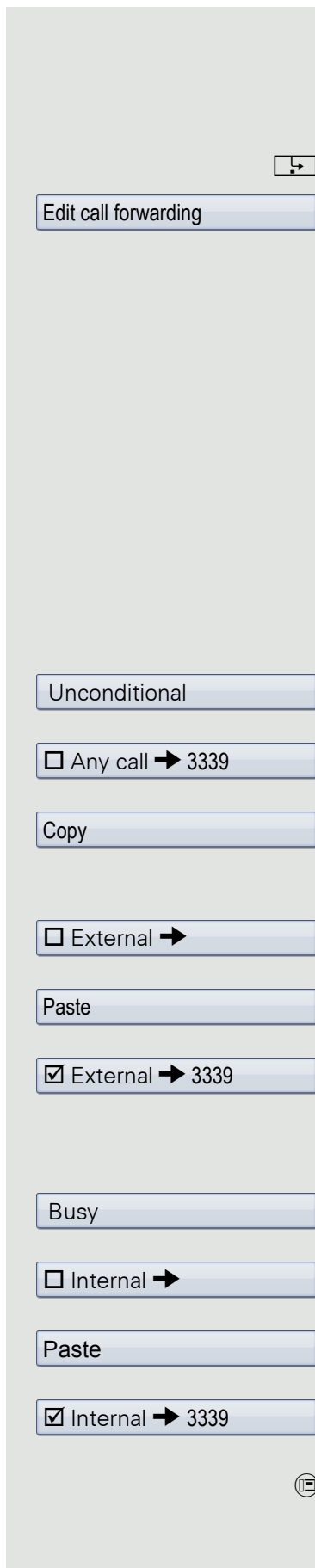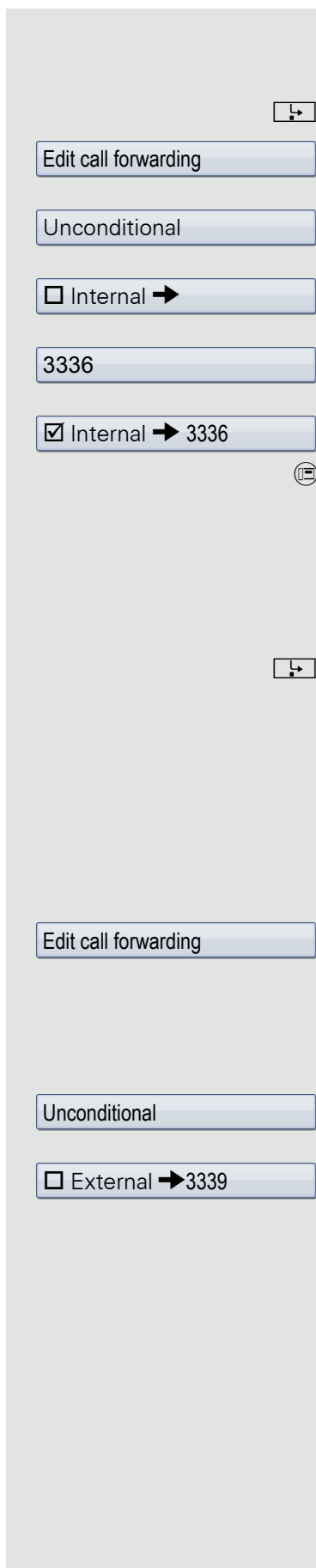
Assigning a destination phone number to a call type

Prerequisite: At least one destination phone number has already been saved.

⏩ Press the key shown.

Select and confirm within three seconds.

Edit call forwarding

Select the forwarding type and confirm (here for instance Unconditional).

Unconditional

Select the destination call type (here for instance Internal).

☐ Internal ➡

Select and confirm a previously saved destination in the context menu.

3336

The call type is activated and the new destination is displayed.

☑ Internal ➡ 3336

🔲 Press to open the call view.

Activating/deactivating call forwarding

Prerequisite: One or more forwarding destinations are already configured for the relevant call type(s).

⏩ Press the key shown.

The pop-up menu opens. The message:

"**Set forward on to**" is displayed with the last forwarding destination used and you are offered the following options:

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

Edit call forwarding

Select and confirm within three seconds.

The list of forwarding types is displayed:

• Unconditional
• Busy
• No reply

Unconditional

Select and confirm the option shown, for instance Unconditional

☐ External ➡ 3339

Choose one of the call types offered

☐   Any call 3339 (default setting is off)
☐   External 3335
☐   Internal 3336

and confirm your selection, for instance **External**. The call type is activated. Press once more to deactivate this call type again.

You can also activate all three call types. The call type **Any call** has priority in this case and all calls are forwarded to the defined destination phone number. Call forwarding for the call types **External** and **Internal** can be activated at the same time. **INT/EXT** is then shown on the display for the forwarding type **Unconditional**.

The call forwarding settings can appear as follows:

☐   Any call 3339 (default setting is off)
☑   External 3335
☑   Internal 3336

> All call types are deactivated automatically for the forwarding type **Uncon-ditional**. Previously activated call forwarding for all call types remains activated with the forwarding types **Busy** and **No reply** until deactivated manually by you. Activated call forwarding for **Busy** and **No reply** is indicated in the list by the call forwarding icon.

Press to open the call view. If you selected the forwarding type **Unconditional** and activated a call type here, the call type is shown on the display with the call forwarding icon and the ⌨ key illuminates. Nothing is shown on the display for the forwarding types **Busy** and **No reply**.

Call forwarding chain

Sometimes calls to a station are forwarded to another station that 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 display 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 94).

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 "Shift" sensor key for switching between the two sensor key levels is preassigned. This sensor key should be maintained where possible so you can switch between the two 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 WBM interface → Page 246.

List of available functions

1. Unallocated
2. Selected dialing
3. Repeat dialing
4. CF unconditional
5. CF busy
6. CF no reply
7. CF unconditional - any
8. CF unconditional – int.
9. CF unconditional – ext.
10. CF busy - any
11. CF busy – int.
12. CF busy – ext.
13. CF no reply - any
14. CF no reply – int.
15. CF no reply – ext.
16. Ringer off
17. Hold
18. Alternate
19. Blind transfer call
20. Transfer call
21. Deflecting
22. Shift
23. Conference
24. Headset
25. Do not disturb
26. Group pickup
27. Repertory dial
28. Feature toggle
29. Mobility
30. Directed pickup
31. Trennen
32. Callback
33. Cancel callbacks
34. Consultation
35. Call Waiting toggle
36. Immediate ring
37. PreView
38. Start application
39. Call recording
40. Built in fwd
41. Personal directory
42. Pause callbacks
43. Resume callbacks
44. Video on
45. Corporate directory

Programming sensor keys

Starting 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 administrator 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.
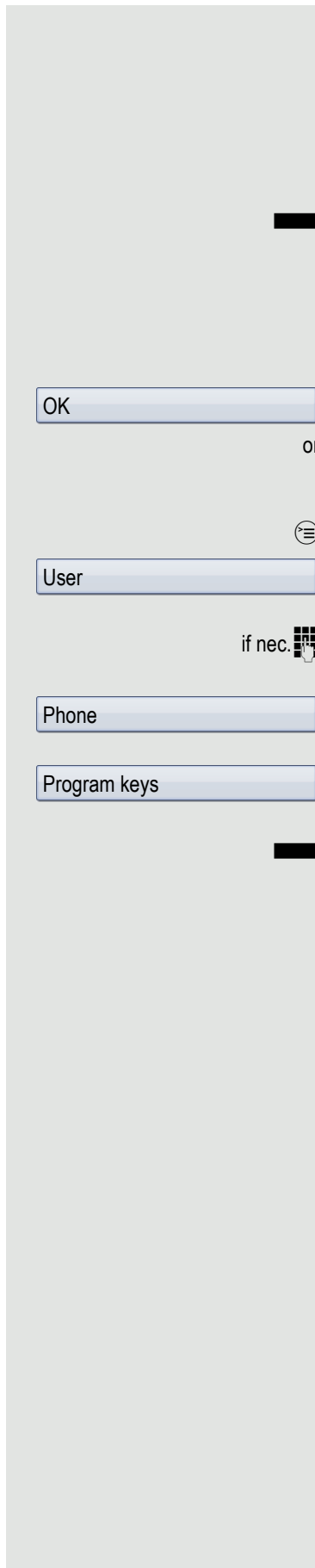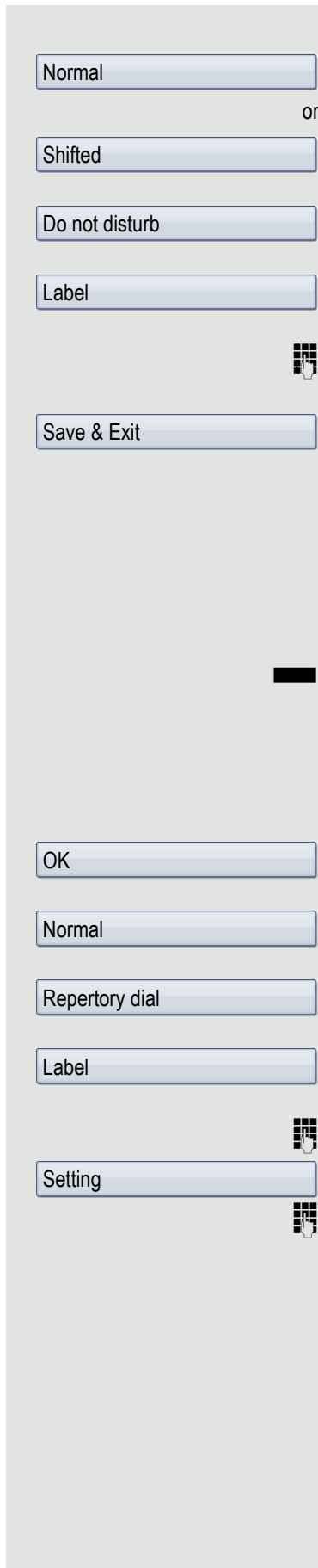
Beginning programming

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).
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 administrator 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 dialling sequence:

Icon	Function
⊖⊖	Calls up the special characters menu
(«	Disconnects the call
(~	Activates a consultation hold
(»	Enables a normal call
(¬	Enters a pause, for example, for international dialling

Save & Exit

Select and confirm the option shown.

███▶ The repertory dial can be up to 40 characters long.

Feature toggle

Only available for the hunt group functions (→ Page 175) and "whispering" in silent monitoring mode (→ Page 181).

▬

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 administrator 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 key label you want, for example "busy/free" or "whisper".

Setting

Select and confirm this option to enter a code.

Enter the code (see Code list table → Page 186) and confirm.

Save & Exit

Select and confirm the option shown.

Configuring a fixed forwarding 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 administrator about the current setting).

OK

Confirm to begin programming. The sensor key illuminates continuously.

Normal

Select and confirm the option shown.

Call forwarding depending on the forwarding type

CF unconditional

Select a forwarding type:
• Unconditional
• No reply
• Busy

Select and confirm the function in the context menu.

Call forwarding depending on the call type

If use of system-assisted functions has been enabled by administrator and the **Ext/int Forwarding** function activated, call forwarding by call type functionality will be available to you. Forwarding in this case is dependent on the forwarding type and additionally on the call type.

| CF unconditional - any |

Select one of the forwarding types:
- CF unconditional - any
- CF unconditional – int.
- CF unconditional – ext.
- CF busy - any
- CF busy – int.
- CF busy – ext.
- CF no reply - any
- CF no reply – int.
- CF no reply – ext.

| 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 toggle 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 101). By default a second call is permitted.

Press the "Call Waiting toggle" 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 137) 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.

Resetting sensor keys

You can reset sensor keys you configured to factory settings (see also → Page 225).

⊜ 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 administrator remain unchanged.
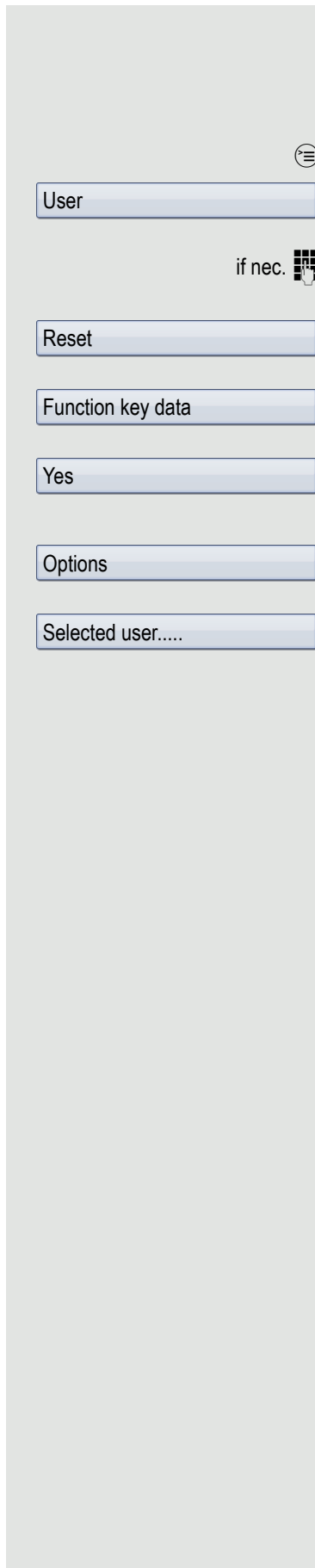
Enhanced phone functions

Incoming calls

Rejecting a call

You can reject an incoming call.

Prerequisite: An incoming call is displayed or signalled. The function is authorised by administrator.

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 signalled. The function is authorised by administrator.

In the pop-up menu:

Deflect

Select and confirm the option shown.
The call is immediately deflected if a destination phone number (→ Page 93) 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.

Permitting call deflection

📧 You can also configure this setting via the WBM interface → Page 246.

⊜ 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 administrator → Page 122.

Deflect to DSS Yes   Information only, as set by administrator: Yes or No.

Configuring call forwarding

> You can also enter the call forwarding settings via the Forwarding key
> (→ Page 72).

⊜   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.

Configuring call forwarding

Settings   Select and confirm the option shown.

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.

or

Forwarding station...   Select the option shown.

Display last   Select and confirm **Display last**/**Display first**

Save & Exit   Select and confirm the option shown.
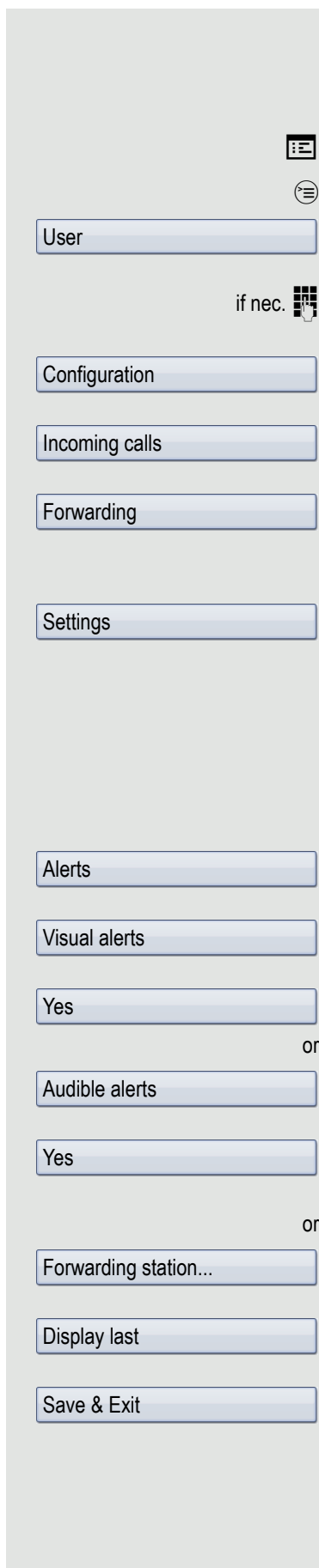
Placing a call on hold

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 98).

Prerequisite: You are conducting a call.

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

Hold

or

Press the "Hold" key. The key flashes. (The "Hold" sensor key must be configured → Page 85.)

> If you do not retrieve the held call after a defined time interval, a reminder beep sounds three times and a prompt to retrieve the call or disconnect appears on the display. The settings for this can be found on → Page 96 and → Page 97.

Retrieving a held call

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

Reconnect

or

Press the illuminated "Hold" key. (The "Hold" sensor key must be configured → Page 85.)

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.

> The LED display → Page 26 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 whether to retrieve the call or disconnect.

Prerequisite: You placed a call on hold and replaced the **handset** or pressed the loudspeaker key in speakerphone mode.

A recall follows immediately and a pop-up menu appears on the display:

| Retrieve held call |

Select and confirm the option shown to retrieve the call in speakerphone mode.

or

| Disconnect |

Select and confirm the option shown to disconnect the held call.

▉▶ If you enabled "Hold and hang-up" (→ Page 97), the call is placed on hold for a defined time interval (→ Page 97) before the prompt is displayed with a recall to retrieve the call or disconnect. You can however retrieve the call or disconnect via the context menu before the defined time expires.

This function is **not** considered on multi-line phones.

Activating/deactivating the hold reminder tone

▤ You can also configure this setting via the WBM interface → Page 246.

⊜ 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.

Setting the hold reminder time

Use "Hold reminder" to specify when you want to receive an automatic reminder about a held call. The minimum time value is 3, that is, the reminder is output after three minutes. The maximum value is 15 minutes.

🔲 You can also configure this setting via the WBM interface → Page 246.

⊜ 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.

Activating/deactivating Hold and hang-up

This function works in the following call scenarios:
- You have placed a call on hold and hang up.
- You are conducting a consultation call and the second call partner hangs up.
- You accepted a second call, and you or the second participant hang up.

You can use "hold and hang up" to determine whether you will be prompted immediately of after a defined time to retrieve the held call.

▶ This function **cannot** be used on multi-line phones.

🔲 You can also configure this setting via the WBM interface → Page 246.

⊜ 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 and hang-up	Select and confirm the option shown.
Yes	In the context menu select and confirm the option shown to activate the function or
No	Select and confirm the option shown to deactivate the function again. The function is always deactivated by default.
Save & Exit	Select and confirm the option shown.
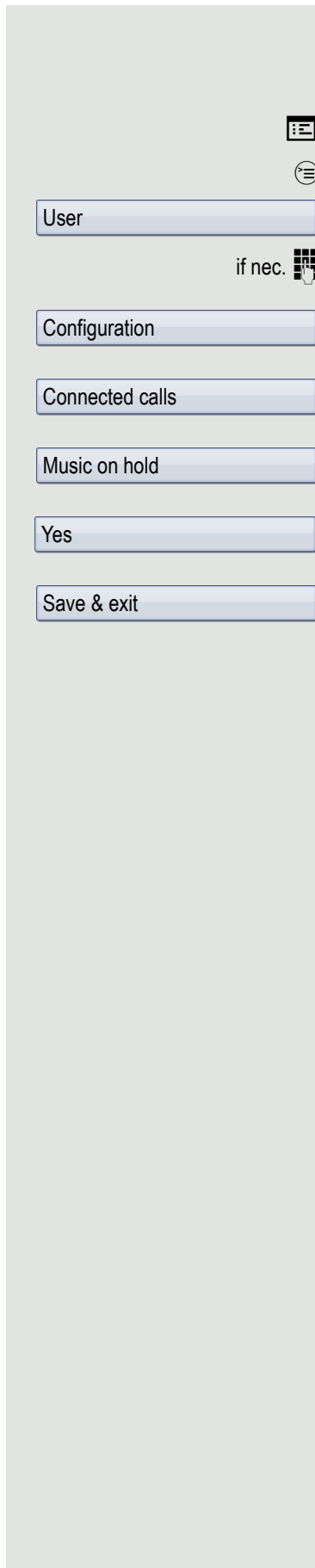
Music on hold

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

📇   You can also configure this setting via the WBM interface → Page 246.

⊜   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 101).

Accepting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ Page 101).

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 67
  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.

Prerequisite: The administrator must have approved the consultation in the second call.

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 67
- 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.

Ending the second call by hanging up

If you or the second call partner hangs up, you will be prompted to retrieve the first call again if "Hold and hang-up" is disabled (→ Page 97). Otherwise, the first call will remain on hold until you receive this prompt after a defined time interval.

Ignoring second call

Prerequisite: You are conducting a call and call waiting is allowed
(→ Page 101).

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 101).

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
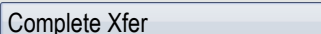
Prerequisite: You are conducting a call and call waiting is allowed
(→ Page 101).

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.

Connecting parties
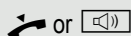
Prerequisite: You have accepted the second call.
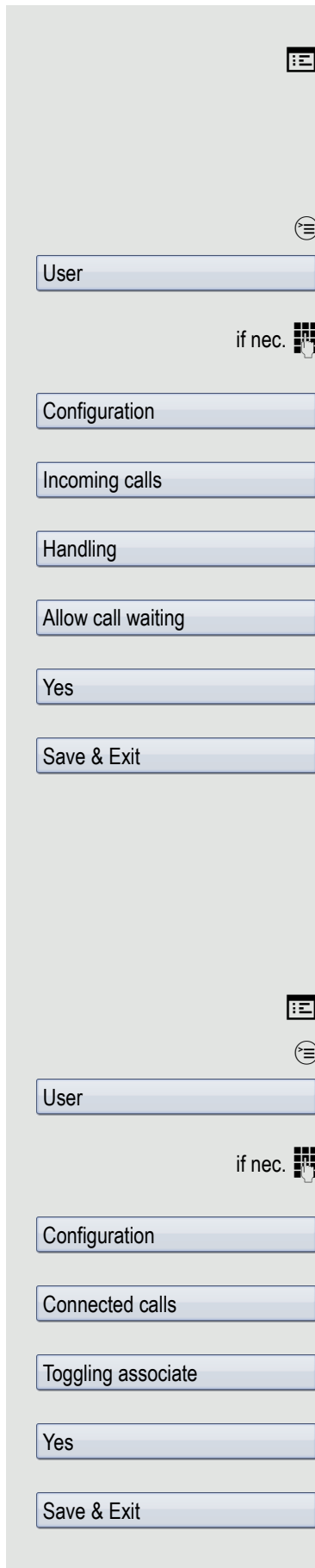
Complete Xfer

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 administrator)
and "Toggle associate" must be set to "Yes" (→ Page 101).

↗ or ◁» Replace the handset or, if you are in speakerphone mode, press the loudspeak-
er key. The other two parties are now connected to one another.

Allowing call waiting

📧 You can also configure this setting via the WBM interface → Page 246.

⫸ 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. |

| 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 90).

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 WBM interface → Page 246.

≣ 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. |

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 ($\rightarrow$ Page 103).

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. You can also select and call a subscriber here from a call list or from one of the two phonebooks $\rightarrow$ Page 141.

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 ($\rightarrow$ Page 103).

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. You can also select and call a subscriber here from a call list or from one of the two phonebooks $\rightarrow$ Page 141.

Confirm the option shown.

If the party answers:

Announce the call you want to transfer.

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.

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

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.

Sidebar buttons:
- Blind transfer
- Consultation
- Dial
- Complete Xfer
- Complete transfer

Allowing call transfer

🔳   You can also configure this setting via the WBM interface → Page 246.

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

User   Confirm the option shown.
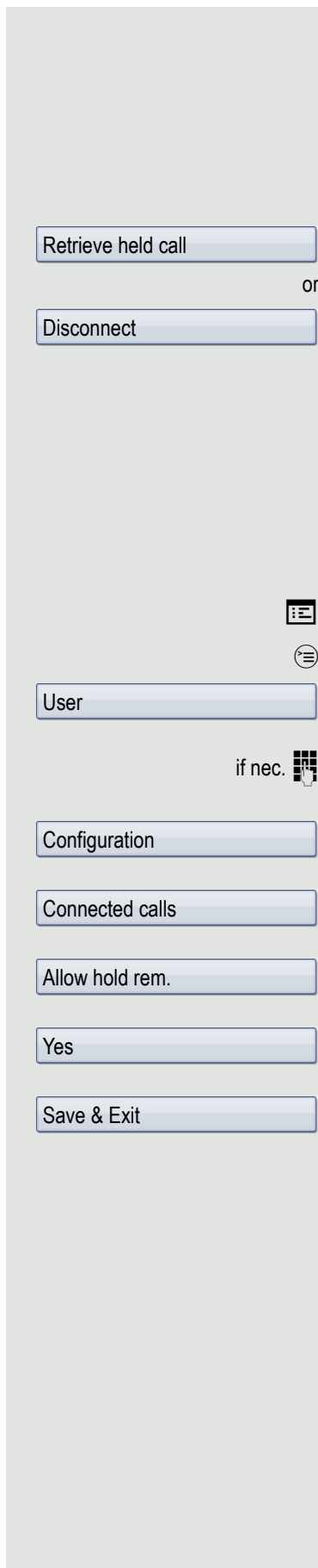
if nec. ▦   Enter and confirm the user password.

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.

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 WBM interface → Page 246.

≣   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.

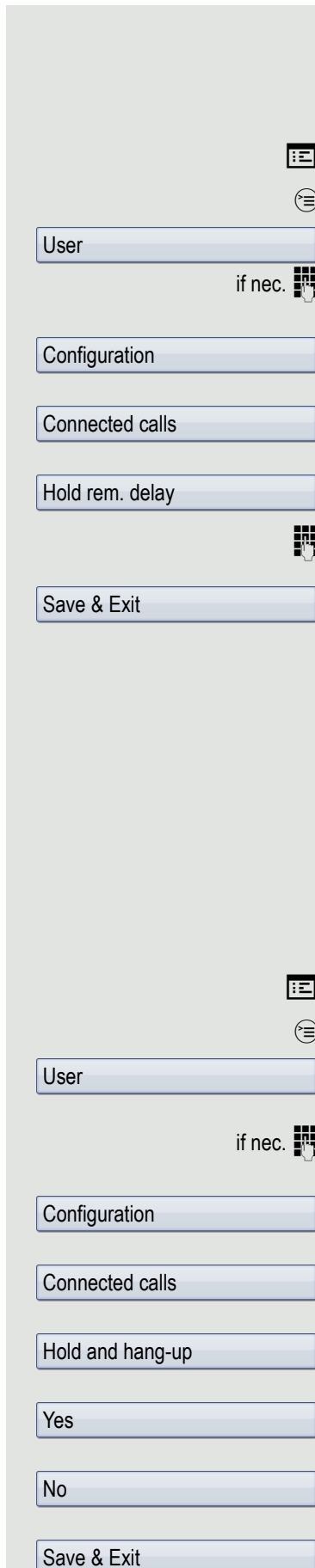Transfer on ring   Select and confirm the option shown.

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 122.

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 WBM interface → Page 246.

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.

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 WBM interface → Page 246.

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

Dialling with the DDS key

You can program frequently used phone numbers on programmable keys
(→ Page 85). If you press a direct destination selection key, the associated con-
tact or phone number appears and dialling is initiated.

Prerequisite: A direct destination key is programmed → Page 85.

Press the programmed DDS key. Dialling is initiated.

Dialling from the local phonebook

Press the key shown.

| Niels, Bohr |

Select and confirm a contact. The phone number is dialled.

| Details |

Select and confirm the option shown in the context menu.

| Business 2 |

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

For detailed information about the local phonebook, see from → Page 141.

Dialling from the corporate directory

Prerequisite: You have found and selected an entry in the corporate directory
→ Page 146.

| Isaac, Newton |

The required entry is selected.

| Dial |

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

For detailed information about the LDAP database, see from → Page 146.
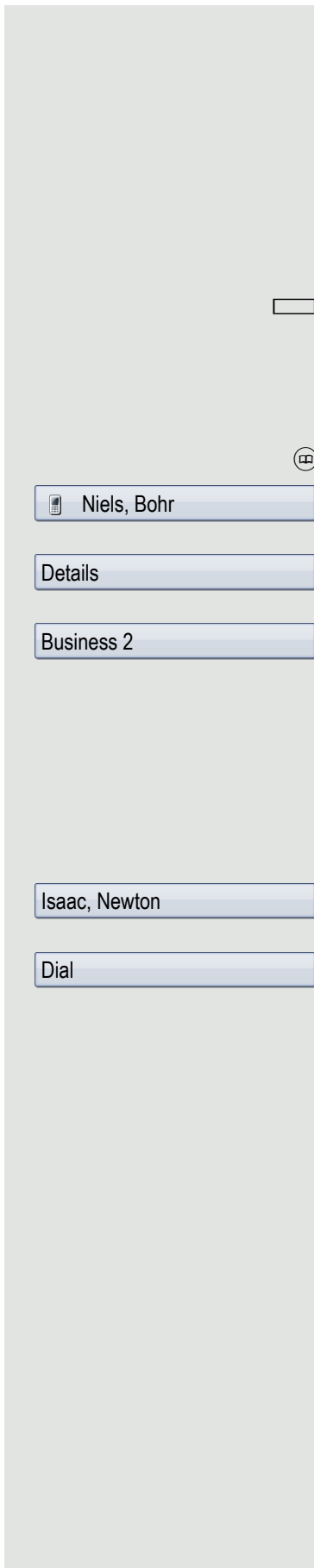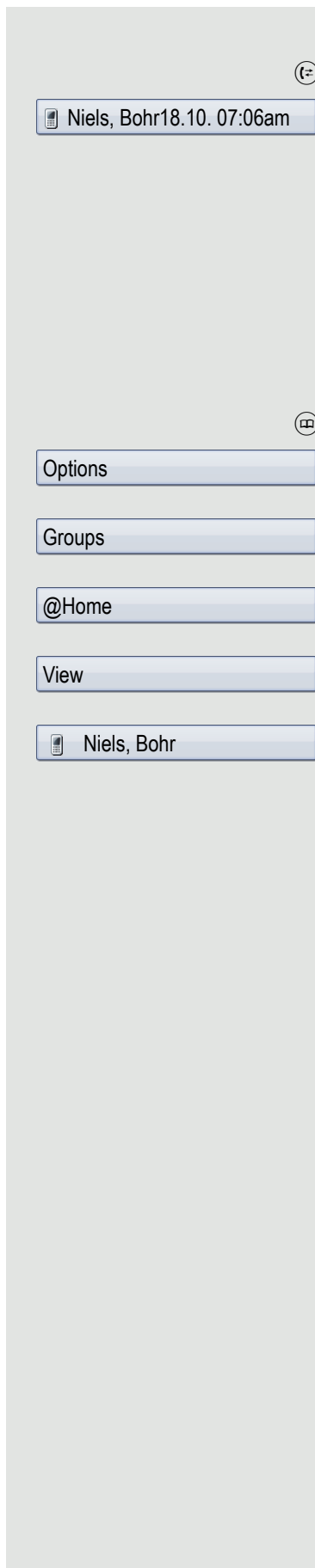
Dialling a phone number from a list

(⇄) Press the key until the application table for the relevant call list[1] is active.

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

> If the party listed is already in the phonebook, the appropriate phone number icon is displayed → Page 141. 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.

Select and confirm the option shown.

Select and confirm the option shown in the context menu.

Select and confirm the group you want.

Select and confirm the option shown in the context menu.

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

> A phone number icon is displayed if the party is already stored as a contact in the phonebook → Page 141. If there are several numbers stored for the party in the phonebook, these can also be selected in the context menu.

Niels, Bohr18.10. 07:06am

Options

Groups

@Home

View

Niels, Bohr

---

1. Please note the information in relation to call lists on → Page 149

Using autodial delay

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

• when dialling 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 WBM interface → Page 246.

> ▌▶ The setting does not affect automatic emergency number dialling.

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 dialling 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.

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 63). The number is automatically dialled as soon as the string entered matches an entry in the dial plan.
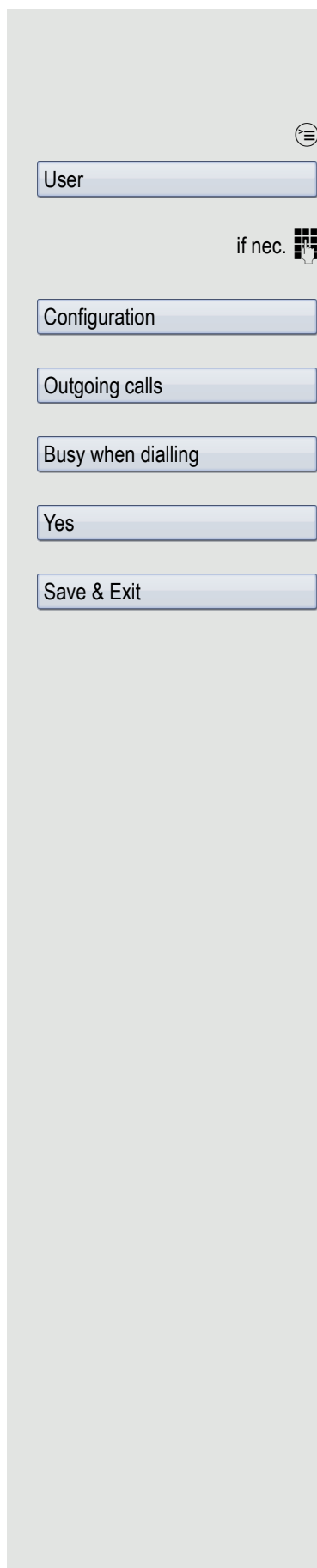
Allowing "Busy When Dialling"

If you activate this function, an incoming call received while you are performing dialling 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 dialling 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 65 or have accepted a second call → Page 99, and the conference function is active → Page 111.

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 nonsecure. 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.
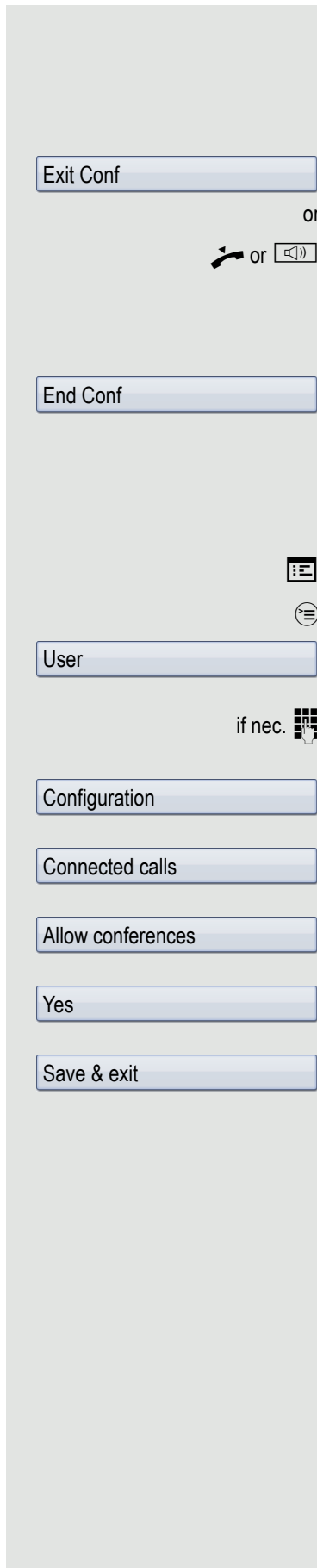
Ending a local conference

Allowing call partners to continue a conference after you exit

Prerequisite: The function "Allow joining in a local conference" (→ Page 112) 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 WBM interface → Page 246.

⊜ 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
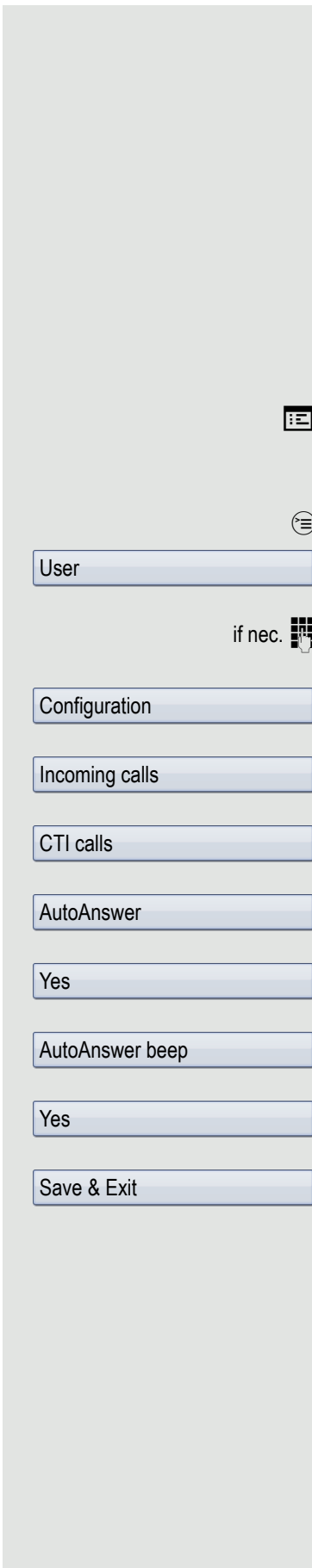
Select and confirm the option shown.

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.
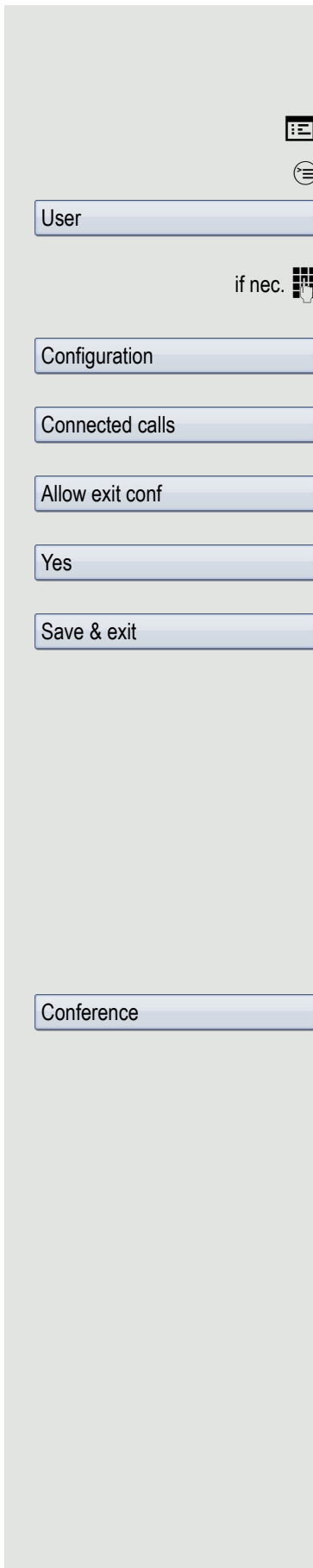
Allowing joining in a local conference

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 WBM interface → Page 246.

⊜   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 from three up to a maximum of 16 parties (depending on the configuration in OpenScape Voice).

Prerequisite: You are conducting a consultation call → Page 65 or you have accepted a second call → Page 99, and the "Centralised 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 want to add the consultation parties to the conference, use the "Add to conference" option instead of the "Consultation" option.

If you want to use the **phonebook** or a **call list** for a consultation call, select **Hold** instead of Consult (and/or Add to conference) in the context menu or press the **Hold** key and then open one of the phonebooks or a required call list (→ Page 141).

Alternatively you can also open one of the phonebooks or a call list without using the **Hold** functions – the conference is automatically placed on **Hold**.

Adding a party

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

| 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 familiarise 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:

Incoming calls

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

Accepting calls for the primary line

In this case, the telephone behaves in the same way as a single-line telephone.

Answering a call via a Bluetooth headset

Press the flashing key for the main line

or

Press the answer key on the headset to answer the call.

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.
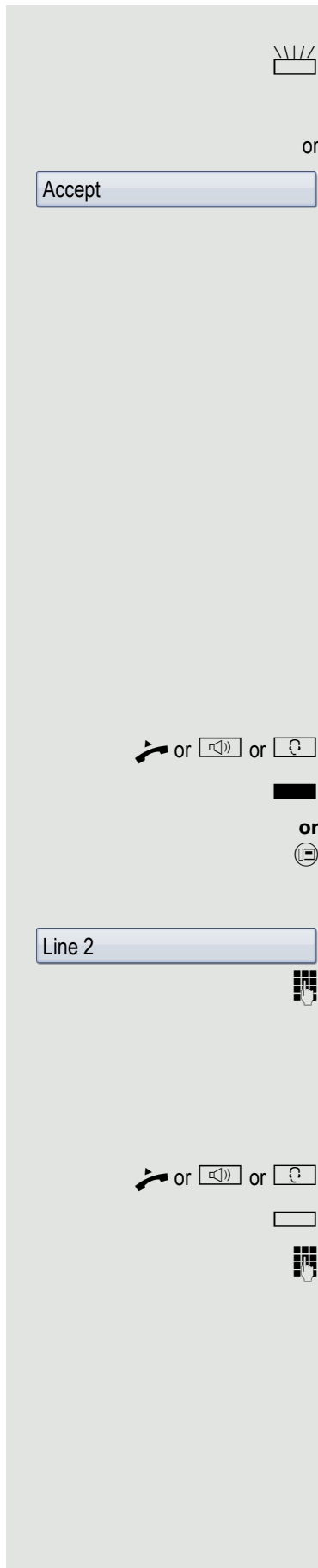
Using the line keys

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.

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.
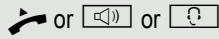
Dialling the last dialled number

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

➤ or ◁)) or 🎧   Lift the handset or press the speakerphone mode or headset key.

▭   Seize the required line (→ Page 115).

In the pop-up menu:

Redial {1} 123456   Confirm the option shown[1]. 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 71.

Call forwarding information

Prerequisite: Your administrator 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.

---

1. Please note the information in relation to the call journal on → Page 64

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 64
- Consultation → Page 65
- Toggle/Connect → Page 67
- Callback → Page 69
- Hold → Page 95
- Call waiting (second call) → Page 99
- Transferring a call → Page 102
- Conference → Page 110

Functions available exclusively for the primary line:

- Call lists → Page 44
- Voicemail → Page 47
- Call forwarding → Page 71
- Do not disturb → Page 154

▌▶ Depending on your individual settings, you will be notified of incoming calls → Page 140.

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 140.

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 25) 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 65.

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.

Lines with hot or warm line function

Your administrator 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 dialled 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 dialled.

Entering a number for the hot and warm line function

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

📧   You can also configure this setting via the WBM interface → Page 246.

⊜   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.

🖐   Enter and confirm the destination.

Save & exit

Select and confirm the option shown.
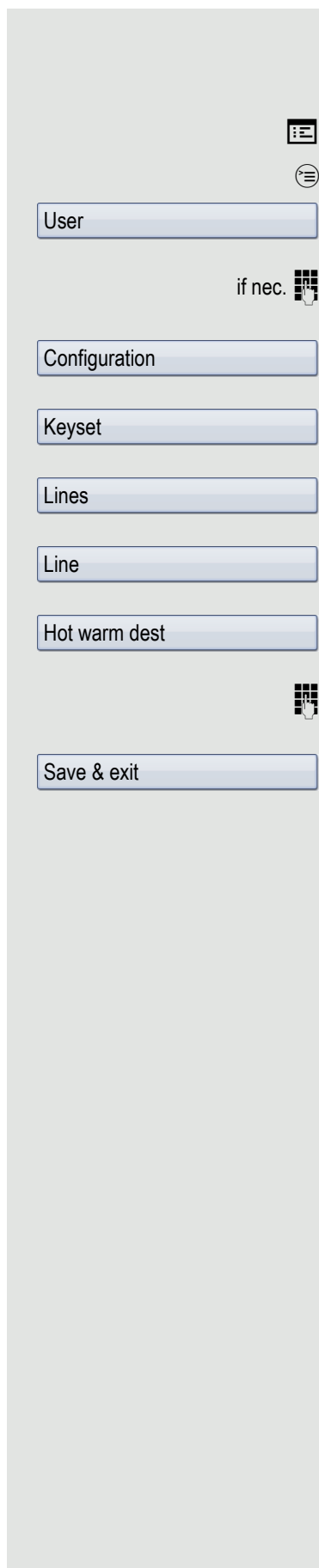
Busy override

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 connect to the call by pressing the illuminated key for this line (see also → Page 25).

Prerequisite: A secondary line is set up on your multi-line phone, the option to connect to the call is activated for your phone and "system-based conference" is set up for your system (→ Page 112).

If a preview is set up and activated for the relevant line (→ Page 140), you have to press the line key a second time following the preview in order to connect.

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

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

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

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

Direct station selection keys

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

Calling a station directly

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

Calling from the idle menu

Press the relevant DSS key.

or

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

DSS call 1

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

> administrator 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 has configured transfer instead of consultation, you can only transfer the current call to the DSS station.
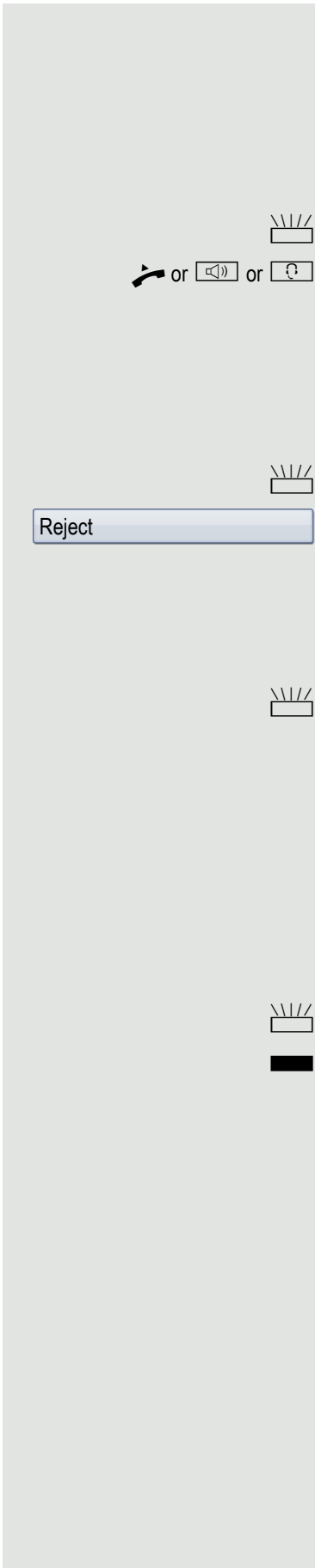
Call pickup

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 104.

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 104.

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 104.

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 93.

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 administrator 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.

Secretary 1

Secretary
Line
Executive 1
Executive 2
Secretary 2
Call waiting
Shift

Secretary 2

Secretary 2
Line
Executive 1
Executive 2
Secretary 1
Call waiting
Shift

Executive 1

Executive 1
Line
Secretary 1
Secretary 2
Shift

Executive 2

Executive 2
Line
Secretary 2
Secretary 1
Shift
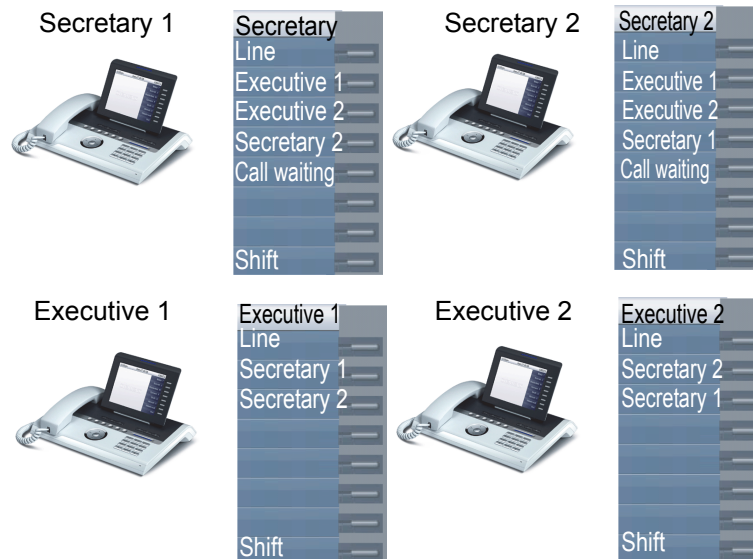
Prerequisites:

The following call forwards are configured (→ Page 71):

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

"Allow call waiting" should be activated on the secretaries' phones (→ Page 101). 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 administrator 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 127) shows whether the executive has activated call forwarding.

Accepting calls at the secretary phone

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

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

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

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

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

Forward to Secretary 2

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

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

> If "Secretary 1" is busy, the call is forwarded immediately to "Secretary 2" if:
> - a consultation call is being made or
> - "Allow call waiting" is deactivated.

Second call

Prerequisite: "Allow call waiting" is activated.

If "Secretary 1" receives a second call, this can be accepted, ignored, forwarded or rejected. Detailed information on this can be found from → Page 99.

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 "Secretary 1" answered a call, it can forward the call using the direct station selection keys to the following telephones:

- Executive 1
- Executive 2
- Secretary 2.

The following examples show connections to "Executive 1".
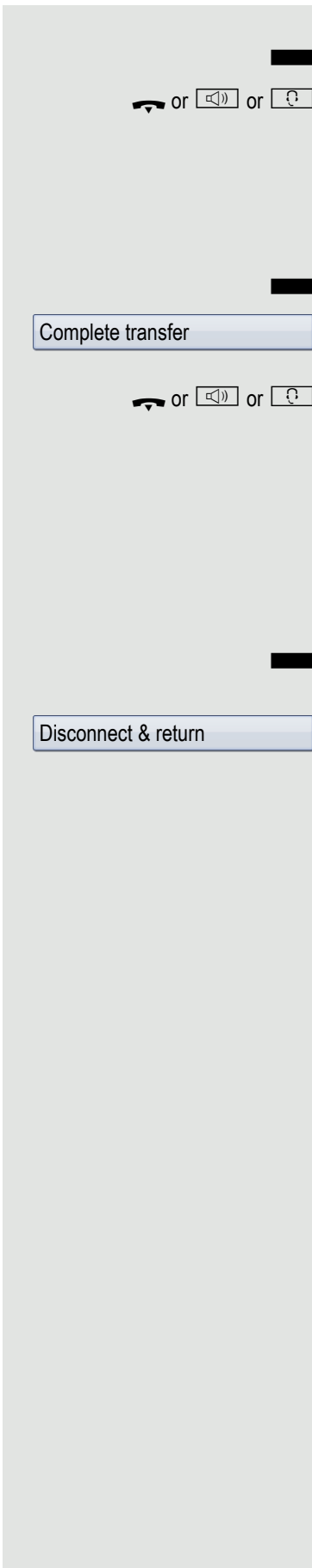
Connecting with consultation

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

Press the hang-up, loudspeaker or headset key.

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

Connecting without consultation

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

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

Complete transfer

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

If "Executive 1" does not answer the call, so erfolgt ein Wiederanruf (see also → Page 102) nach einer eingestellten Zeit.

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

Consultation without connecting

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

Disconnect & return

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

Toggle, disconnect or conference

During a consultation call "Secretary 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 67 and → Page 110.

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 1
⛔ DSS:Executive 2	Line busy	Executive 2
🔔 DSS:Secretary 2	0123456632419	Secretary 2
DSS:Executive 1	Line forwarded	
		Shift key
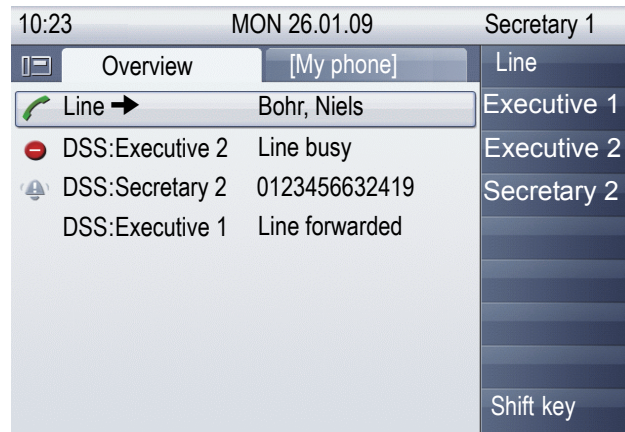
Further information on the line status can be found on → Page 39.

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

"Executive-secretary" with Executive/ Assistant Cockpit

An "Executive/secretary" team is configured by the administrator 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.

Secretary 1		Secretary 2	
	Secretary 1		Secretary 2
	Line		Line
	Executive 1		Executive 1
	Executive 2		Executive 2
	Secretary 2		Secretary 1
	Call waiting		Call waiting
	Shift		Shift

Executive 1		Executive 2	
	Executive 1		Executive 2
	Line		Line
	Secretary 1		Secretary 2
	Secretary 2		Secretary 1
	Shift		Shift

Deputy 1	Deputy 1	Deputy 2	Deputy 2
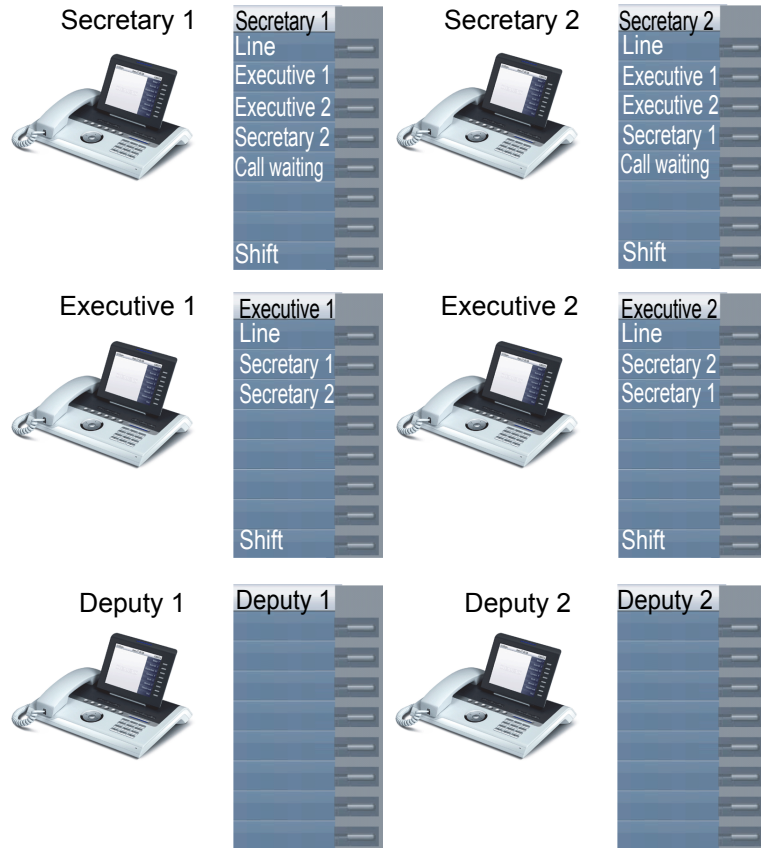
Prerequisites:

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 101). Line and DSS keys have been set up and configured by administrator 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 telephone in the team has launched the application at this point.

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

Select the E/A Cockpit application.

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

Start

10:23	MON 26.01.13	Secretary 1
E/A Cockpit	Applications	Line
		Executive 1
My status	At Desk	Executive 2
Secretary 2	At Desk	Secretary 2
Executive 1	To Assistant (Strict) →	
Executive 2	To Assistant (Soft) →	
		Shift key
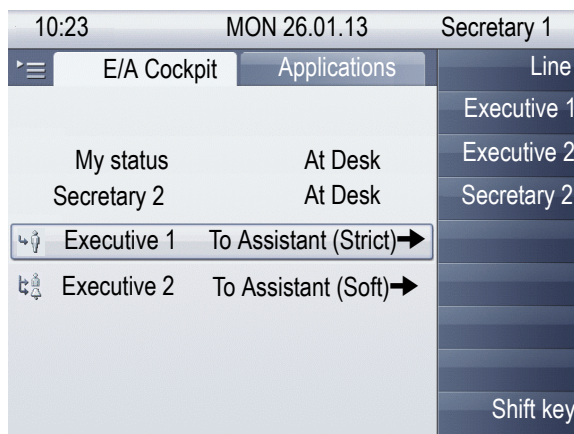
The displayed settings are examples.

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 Secretary 1 and Secretary 2.

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

⌐⌐ Executive 1To Assistant ➡

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
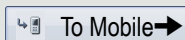
Preferences

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 133), calls are forwarded here.
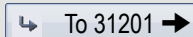
Forwarding calls to a mobile phone

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.
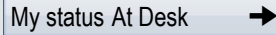
Forwarding calls to a variable number

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

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

If the "To Assistant (Strict)" setting on the executive is activated, the variable call forwarding and the call forwarding to the representative only takes effect if the other secretary has the "Off Desk" status or has activated call forwarding to a representative or variable number.
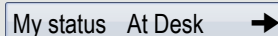
The "To" variable call forwarding and call forwarding to a representative can be configured simultaneously:
- Deputy: Forwards calls for the executive phones
- Variable call forwarding: Forwards calls for the secretary phone

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

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

Changing the call forwarding destination

Open the context menu. You have the following options:

My status   At Desk   ➡
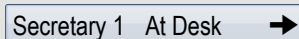
- Call mobile
- Forward Nr.
- Deputy Nr.
- Deputy on or Deputy off

The "Forward Nr." and "Deputy Nr." options are used to modify the number for variable call forwarding and for the representative.
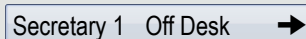
Changing the status remotely from another phone

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

Secretary 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

Secretary 1   Off Desk   ➡

Confirm e.g. to configure the absence of Secretary 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"

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

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 WBM interface → Page 246.

⊜   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.
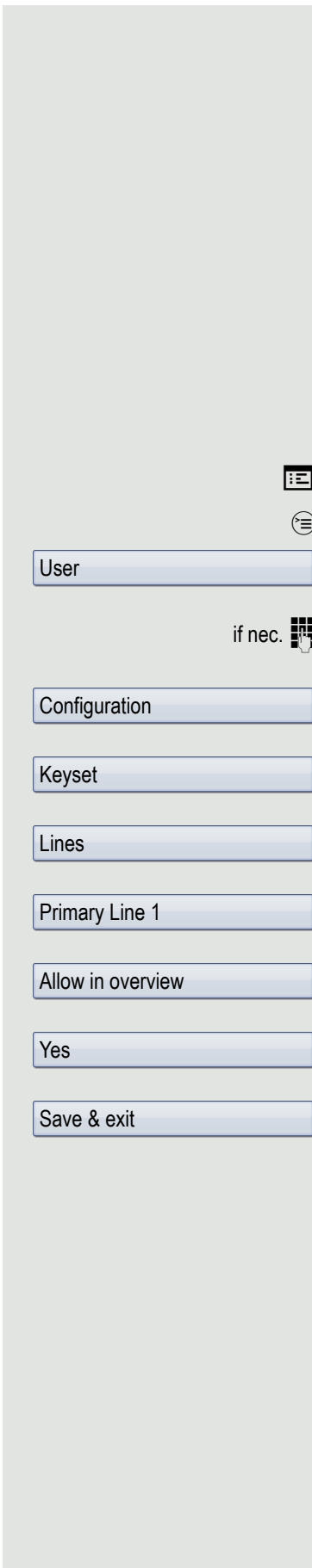
Setting the time for a delayed ringer

Specify the length of time before a held call should be signalled on a line.

📧 You can also configure this setting via the WBM interface → Page 246.

⊜ 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 90.
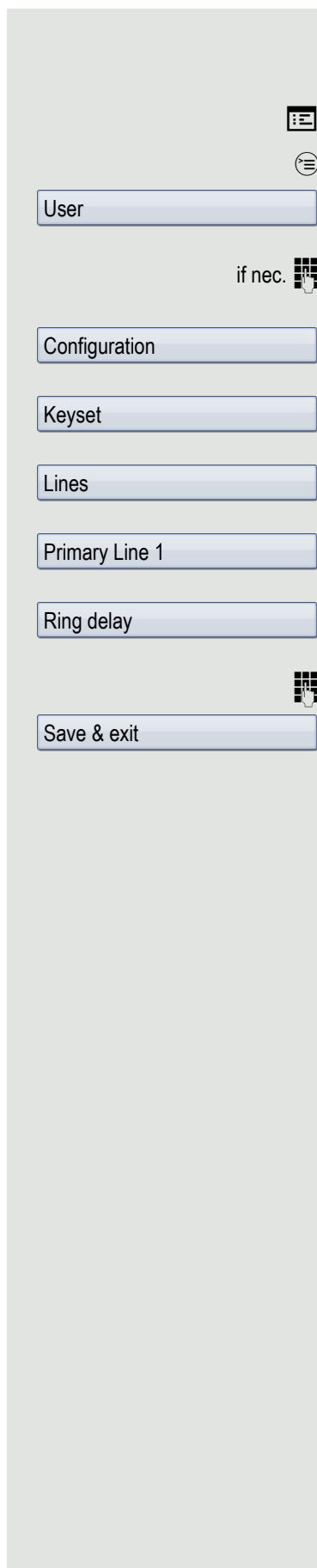
Setting the ringtone for lines

If special ringtones have been configured by service personal for lines, you can adjust these here to suit your requirements.

🔳 You can also configure this setting via the WBM interface → Page 246.

≋ 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.

| Configuration |

Select and confirm the option shown.

| Keyset |

Select and confirm the option shown.

| Lines |

Select and confirm the option shown.

| Line 1 |

Select and confirm the required line (for example, line 1).

Selecting the ringer

| Ringer file = abc.mp3 |

Select the option shown.

| abc.mp3? |

Select the ringtone file[1] or pattern you want in the context menu. You will immediately hear the associated ringer melody. Confirm the current ringtone file.

| Save & Exit |

Select and confirm the option shown.

Selecting the pattern melody

The following setting is only effective if you selected "Pattern" under the ringer option.

| Ringer melody = 2 |

Select the required pattern melody[2] between 1 and 8 in the context menu (e. g. **4**). You will immediately hear the corresponding Ringer melody. Confirm the selected Ringer melody.

| Save & Exit |

Select and confirm the option shown.

Selecting the pattern sequence

The following setting is only effective if you selected "Pattern" under the ringer option.

| Ringer tone sequence = 2 |

Select the required Ringer tone sequence in the context menu between 1 and 6 (e.g. **2**). You will immediately hear the set Ringer melody with the selected Ringer tone sequence. Confirm the selected setting.

| Save & Exit |

Select and confirm the option shown.

---

1. The phone displays the current setting.
2. The phone displays the current setting

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 WBM interface → Page 246.

⊜   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 136) 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
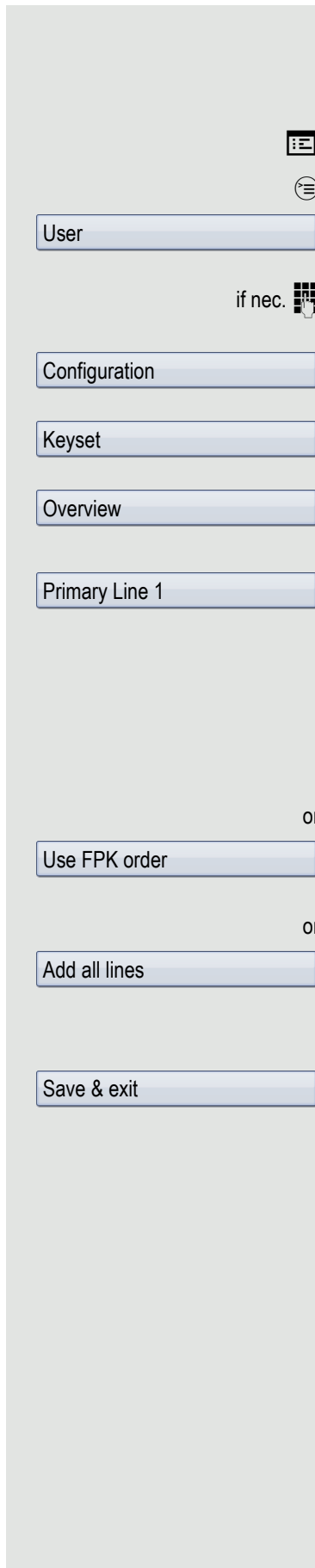• Move to bottom

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 136) is ignored here.

| Save & exit |

Select and confirm the option shown.

Line preview

Prerequisite: You are already on a call on one line and a further call rings on a secondary line. You have programmed a sensor key with the "Preview" function → Page 85.

Preview for a call

Prerequisite: Your administrator has deactivated the permanent preview function.

Press the "Preview" sensor key. The key illuminates. The preview function is temporarily activated.

Press the flashing line key. A popup window opens and you receive information about the caller. Press the line key again to accept the call or wait until the popup closes itself after a specified period of time.

The preview function is switched off and has to be switched on again for a further operation.

Permanent preview

Prerequisite: Your administrator has activated the permanent preview function.

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

> If the line preview has been deactivated, a call is answered immediately on a line when the line key is pressed, without first showing caller information.

Rollover for a line

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

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.

Select and confirm the field you want.

Last name

▦ Complete and confirm.

Save & Exit   Select and confirm the option shown.
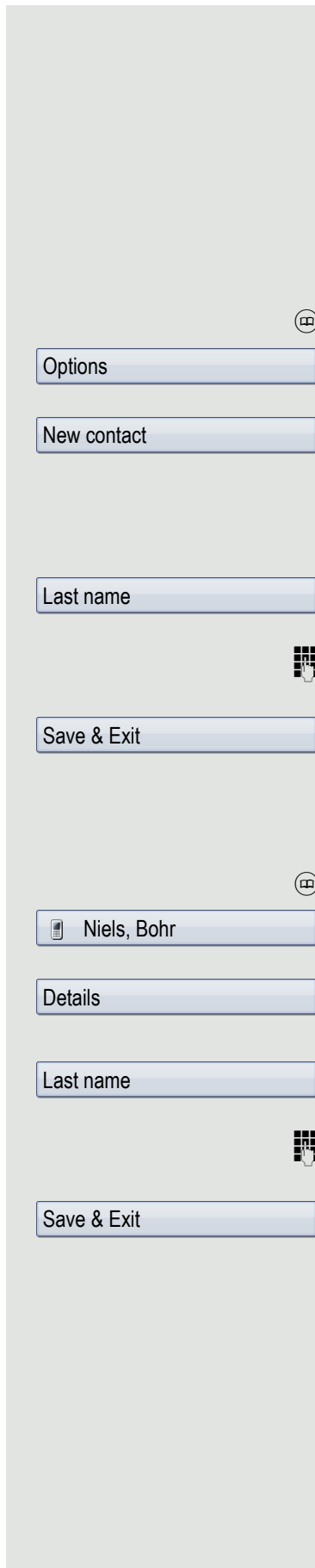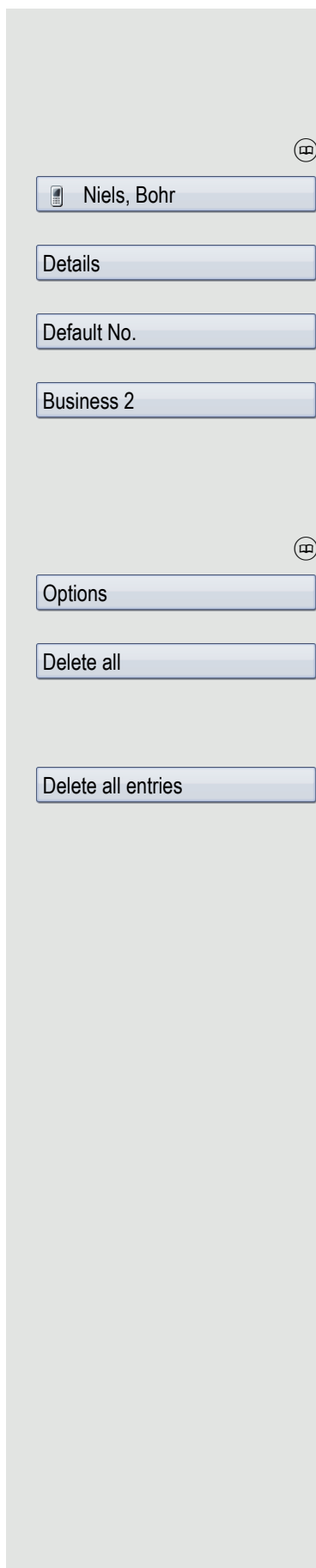
Selecting a preferred phone number

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.

⊞   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

⊞   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.

Adding a contact to a group

⌨ Press the key shown.

Niels, Bohr   Select a phonebook entry.

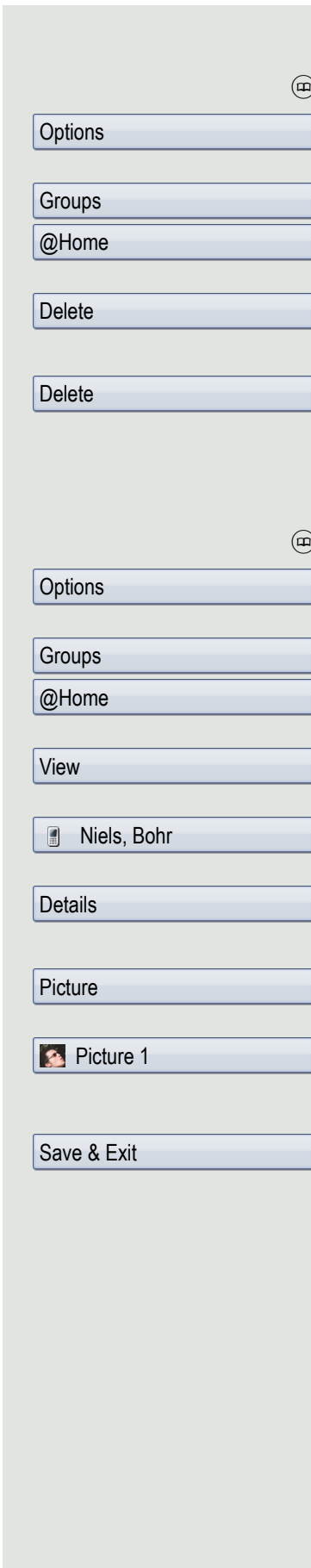**Details**   Select and confirm the option shown in the context menu.

Groups   Select and confirm the option shown.

@Home   Select and confirm a group.

Save & Exit   Select and confirm the option shown.
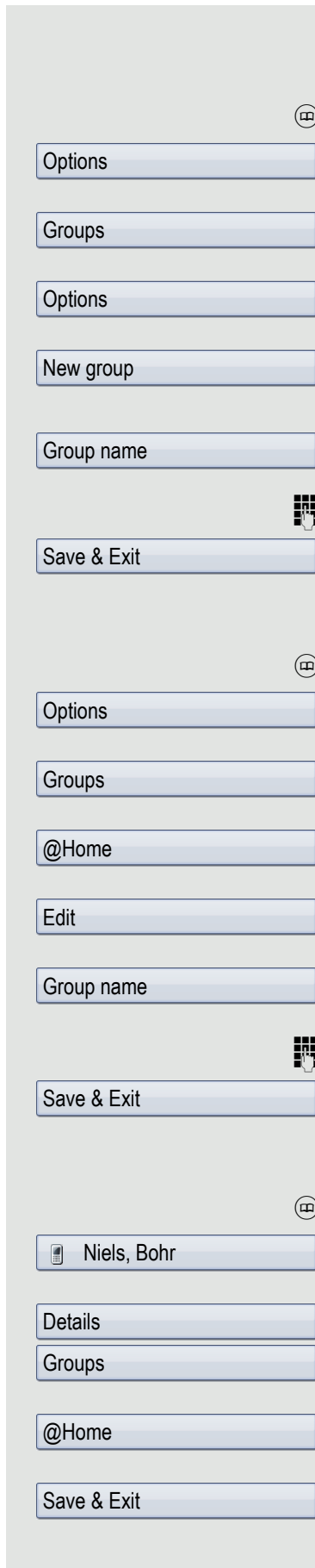
Deleting a group

Press the key shown.

Options

Select and confirm the option shown.

Groups

@Home

Select and confirm the option shown in the context menu.

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

@Home

Select and confirm the option shown in the context menu.

Select and confirm a group.

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.

Select a contact as soon as the name you are looking for appears.

| Niels, Bohr |

Select and confirm the option shown in the context menu.

| Details |

| Business 2 |

Select and confirm the preferred phone number. The phone number is dialled.
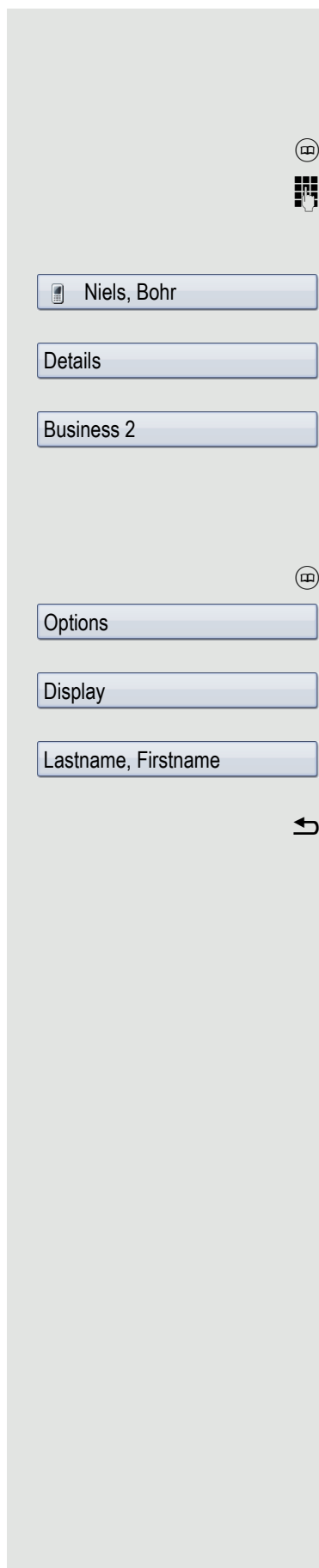
Changing the display format for contacts

▢ Press the key shown.

Select and confirm the option shown.

| Options |

Select and confirm the option shown in the context menu.

| Display |

Select and confirm the display format.

| Lastname, Firstname |

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

Corporate directory

The corporate directory is an LDAP database. It can be accessed via your network if access has been configured correctly by 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.

Searching for a contact

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

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

Find

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 29).

> 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 contact → Page 106.
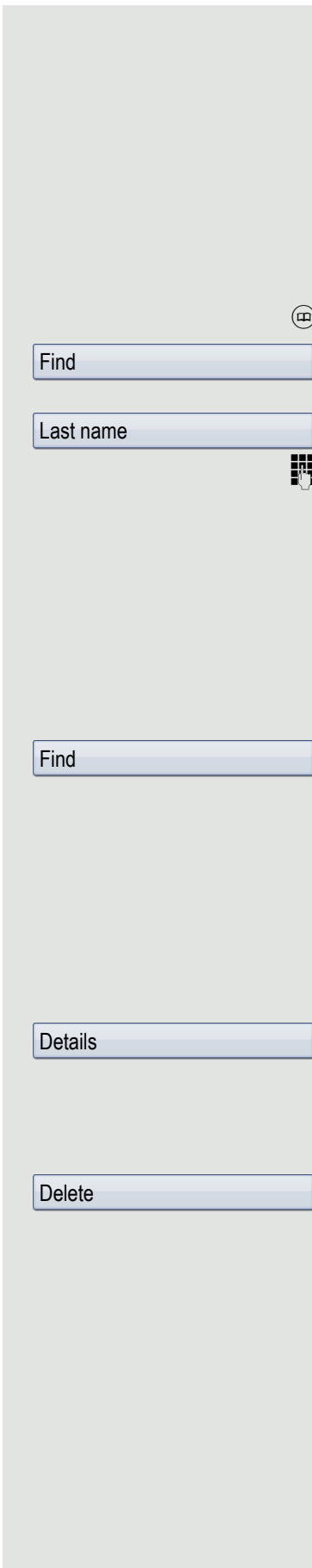• View the entry (see below).

Viewing entries

Prerequisite: You found and selected a contact (see above).
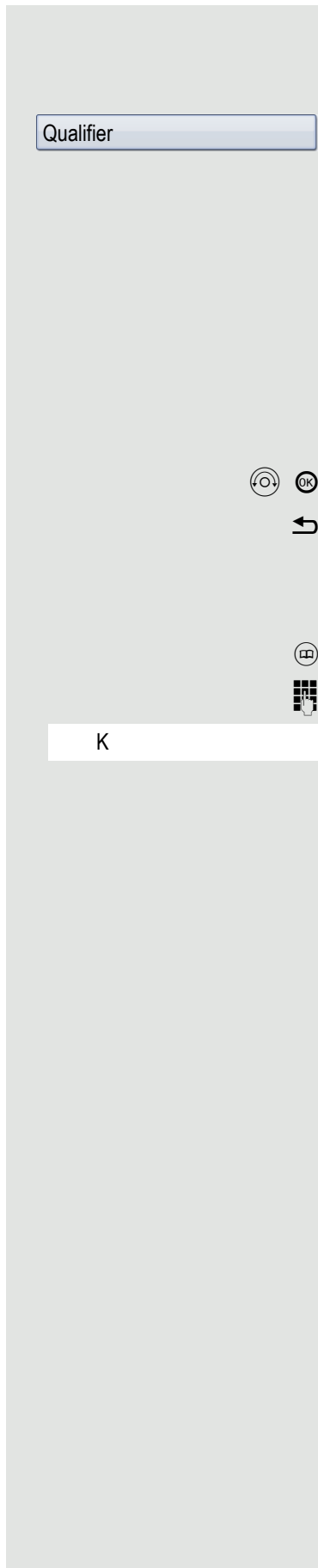
Details

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.

Quick search

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

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

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

K

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.

Quick search using parts of a search string

If administrator adds a field to the template for the corporate directory and assigns this field to an existing search field, you can use any strings in a last name, for example, for the search.

To list all entries, for example, in which the string "er" appears in the **Last name** field, enter this character combination when prompted to enter the name.

Once the output list is available with entries that match this condition, you can now skip to the first corresponding entry by entering the initial letter of the last name.

> Please consult your service personal to establish whether an additional field has been added to the template for the corporate directory and which search field it has been assigned to. Note that a traditional quick search will return unintended results in this case.

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 "Corporate" (LDAP) tab is active.

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

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. The function must be activated in order to view and manage call lists → Page 151. If the call journal is not activated, the message "Call Log is disabled" is shown on the display when you press the ⓔ key.

Viewing details

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

▢ Niels, Bohr18.10. 07:06am   Select the entry you want.

Details   Select and confirm the option shown in the context menu.

For display and information shown → Page 46.

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.
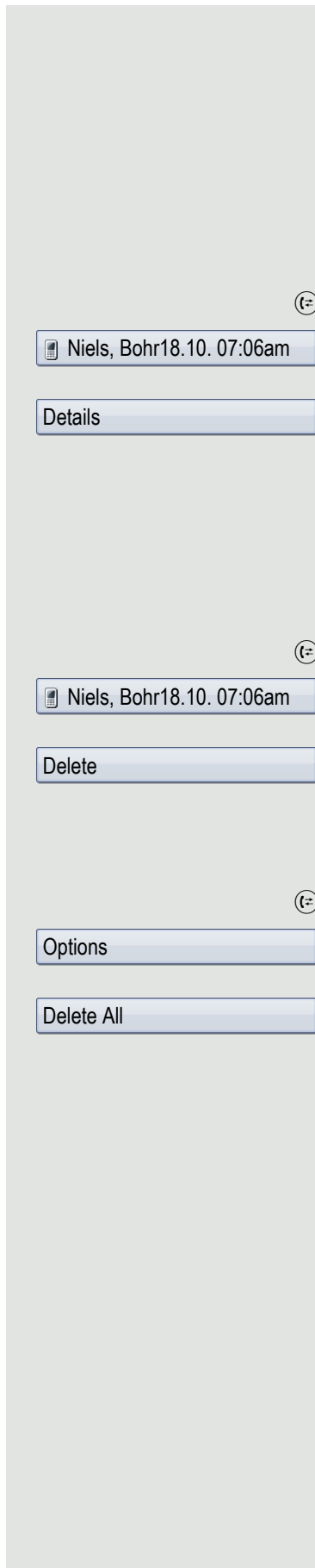The entry is deleted.

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.

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 141. 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.

Call logging

Activating/deactivating the call journal

The function can be disabled in order to prevent unauthorised third parties gaining information on the other party involved in the call from the call lists. No further calls or conversations are then logged. The function is always activated by default.

> When you deactivate the call journal, please note that the customary last number redial function will also be affected by this. You can then no longer redial the last number dialled → Page 64.

🔳 You can also configure this setting via the WBM interface → Page 246.

☰ 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.

Call logging   Select and confirm the option shown.

General   Select and confirm the option shown.

No   In the context menu select and confirm to deactivate the call journal. The message "Call Log is disabled" is displayed.

or

Yes   In the context menu select and confirm to reactivate the call journal.

Save & exit   Select and confirm the option shown.

> If the function is deactivated, all existing entries in the journal as well as messages for available missed calls on the display and via LEDs are deleted.
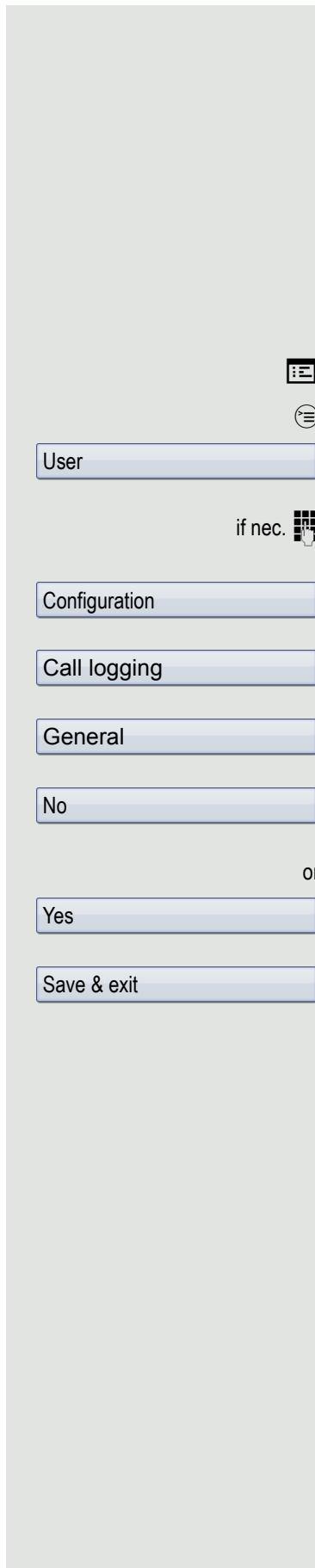
Logging missed calls

Two options are available to you for this function:
- Answered elsewhere
- Delete entry

All missed called intended for this line are logged and new missed calls are displayed. If the "Exclude" option is selected for "Answered elsewhere", missed calls for this line that were answered either by other subscribers in the group or with "Directed pickup" are neither displayed nor logged (see also → Page 58). The "Exclude" setting is recommended if groups are set up.

With the default setting "Manually" for "Delete entry", you can delete specific missed calls you called back yourself. If you select the option "When called" instead, these calls will be deleted automatically.

📧 You can also configure this setting via the WBM interface → Page 246.

⊜ 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.

Call logging

Select and confirm the option shown.

Missed calls

Select and confirm the option shown.

Displaying missed calls that were answered elsewhere

Missed calls that have been answered by other subscribers are indicated with a green checkmark.

Answered elsewhere = Include

Select the option shown.

Exclude

Select and confirm the option shown in the context menu to prevent calls answered by other subscribers being displayed in the list.

or **Deleting missed calls when called**

Delete entry = When called

Select the option shown.

Manually

Select and confirm the option shown in the context menu to delete entries manually when called.

Save & exit

Select and confirm the option shown.
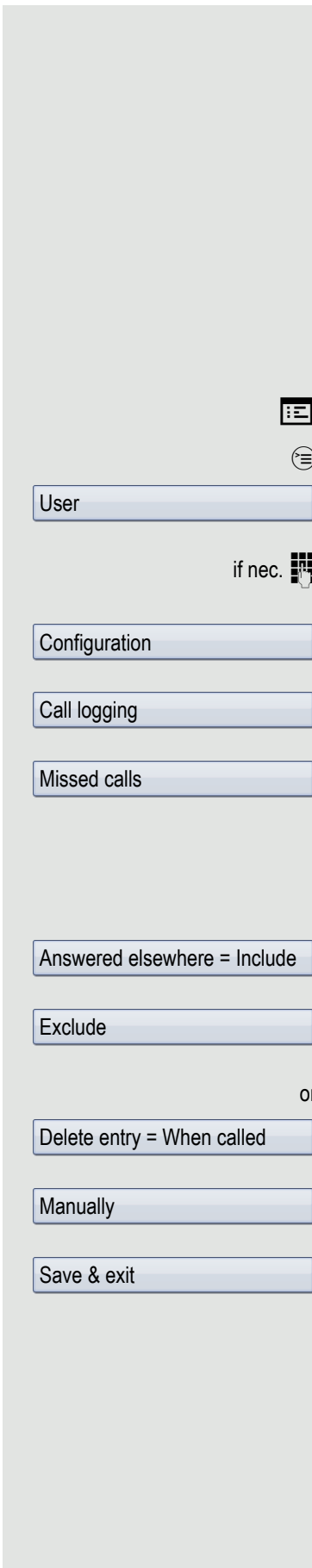
Privacy/security

Deactivating the ringtone or setting to beep

If you do not want to be disturbed by the phone ringing for an incoming call, you can deactivate the ringer permanently or set it so that you are only advised of a call by a beep every 25 seconds. You can also configure the settings while the phone is ringing.

Deactivating the ringtone using the dialpad

$\boxed{\text{✱}}$ Hold down the key (approx. 2 seconds) until the "Ringer off" icon appears on the status bar on the display (→ Page 28).

The ringtone is deactivated.

$\boxed{\text{✱}}$ To switch the function off again, hold down the key until the "Ringer off" icon disappears from the status bar on the display.

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

Ringer off   Select and confirm the option shown.

Setting the ringer to a beep

$\boxed{\text{✱}}$ Hold down the key (approx. 3 seconds) until the "Beep" icon appears on the status bar on the display (→ Page 28). You will hear a short beep every 25 seconds for as long as the caller stays on the line.

$\boxed{\text{✱}}$ To switch the function off again, hold down the key until the "Beep" icon disappears from the status bar on the display.

or

Deactivating the ringtone via sensor key

Prerequisite: The "Ringer off" sensor key must be configured→ Page 85.

Press the "Ringer off" sensor key.

Press the illuminated sensor key once more to deactivate the "Ringer off" function. The beep cannot be set using the sensor key.

Deactivating the ringer temporarily for incoming calls and reactivating it

If you are disturbed on an important call by the phone ringing, for example, you can deactivate the ringer temporarily and then activate it again.

⁎ᐟ Press the key briefly. The ringer is deactivated.

⁎ᐟ Now press the key again briefly. The ringer is reactivated.

Do not disturb

If "Do not disturb" is activated, your telephone will not ring. The caller hears the busy tone or an announcement that the called party cannot accept any calls at the moment.
The "Do not disturb" feature can be enabled or disabled by means of a specially programmed sensor key or also from the idle menu.

> On multi-line telephones (→ Page 15) you can only activate the "Do not disturb" function for your primary line.

Enabling do not disturb via a key

Prerequisite: A programmable sensor key must be assigned the function "DND" (Do Not Disturb) (→ Page 85). "Do not disturb" must be allowed → Page 155.
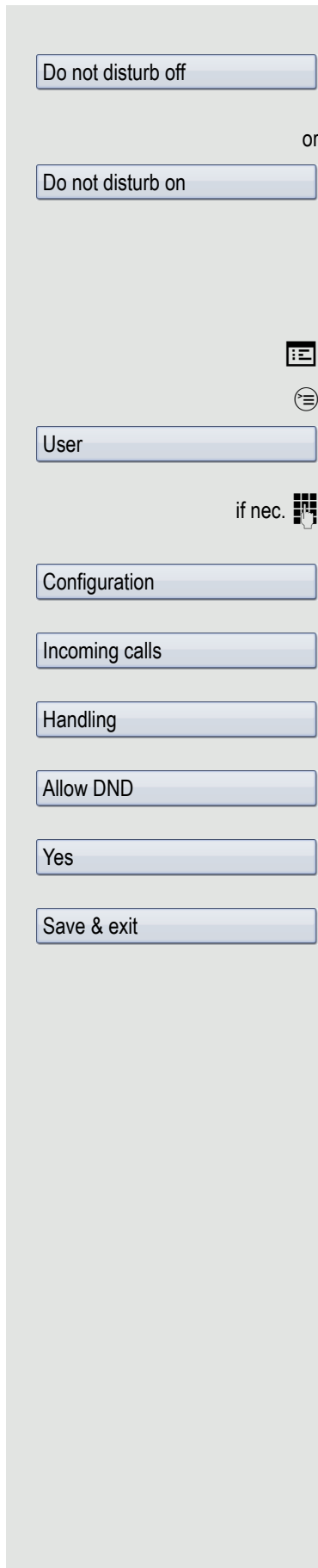
▬ Press the "Do not disturb" programmable sensor key.

▭ 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.

Allowing "Do not disturb"

🖬 You can also configure this setting via the WBM interface → Page 246.

⊜ 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 159.

Administrator may have configured the following settings:

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

> The preset password "000000" corresponds to a blank password. In other words, the phone cannot be locked and the user menu is **not** password protected (see also → Page 158).

Change user password

📧 The user password can also be modified via the WBM interface (→ Page 246).

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

User

Confirm the option shown.

if nec. ▦ Enter and confirm the user password
→ Page 27.

Security

Select and confirm the option shown.

Change user password

Select and confirm the option shown.

Current password

Select and confirm the option shown.

▦ Enter the current password (at least six characters, text entry, see → Page 29) and confirm your entry.

New user password

Select and confirm the option shown.

▦ Enter a new password (at least six characters, text entry, see → Page 29) and confirm your entry.

Confirm New user password

Select and confirm the option shown.

▦ Enter and confirm the new password once more.

Save & Exit

Select and confirm the option shown.

Deactivate user password

You can deactivate the phone's password prompt if a password has already been configured.

▯▶ The deactivation of the password prompt does not affect the WBM interface → Page 246, OpenStage Manager or CTI applications that use a password prompt. As long as the user password is deactivated, you do not have access to user settings via the WBM interface or the OpenStage Manager.

If you deactivate the user password, you are **not** able to lock the phone → Page 159 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.

| Change user password |

Select and confirm the option shown.

| Current password |

Select and confirm the option shown.

📟   Enter the current password (at least six characters, text entry, see → Page 29) and confirm your entry.

| New user password |

Select and confirm the option shown.

📟   Enter six zeros ("000000") to deactivate the password. Confirm entry (at least 6 characters, (text entry, see → Page 29).

| Confirm New user password |

Select and confirm the option shown.

📟   Enter six zeros ("000000") once again and confirm.

| Save & Exit |

Select and confirm the option shown.
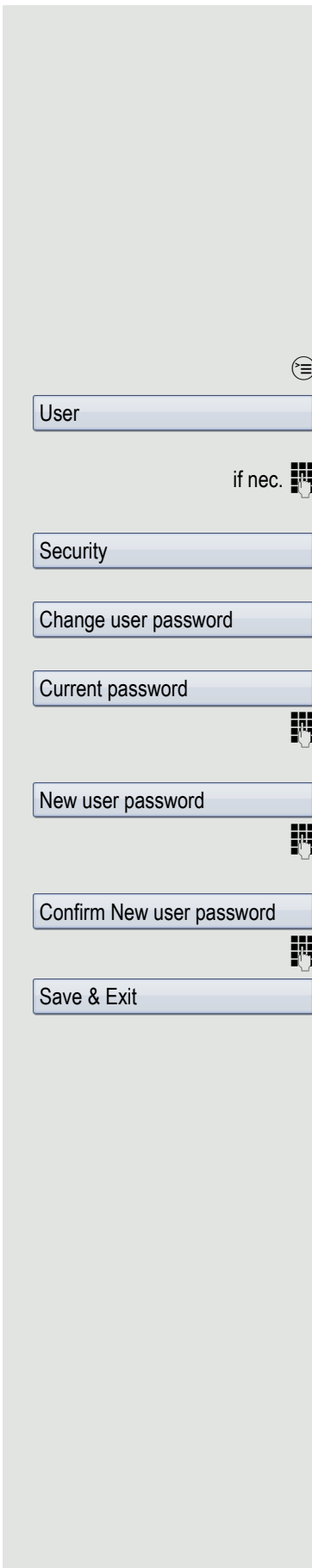
Locking the phone

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

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

> You can only lock the phone if you set a user password (→ Page 156). The password for this may not be the default setting "000000".
>
> Check if necessary whether the telephone lock function has been activated for you by administrator.

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. |

| Codeschloss | Confirm the option shown. |

| Phone lock | Select and confirm the option shown. |

| Yes | Select and confirm the option shown in the context menu. The phone is locked. |
| Save & Exit | Select and confirm the option shown. The phone is locked. |

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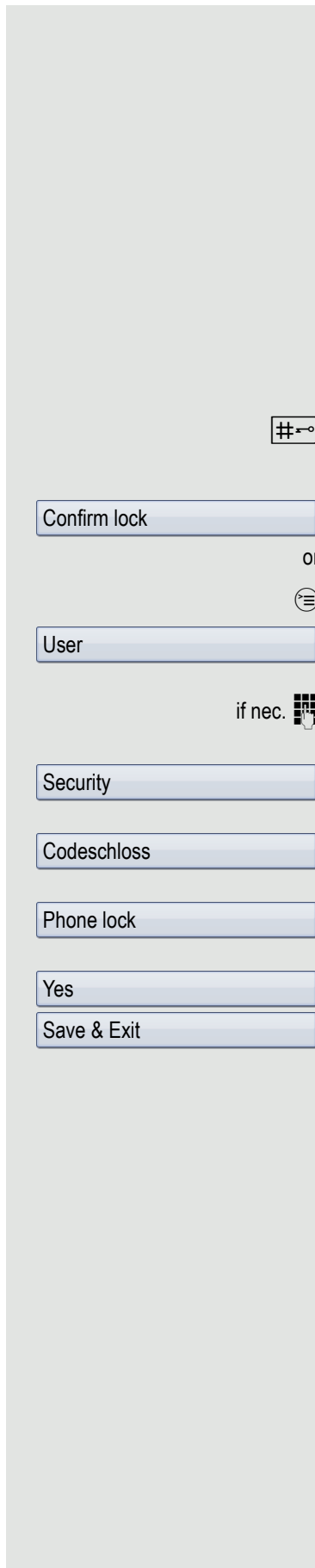
Unlocking the phone

The following is displayed: Phone locked.

There are two options available for unlocking the phone:
- User unlock
- Admin unlock

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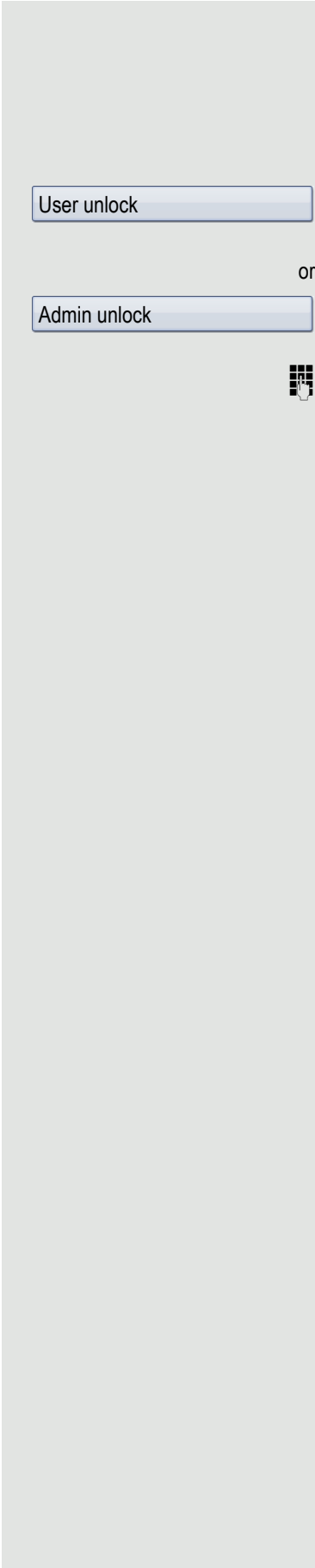
Select and confirm if you know the user password. You are prompted to enter the user password.

or

| Admin unlock |

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

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

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

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

Mobility function

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

Mobility scenarios

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

Logging on and off at the same phone

- Log on as a mobility user → Page 162.
- Log off as a mobility user → Page 163.

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 164.
- 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 165.

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 32.

| Mobility ID |

You are prompted to enter your mobility ID.

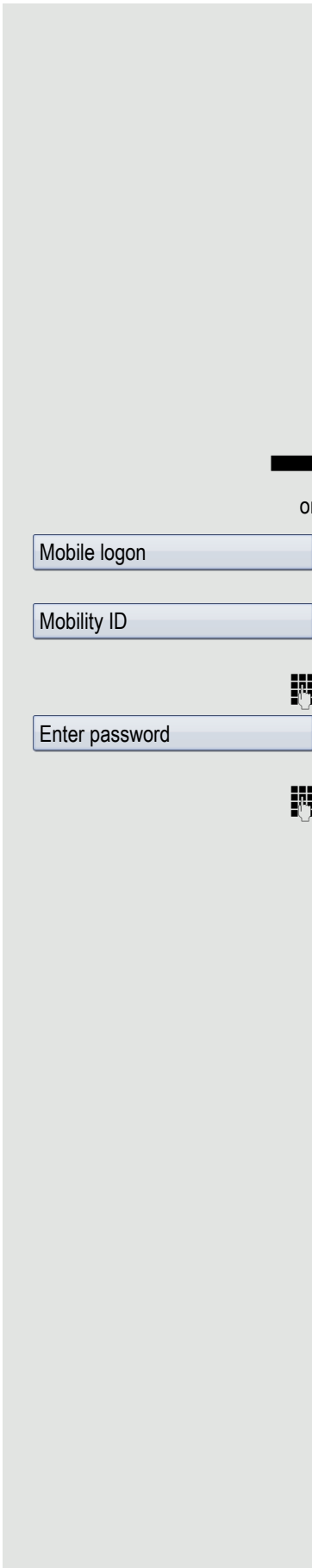📟 Enter and confirm mobility ID – usually a phone number.

| 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.
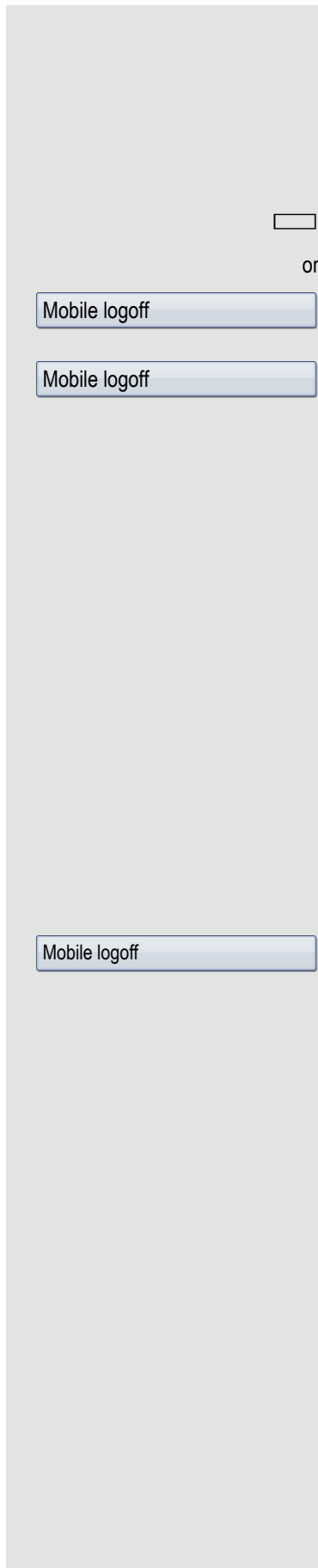
Logging off from the phone

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 32.

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 ζ^2 is hidden.

Logging off from a locked telephone

If the telephone is locked, it is still possible to log off from the telephone if no PIN is required for logging off.

The display shows: Phone locked.

Three options are available for selection:
• Nutzer entsperren
• Mobile logoff
• Admin entsperren

Mobile logoff

Select and confirm the option shown. The logoff procedure begins.

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 administrator 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 32.

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:

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

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

Logging on with forced, delayed logoff at a remote phone

If the remote phone is busy and your administrator 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 32.

Mobility ID

You are prompted to enter your mobility ID.

Enter and confirm mobility ID – usually a phone number.

You are prompted to enter the password.

Enter 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..." . 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 ⟲ .
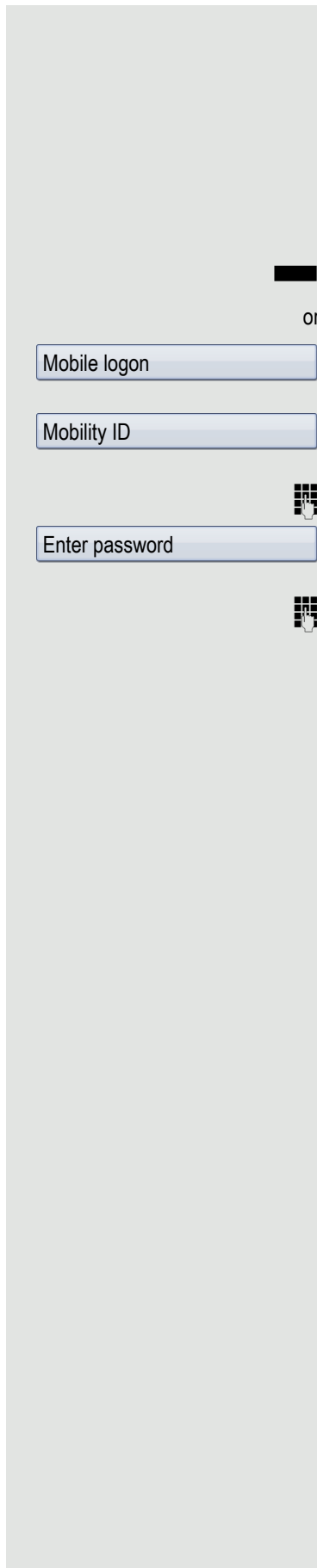
Video function

You can connect a USB camera to your OpenStage 60/80 so that during a call you can see the other call partner, assuming he or she has also connected a camera, and vice versa (see → Page 35).

The video function is deactivated by default → Page 169) because it is not yet fully supported by all telephone systems.

Prerequisite: A suitable USB camera is connected and the video function has been approved by the administrator and activated by you (→ Page 169).

Activating and deactivating the function temporarily

You can activate and deactivate the video function temporarily via the context menu in idle mode.

| Video off |

Select and confirm the option shown in the context menu to deactivate.

or

| Video on |

Select and confirm the option shown in the context menu to activate.

Activating and deactivating a function with a key

You can configure a "Video on" key to monitor the status of the video function and respond quickly (see → Page 85). This is useful in the following situations for example:

• If the phone is already ringing and you want to quickly activate/deactivate the video function before answering the call.
• The video status can be identified immediately from the key even if the phone is in idle mode, the display is switched off or the screensaver is active.

Press the "Video on" program key. The key illuminates and the video function is activated. The video function can be deactivated by pressing the key again.
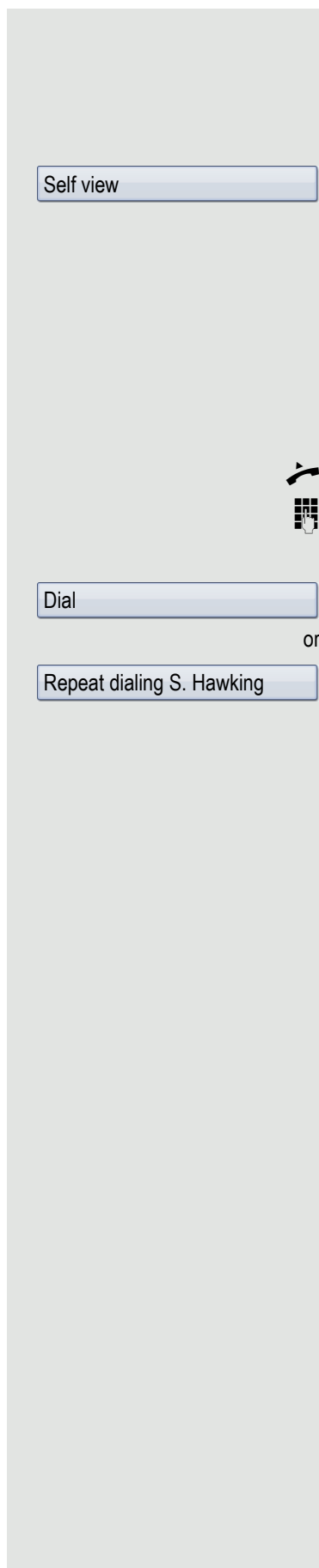
Self view

Prerequisite: The phone is in idle mode.

In order to test whether your USB camera is working properly, activate the Self view function in the context menu (see also → Page 36).

Select and confirm the option shown in the context menu. You will see a video image of yourself and your surroundings on the display for approx. 10 seconds.

Self view

Video link

If the video function on your OpenStage 60/80 and the selected remote station – likewise a OpenStage 60/80 – is enabled, you can see your call partner and your call partner can see you on the display when the connection has been set up (see → Page 35).

➤ Lift the handset.

▦ Enter the station number.

In the pop-up menu:

Confirm or wait until the dial delay expires (see → Page 108).

Dial

or   In the pop-up menu:
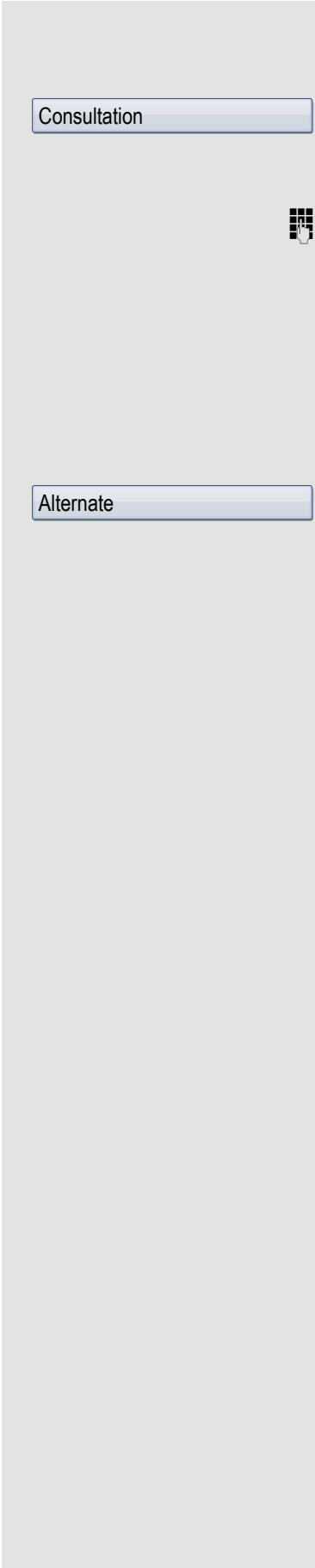
Repeat dialing S. Hawking   Confirm[1].

The video link is set up automatically. As long as the context menu is open, two smaller video preview images – the Self view and the view of your call partner – will be shown on the display.

If the context menu is hidden again after a defined time or using the left button of the TouchGuide, the video image of your call partner appears in single-screen mode.

1. Please note the information in relation to the call journal on → Page 64

Consultation

You can call a second partner during a video link.

Consultation

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

The connection to the video caller is placed on hold and the video image is hidden.

Enter and confirm the second partner's station number.

If the consultation partner has likewise activated the video function with a webcam, you will first of all see two video preview images of yourself and the new call partner alongside the context menu. Once the context menu has been hidden again, the consultation partner appears in single-screen mode.

Alternating

For a detailed description of alternating (toggling), see → Page 67.

Alternate

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

If you switch to the first and then back to the second partner, each of the corresponding video preview images of the current call partner and you will be displayed first and then, after the menu disappears, the current image of the call partner in single-screen mode.

If you connect your two call partners (see → Page 68), they will likewise have a video link.

In the absence of a USB camera

If one of the partners has enabled his or her video function but does not have a USB camera connected, you will see a crossed-out camera in preview and single-screen mode instead of the video image of the call partner.

Holding a call

You place the call on hold for example to consult with someone else in the room.

Hold

Select and confirm the option shown in the connection's context menu. The video display is interrupted.

Following resumption, the two small video preview images appear first and then, after the context menu disappears, the video image of your call partner in single-screen mode.

Installing a USB camera

You can connect most of the currently commercially available USB cameras.

Connecting a USB camera

Plug the USB connector of the camera into the USB port on the bottom of your OpenStage 60/80 (see → Page 17).

If you see the following message, the USB camera has been detected and can be used.

> New USB device detected
>
> video.camera USB2.0 Camera

Activating and deactivating the video function

🔳 You can also configure this setting via the WBM interface → Page 246.

⊜ 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.

Video Call

Select and confirm the option shown.

Video on

Select the option shown.

Yes

Select and confirm the option shown in the context menu to activate.

or

No

Select and confirm the option shown in the context menu to deactivate.

Save & exit

Select and confirm the option shown.

OpenScape Voice functions

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

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

Feature toggle key

Hunt group

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 175).

Prerequisite: Your administrator configured a programmable key with the function "Busy" ("make line busy" for the hunt group).

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.

Whispering

You can configure a feature toggle key for the "whisper" function → Page 88 in order to communicate unnoticed with the first internal caller when "muted silent monitoring" is activated → Page 181.

Prerequisite: Your administrator has configured and activated the "whisper" function in the system.

Press the sensor key shown – the key lights up. "Whispering" is activated.

Press the illuminated sensor key once again to disable "whispering" - the key 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 186) to transmit the caller information.

♩ You hear a confirmation tone/announcement.

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 186) to suppress the caller ID.

♩ You hear a confirmation tone/announcement.

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 de-activate this setting for the next call as follows:

➤ Lift the handset.

⌨ Enter the code (see the table of codes → Page 186).

♪ Wait until you hear the confirmation tone or announcement.

⌨ 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 186).

♪ Wait until you hear the confirmation tone or announcement.

⌨ 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 administrator knows 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 186).

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 186).

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 186).

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 186).

Using abbreviated dialling

Abbreviated dialling gives you access to a central list of frequently dialled 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 186) followed by a number between 0 and 999 for the phone number you want to dial.

The number is automatically dialled.

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 186). 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 58 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 186).

♫ 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 186).

♫ 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 186).

♩ 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 186).

♩ 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 administrator 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 administrator 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 signalled sequentially. Each number can consist of up to 30 digits.

➤   Lift the handset.

▦   Enter the code for the edit mode (see code table → Page 186).

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 administrator, the next destination phone rings for the configured period of time. The caller is informed that the call is being routed to another station. The connection is established with the first phone that accepts the call.

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

Parallel call

Managing number lists/activating parallel call

Before the parallel call feature can be activated, a parallel call list must be cre-
ated. This can be prepared either by administrator 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 signalled sequentially. Each number
can consist of up to 30 digits.

➤ Lift the handset.

✎ Enter the code for the edit mode (see code table → Page 186).

The edit mode opens and you hear an announement with the follwoing informa-
tion:

• 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 for-
warding destination (on no reply) or to a "rejection annountment".

Activating/deactivating parallel call via code

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

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

➤ Lift the handset.

✎ Enter the code to activate or deactivate the parallel call (see code table
→ Page 186).

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 (see code table → Page 186).

You hear a confirmation tone and the line number is announced. The other party hears a waiting melody. 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 186). 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 the administrator and enabled for the destination phone, you can join an active call of an internal station and listen in with the knowledge of the target station (active) or unnoticed (muted).

Active silent monitoring

Station A and B are on a call. You want to listen to the call and talk to Station A and B.
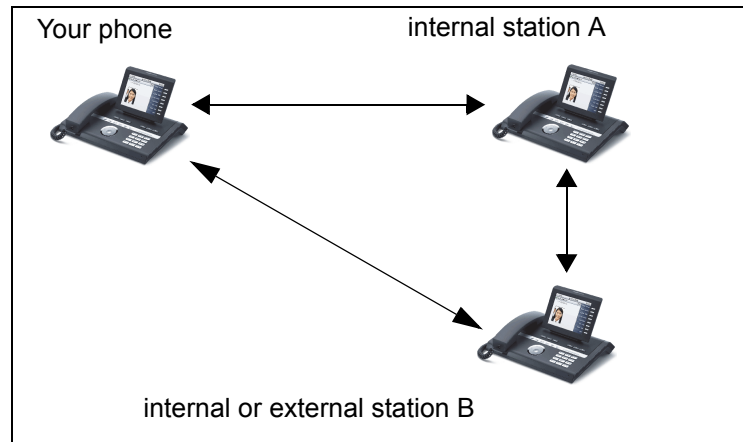
All callers can hear and speak to each other.

➤ Lift the handset.

📟 Enter the code for active silent monitoring and the destination number for station A (see code table → Page 186). You are connected to the call and can listen. If necessary make yourself known.

➤ End the silent monitoring by replacing the handset.

Muted silent monitoring

Station A and B are on a call. You want to monitor the call but so that neither station notices.
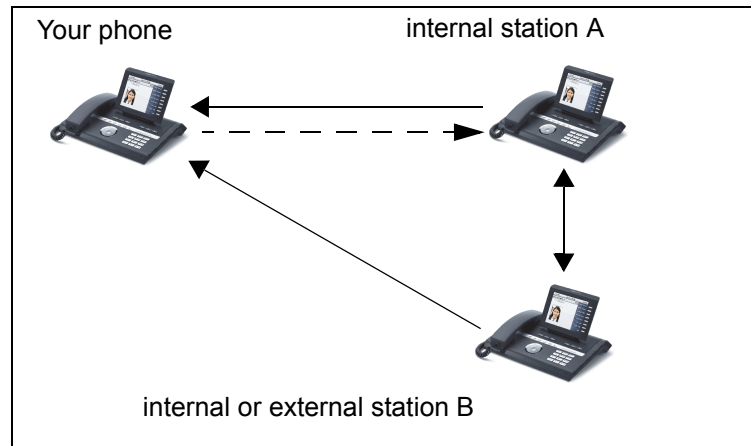
- You can hear station A but cannot talk to him because he cannot hear you
- You can hear station B but cannot talk to him because he cannot hear you.
- Station A and B can hear and speak to each other.
- You can communicate unnoticed with station A if you have enabled "whispering".

Lift the handset.

Enter the code for muted silent monitoring and the destination number for station A (see code table → Page 186). You are connected to the call and can listen unnoticed.

You can enable the "whisper" function using a feature toggle key in order to communicate unnoticed with the internal station A without station B hearing. The "whisper" key must be configured → Page 170.

Press the "whisper" sensor key – the key lights up. You can communicate unnoticed with station A.

Press the illuminated sensor key once again to disable "whispering" - the key stops illuminating.

End the silent monitoring unnoticed by replacing the handset.

One-way Intercom and Two-way Intercom function

With One-way Intercom or Two-way Intercom, the loudspeaker or speakerphone function of a destination phone is activated automatically when the connection is established. Use of these functions is conceivable for example between an executive and secretary or between a doctor and receptionist.

Possible functions include:

- One-way Intercom
    - with variable input of member number
    - to a saved member number
- Two-way Intercom
    - with variable input of member number
    - to a saved member number

Prerequisites:

- The team member belongs to the same collective group as you and has likewise been assigned a member number.
- The team member's phone has a loudspeaker (One-way Intercom) and/or a speakerphone function (Two-way Intercom).
- Automatic answering is activated for the team member.
- The team member's phone is idle.
- The member numbers of the callers are known for the One-way Intercom and Two-way Intercom functions.

You can cancel One-way Intercom or Two-way Intercom by replacing the handset or – during a consultation – resume the held call.

Two-way Intercom connections can be established from the following states:

- In idle status
- During manual call holding
- In a consultation

> Functions such as "call forwarding" or "do-not-disturb" are temporarily disabled on the destination caller's phone by the One-way Intercom and Two-way Intercom functions.

One-way Intercom

From your phone, you can directly call any team member whose telephone has a loudspeaker.

One-way Intercom with variable input of member number

➤ Lift the handset.

▦ Enter the code for One-way Intercom (see code table → Page 186) followed by the one or two-digit member number of the respective team member.

♪ As soon as the connection has been established, you will hear a confirmation tone and can speak to the other party via the loudspeaker.

➤ To end the call, simply hang up.

One-way Intercom to a saved member number

Prerequisite: The code for One-way Intercom and the member number are programmed on a sensor key.

▬ Press the programmed sensor key. A connection to that member's loudspeaker will immediately be established: You can speak to the destination caller via your speakerphone.

Two-way Intercom

From your phone, you can directly call any team member whose telephone has a speakerphone function. The loudspeaker and microphone of the destination phone are switched on automatically.

Two-way Intercom with variable input of member number

◁» Press the key to use your speakerphone function.

▦ Enter the code for Two-way Intercom (see code table → Page 186) followed by the one or two-digit member number of the respective team member.

♪ As soon as the connection has been established, you will hear a confirmation tone and can reach the destination caller via this caller's speakerphone function.

Two-way Intercom to a saved member number

Prerequisite: The code for Two-way Intercom and the member number are programmed on a sensor key.

▬ Press the programmed sensor key. A connection to the team member is established immediately and your speakerphone function will be switched on.

♪ As soon as the connection has been established, you will hear a confirmation tone and can reach the destination caller via this caller's speakerphone function.

Announcing the local phone number

You can use this function in order, for example, to identify the phone number of a phone in a conference room if it is not indicated on the display.

➜ Lift the handset.

🎹 Enter the code for "Announcing the local phone number" (see code table → Page 186). The phone number is announced.

➜ Then hang up.

Dialling the last caller

You can retrieve and dial the phone number of the last answered or dialled caller. The following two functions could be used alternatively if you have disabled the call journal → Page 151.

Retrieving and dialling the last answered caller

The following phone numbers can be saved for retrieval:
• The last answered call
• The last missed call
• The last picked up call (group call)

➜ Lift the handset.

🎹 Enter the code for dialling the last answered caller (see code table → Page 186). The phone number is dialled and the connection is established.

Retrieving and dialling the phone number of the last caller dialled

Instead, you can also use the normal redial functions of your phone as usual.

➜ Lift the handset.

🎹 Enter the code for dialling the last caller dialled (see code table → Page 186). The phone number is dialled and the connection is established.

Picking up out-of-hours calls

If your switchboard is no longer attended after a certain time, an out-of-hours call function can be configured on one or more phones for this period.

For example, if you hear one of the phones that has an out-of-hours call function configured ringing when the office is closed, you can pick up the call early from your phone.

You can also forward your phone to the phone with the out-of-hours call function before leaving the office so that colleagues who have not yet left can pick up calls for you.

➤ Lift the handset.

▦ Enter the code (see code table → Page 186) for the out-of-hours call pickup in order to pick up the ringing call.

▥▶ You can also configure a key for picking up out-of-hours calls.

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 173
Rejecting anonymous calls		→ Page 174
Accepting anonymous calls		→ Page 174
Using abbreviated dialling		→ Page 174
Call tracing		→ Page 174
Making a line busy on		→ Page 175
Making a line busy off		→ Page 175
End of hunt group chain on		→ Page 176
End of hunt group chain off		→ Page 176
Edit mode for serial call		→ Page 177
Edit mode for parallel call		→ Page 178
Activating a parallel call		→ Page 178
Deactivating a parallel call		→ Page 178
Parking a call		→ Page 179
Unparking a call		→ Page 179
Active silent monitoring (SILM barge-in)		→ Page 180
Muted silent monitoring (SILM monitoring)		→ Page 181
One-way Intercom		→ Page 183
Two-way Intercom		→ Page 183
Announcing the local phone number		→ Page 184
Last answered caller		→ Page 184
Last dialled caller		→ Page 184
Picking up out-of-hours calls		→ Page 185

Impact Levels

Communication in a Public Sector Network (PSN) is split into areas of different impact levels (**IL**). The Impact Level dictates how you as a user should conduct the telephone call in question. It is described below how to determine whether your call partner belongs to a lower Impact Level when the connection is being established or has been established.

Calls with a low Impact Level are treated in a particular way, either through their own icons, text labels and/or a special ringtone. It should be noted that the Impact Level causes no restriction when using the phone either during or prior to connection. Calls of the same or a higher Impact Level are not identified in any particular way.

To ensure unrestricted functionality of the IL function you have to:
• Deactivate advisory tones for unsecured voice connections (→ Page 208) and
• Deactivate automatic opening of the context menu (→ Page 213)

Answering a call with a lower Impact Level

Prerequisite: The administrator has assigned separate call signals for calls with a lower Impact Level.

Answering a call

The phone rings with the defined ringtone for calls with a lower Impact Level.

The caller is shown a special icon and the advisory "**Lower IL**".

Lift the handset.

You can also answer the call if appropriate using the loudspeaker key or via the headset.

Answering forwarded calls

The phone rings with the defined ringtone for calls with a lower IL.

The caller is shown a special icon and the advisory "**Lower IL**".

Lift the handset.

You can also answer the call if appropriate using the loudspeaker key or via the headset.

Answering a second call

The phone rings with the defined ringtone for second calls with a lower IL.

The caller is shown the advisory "**Lower IL**".

Lift the handset.

You can also answer the call if appropriate using the loudspeaker key or via the headset.

Calls to a lower Impact Level

If you are calling a partner with a lower IL, this will be displayed when the connection is established.

Offhook dialling

➤ Lift the handset.

▓ Enter the station number.

In the pop-up menu:

Confirm or wait until the dial delay expires (see → Page 108).

or

In the pop-up menu:

Confirm[1].

The connection is set up. A special icon and the advisory "**Lower IL**" are shown on the display.

> ▪▪▪➤ You can also set up the connection with on-hook dialling via the loud-speaker (speakerphone mode) or via a connected headset.

Dial

Repeat dialing S. Hawking

Forwarding a call with a lower IL

If you are forwarding a partner with a lower IL to a partner with a higher IL, this will be displayed when the connection is established.

Prerequisite: The Deflect function is approved by the administrator.

A call with a lower IL rings.

Deflect Select and confirm the option shown.

▓ Enter and confirm the phone number.

The connection is set up. A special icon, the forwarding icon and the advisory "**Lower IL**" are shown on the display.
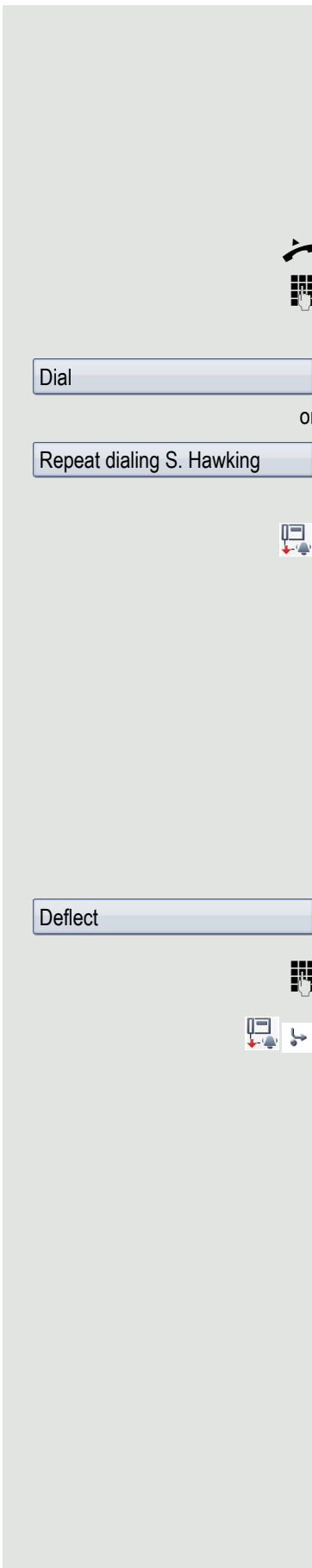
1. Please note the information in relation to the call journal on → Page 64

Conducting a call with a lower Impact Level

If you have answered a call with a lower IL, this will be documented on the display.

Conducting a call

📞 You are connected with the partner from a lower Impact Level (IL) zone. The advisory "**Lower IL**" is displayed in the second call line.

Placing a call on hold

⊣⊢ If the held call has the status of a lower IL, the advisory "**Lower IL**" will also be displayed.

Conference

📞 You are connected with two or more partners in a conference call. At least one of the partners belongs to the lower Impact Level (IL) zone. The advisory "**Lower IL**" is displayed in the "Conference" line.

Reconnecting

You have ended a consultation call for example by replacing the handset. The held partner is awaiting retrieval

↩ If the held call has the status of a lower IL, the advisory "**Lower IL**" will also be displayed.

Retrieve held call

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

IL alarm

If you have activated a IL alarm (→ Page 214), you will see an advisory on the display and a defined ringtone rings if the IL changes from a higher to a lower IL. This can happen for example when a call is picked up.

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 28.

   ⊞   You can also configure this setting via the WBM interface → Page 246.

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

        Confirm the option shown.

User	

if nec. ▦   Enter and confirm the user password.

Phone	Select and confirm the option shown.

Display	Select and confirm the option shown.

Display theme	Select the option shown.

Crystal sea	Select and confirm the required colour 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 20 by choosing one of the six settings available.

▤ You can also configure this setting via the WBM interface → Page 246.

⊜ 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.
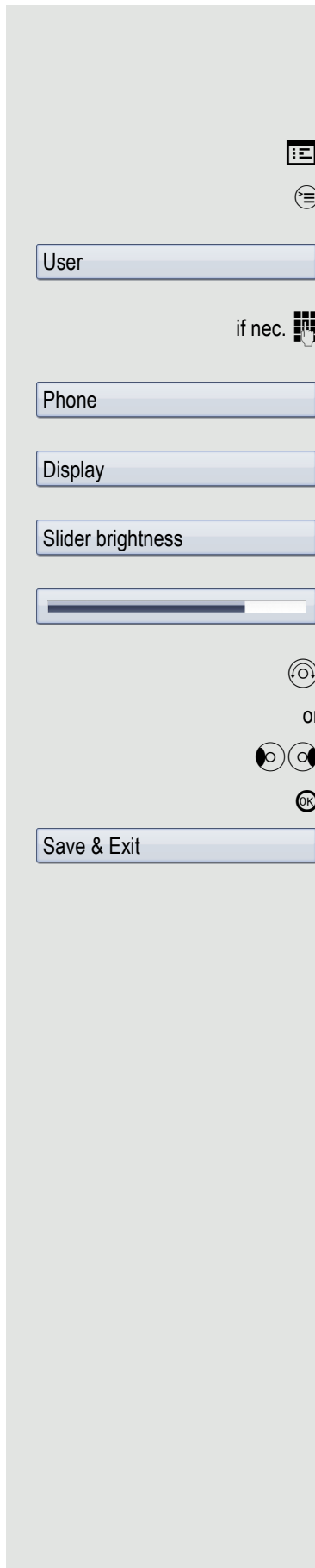
Set the sensitivity of the TouchGuide

Adjust the sensitivity of the TouchGuide → Page 22 by choosing one of the four settings available.

📧   You can also configure this setting via the WBM interface → Page 246.

⊜   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.

TouchGuide

Select and confirm the option shown.

Sensitivity Level

Select and confirm the option shown.

The sensitivity bar is activated.

⦿   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.
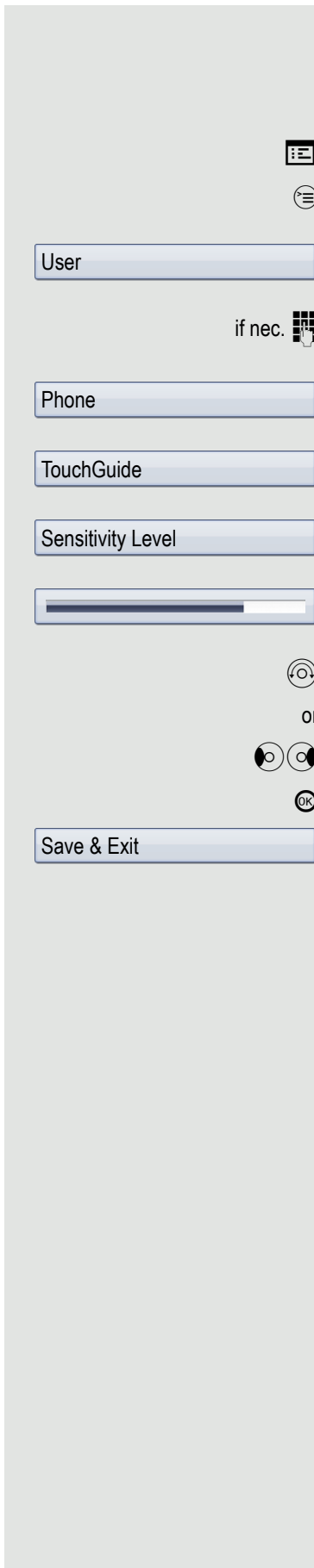
Contrast for the OpenStage Key Module

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 WBM interface → Page 246.

⊜ 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.
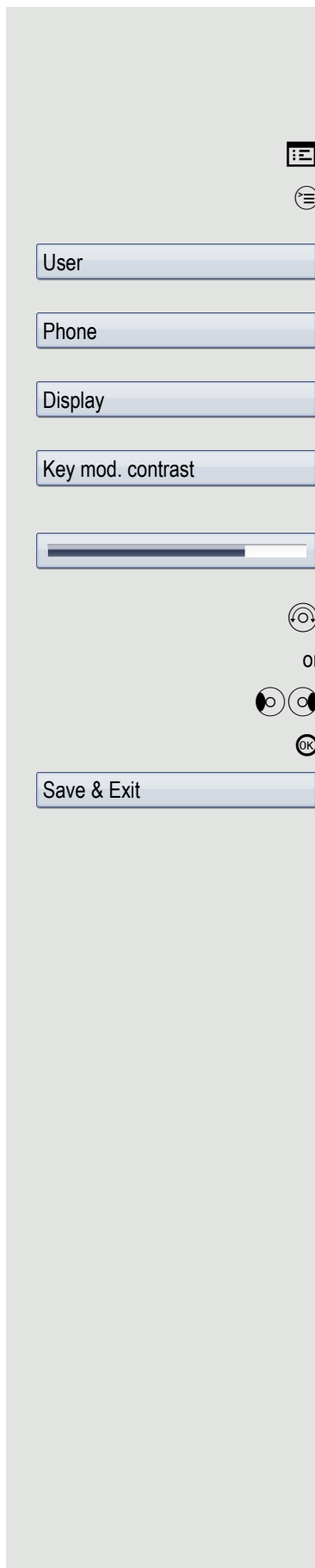
Screensaver

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 WBM interface → Page 246.

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.

---
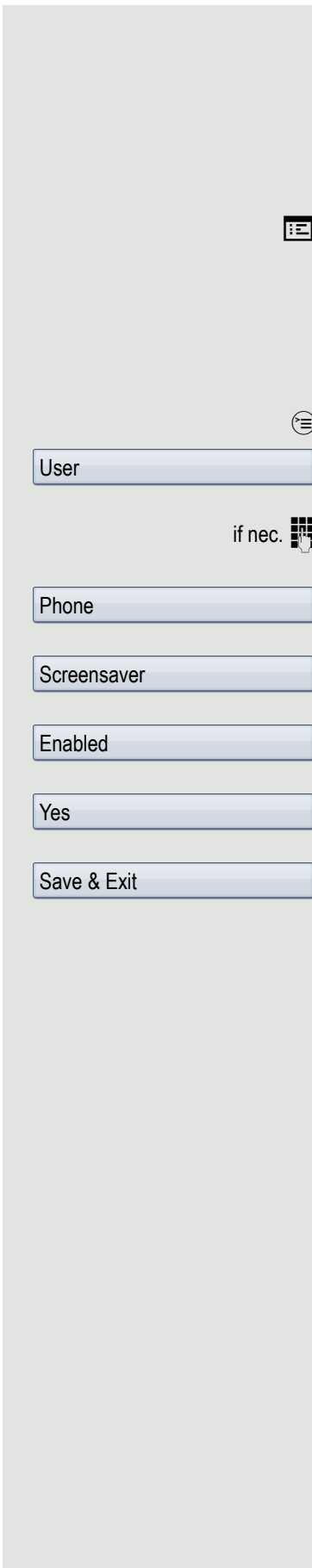
1. The phone displays the current setting.

Automatic screensaver activation

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

📧 You can also configure this setting via the WBM interface → Page 246.

📋 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 29.
⊛	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.

---
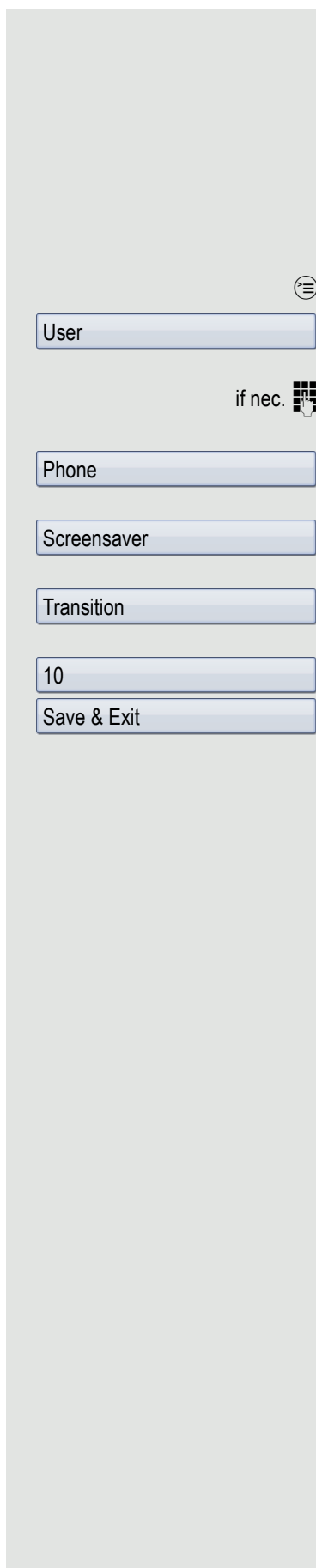
1.   The phone displays the current setting.
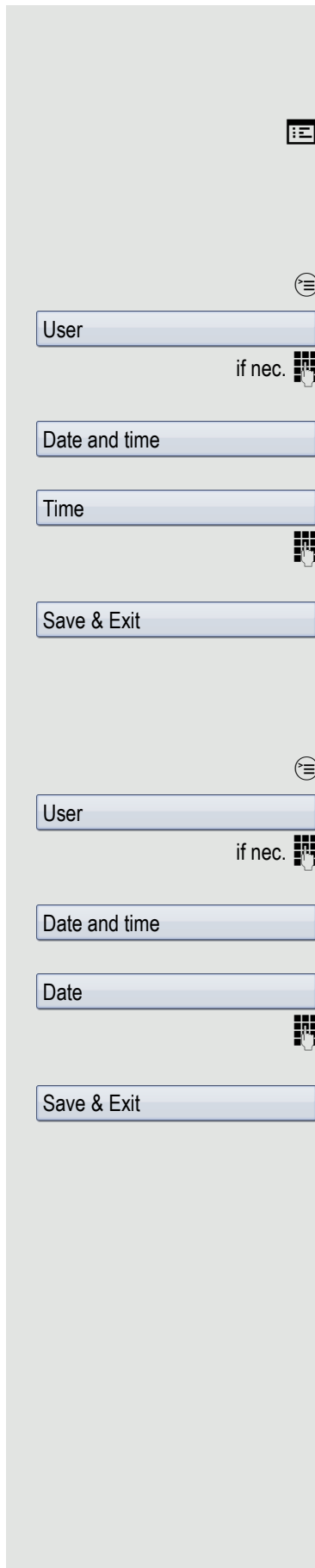
Date and time

You can choose the date and time display here.

📧 You can also configure this setting via the WBM interface → Page 246.

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.
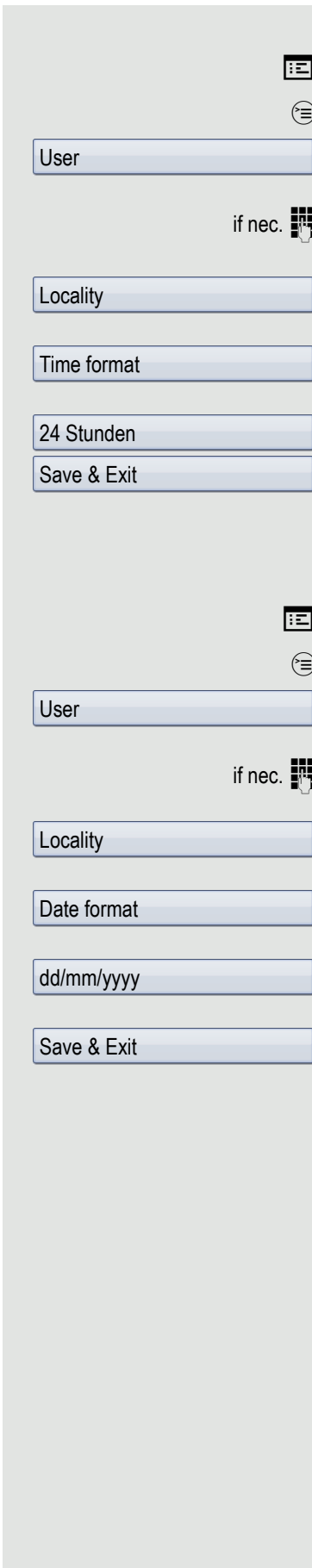
▦ Enter and confirm the date.

Save & Exit Select and confirm the option shown.

Time display format

📋   You can also configure this setting via the WBM interface → Page 246.

⊜   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
Save & Exit

Select and confirm the time format (12- or 24-hour display) in the context menu.

Select and confirm the option shown.

Date display format

📋   You can also configure this setting via the WBM interface → Page 246.

⊜   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 WBM interface → Page 246.

Prerequisite: **Auto DST** is deactivated → Page 200.

≡ 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 200.

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.
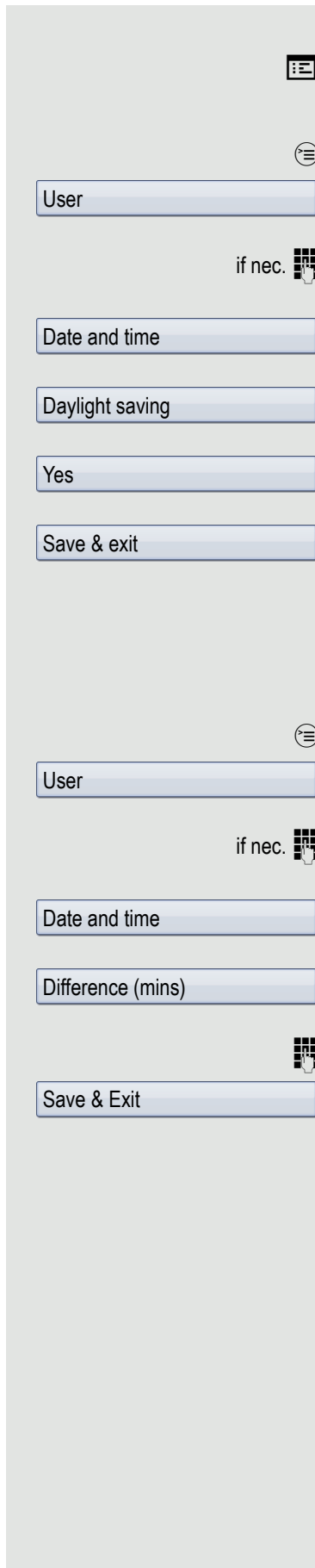
Automatic daylight saving time

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 WBM interface → Page 246.

≡   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 199.
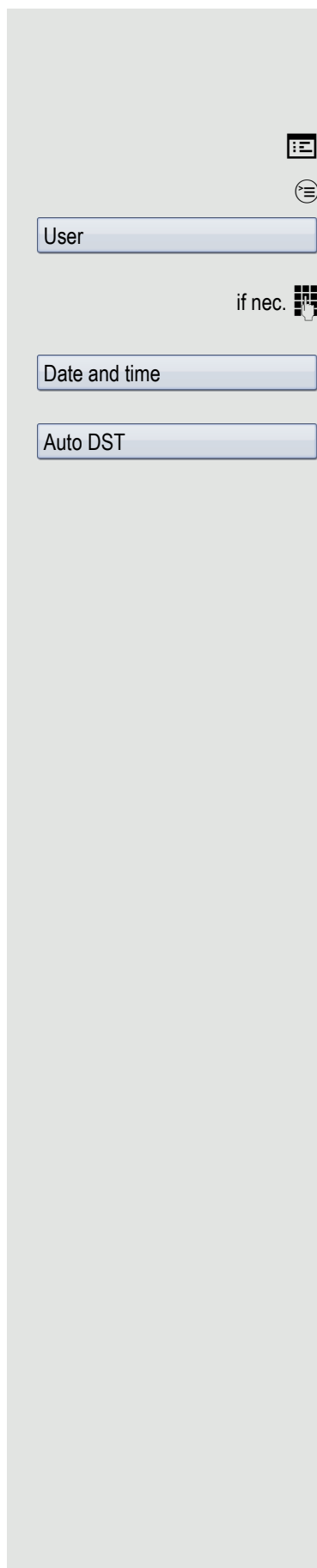
Audio

Optimise 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 20.

You can preset different volumes for the following microphones and signals in 10 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.

⊛ Confirm the option shown.

Save & Exit

Select and confirm the option shown.
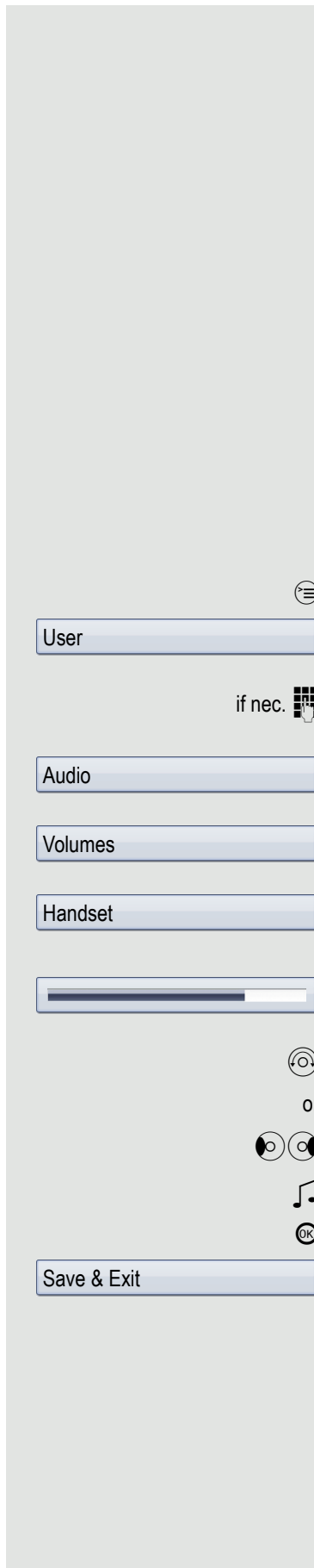
Settings

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 WBM interface → Page 246.

⊜   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, 0.7 sec. Off

Save & Exit   Select and confirm the option shown.

---
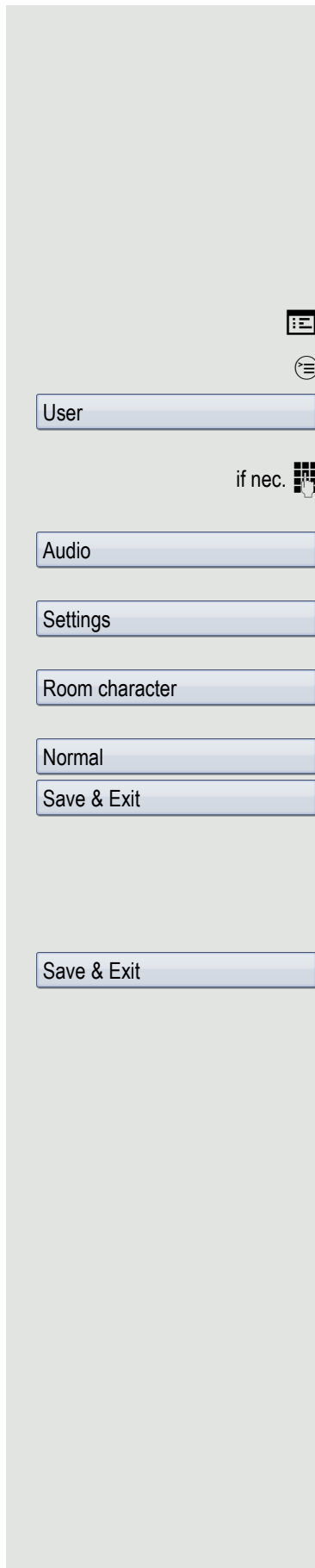
1. The phone displays the current setting.
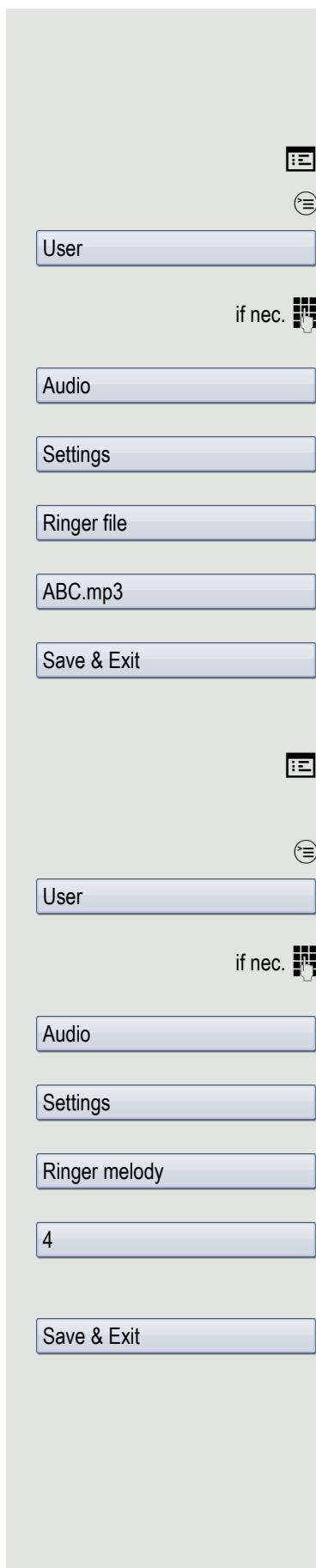
Ringtone

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 administrator.

🗔   You can also configure this setting via the WBM interface → Page 246.

≡   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.

Pattern melody

🗔   You can also configure this setting via the WBM interface → Page 246.

Prerequisite: You have chosen the "pattern" ringtone, see → Page 203.

≡   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[2] 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.

1. The phone displays the current setting.
2. The phone displays the current setting.
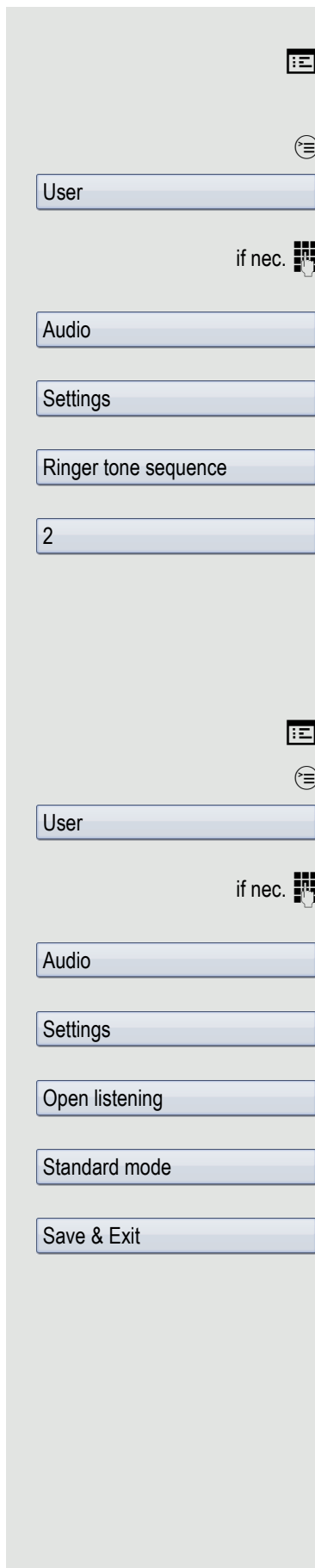
Pattern sequence

📧   You can also configure this setting via the WBM interface → Page 246.

Prerequisite: You have chosen the "pattern" ringtone, see → Page 203.

≡   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

2

Select the required Ringer tone sequence between 1 and 3 (e. g. **2**) in the context menu. You will immediately hear the set Ringer melody with the selected Ringer tone sequence. Confirm the selected setting.

Country setting for speakerphone mode

Enter the country setting you prefer for speakerphone mode here → Page 56.

📧   You can also configure this setting via the WBM interface → Page 246.

≡   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.

---

1. The phone displays the current setting.
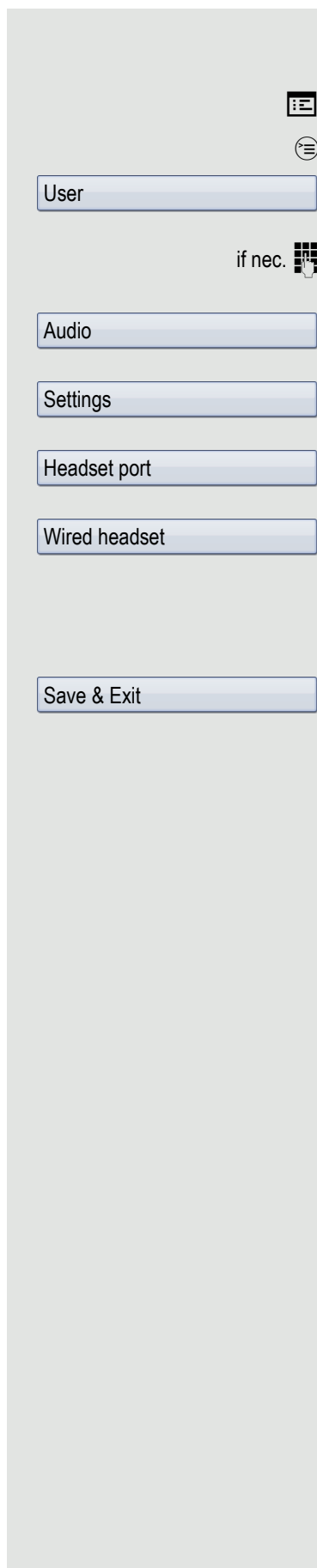
Setting headset port use

Here you set whether you are using a wired or cordless DECT headset.

📧 You can also configure this setting via the WBM interface → Page 246.

⊜ 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.

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.

---

1. The phone displays the current setting.

Special ringtones

You can assign a special, individual ringtone to the following incoming calls and events in order to differentiate more easily between them:

• Internal
• External
• Recall (callback)
• Emergency call
• Special 1
• Special 2
• Special 3

Prerequisite: administrator have activated the special ringtones.

📧 You can also configure this setting via the WBM interface → Page 246.

⊜ 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.

| Special ringtones |

Select and confirm the option shown.

The setting is made in the same way for all four types.
The setting for "Internal call" is described below by way of example.

| Internal call |

Select the option shown.

| Available   Yes |

"Yes" indicates that the special ringtone has been activated.

| Ringtone type |

Select and confirm the option shown.

| ABC.mp3 |

Select the ringtone file[1] or "pattern" you want in the context menu. You will immediately hear the associated ringer melody. Confirm the selected ringtone file.
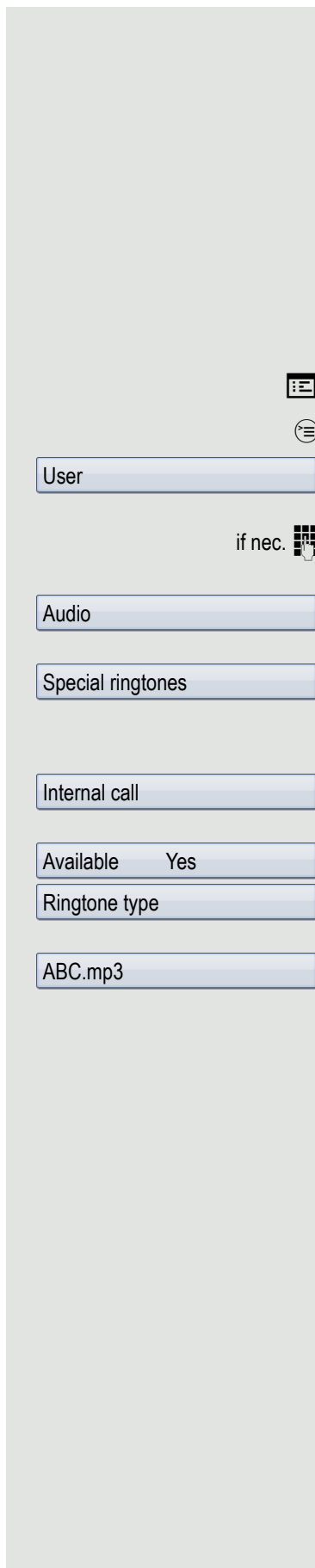
1. The phone displays the current setting

Settings for the "Pattern" ringtone type

If you selected "pattern" as the ringtone type, you can make further settings for the pattern melody and pattern sequence:

| Ringer melody |

Select and confirm the option shown.

| 4 |

Select the required pattern melody in the context menu between 1 and 8 (e.g. **4**). You will immediately hear the corresponding Ringer melody. Confirm the selected Ringer melody.

| Ringer tone sequence |

Select and confirm the option shown.

| 2 |

Select the required Ringer tone sequence in the context menu between 1 and 3 (e.g. **2**). You will immediately hear the set Ringer melody with the selected Ringer tone sequence. Confirm the selected setting.

| 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 28.

⬚✱ Hold down the key shown.

Adjusting the volume during a call

📞 You are conducting a call.

⟷ Set the volume using the TouchSlider → Page 20.

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 WBM interface → Page 246.

⊜ 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 configure whether a key click should be audible when a key is pressed. You can also decide whether this should apply for all keys or only for the keys on the keypad. In addition, you can adjust the click volume or disable the sound.

📧 You can also configure this setting via the WBM interface → Page 246.

⊜ 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

| Lautstärke |

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.

Setting the language and country

Display language

📧 You can also configure this setting via the WBM interface → Page 246.

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

User

Confirm the option shown.

if nec. ⌨ Enter and confirm the user password.
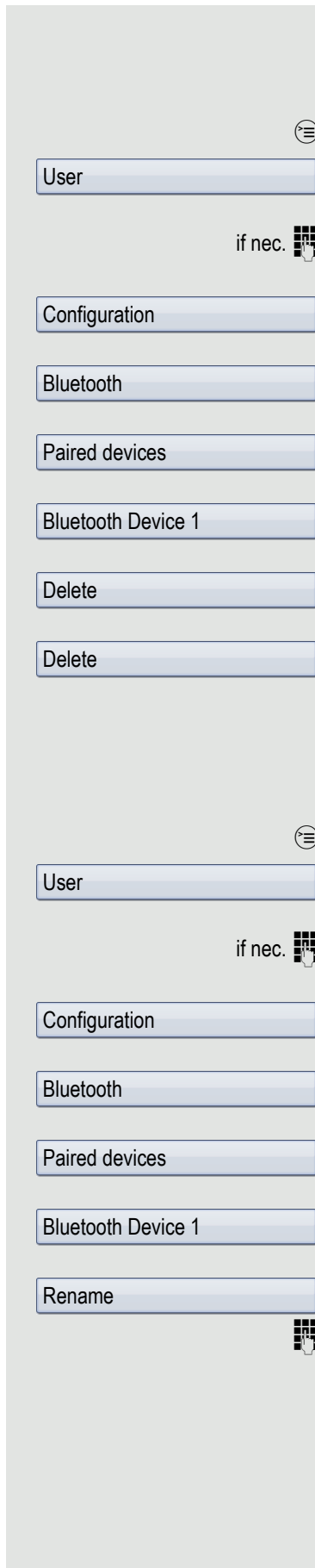
Locality

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.

---
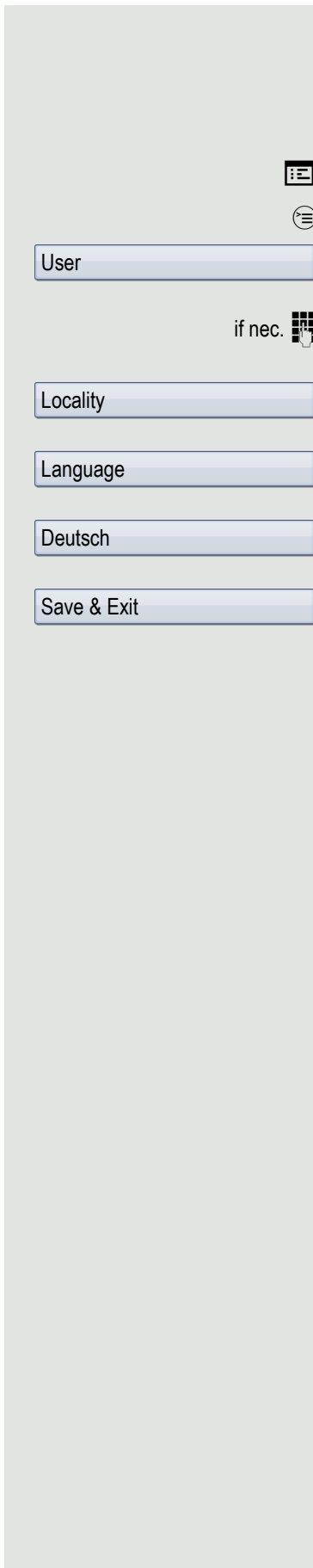
1. The phone displays the current setting.

You may choose from the following languages:

1. Bahasa Indonesia
2. Bahasa Malaysia
3. Brasileiro
4. Català
5. Ceština
6. Cymraeg
7. Dansk
8. Deutsch
9. Eesti keel
10. English
11. English(US)
12. Español
13. Français
14. Hrvatski
15. Italiano
16. Latviešu Valoda
17. Lietuviø Kalba
18. Magyar
19. Nederlands
20. Norsk
21. Polski
22. Português
23. Română
24. Slovenèina
25. Slovenski Jezik
26. Srpski Jezik
27. Suomi
28. Svenska
29. Türkçe
30. Ελληνικά
31. Български
32. Македонски Јазик
33. Русски
34. Српски Језик
35. 中文

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 WBM interface → Page 246.

⊜   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 WBM interface → Page 246.

⊜ 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.

Alarm on changing the Impact Level

If a call switches from a higher to a lower impact level (IL), this will be indicated by the pop-up text **Lower IL change**.

📧 You can also configure this setting via the WBM interface → Page 246.

☰ 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.

Lower IL alert

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu. The advisory function is activated.

Save & exit

Select and confirm the option shown.
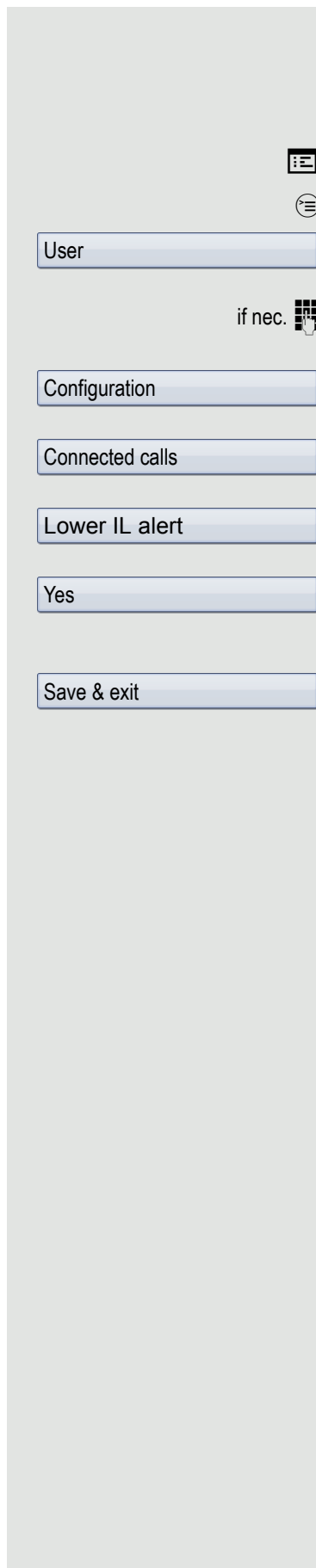
Bluetooth

Activating and deactivating Bluetooth

> Prerequisite: The Bluetooth function was activated by the administrator for your phone.

📧 You can also configure this setting via the WBM interface → Page 246.

⊜ 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.
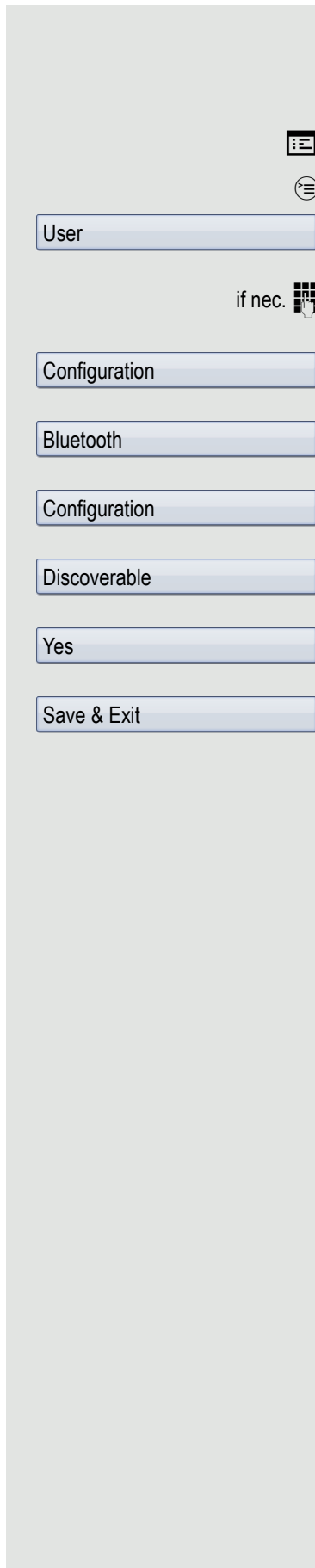
Open Bluetooth discoverability

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 WBM interface → Page 246.

≡   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 WBM interface → Page 246.

▥▶ 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.
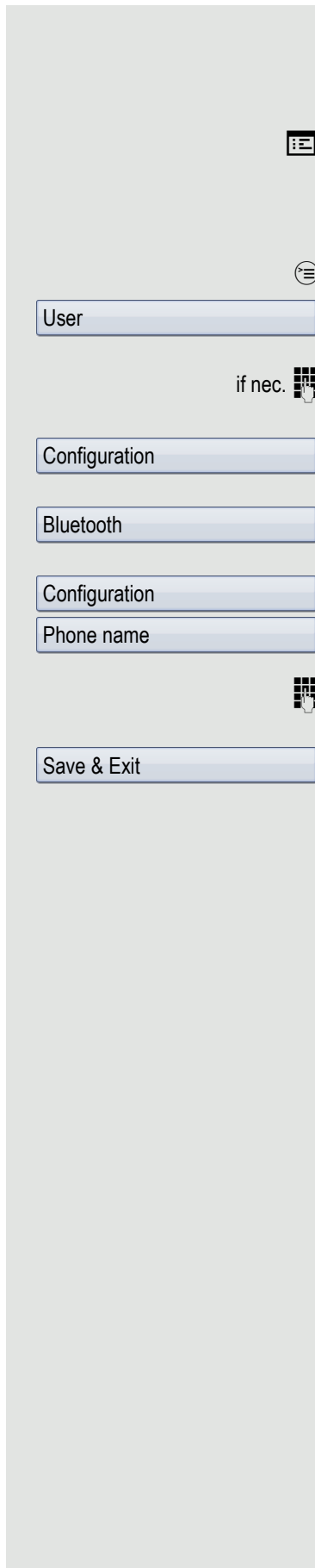
Configuring pairing settings

Pairing is used for checking the access authorisation 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 WBM interface → Page 246.

▥▶ 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 authorisation 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.
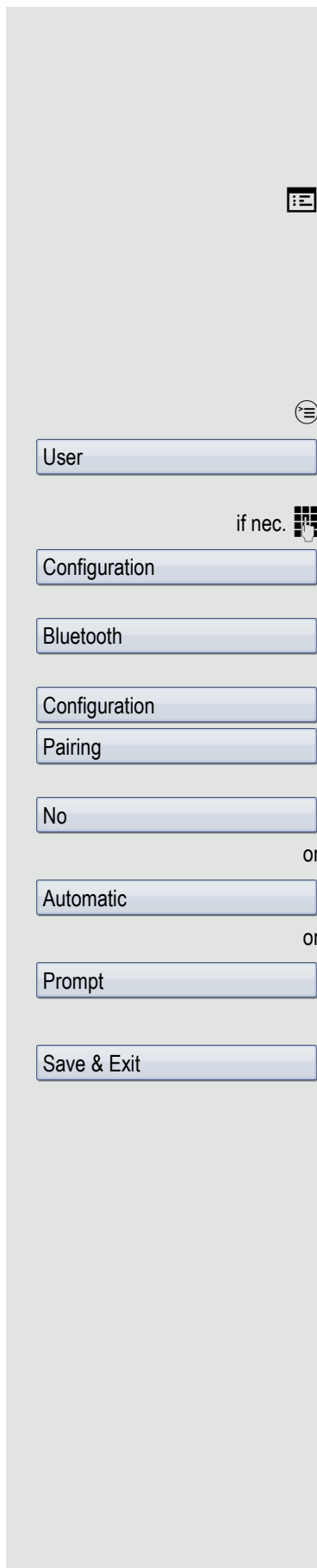
Entering the pairing PIN

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 WBM interface → Page 246.

⊜ 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.

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 WBM interface → Page 246.

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 219. The message "Pairing in progress" is displayed.

If the pairing request is confirmed on the corresponding Bluetooth device and the password entered, the pairing is performed and the device is added to the list.

Your OpenStage is now "paired" with the Bluetooth device, but not yet connected → Page 221.
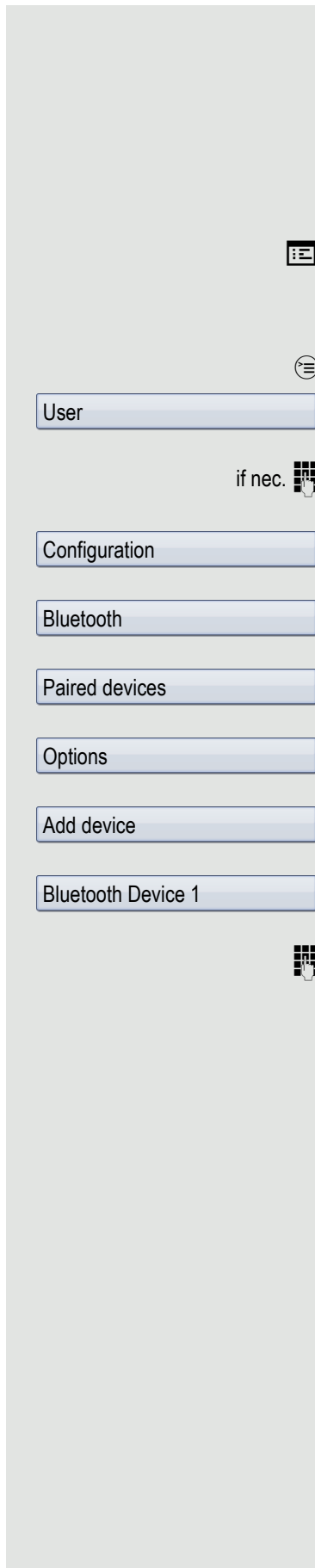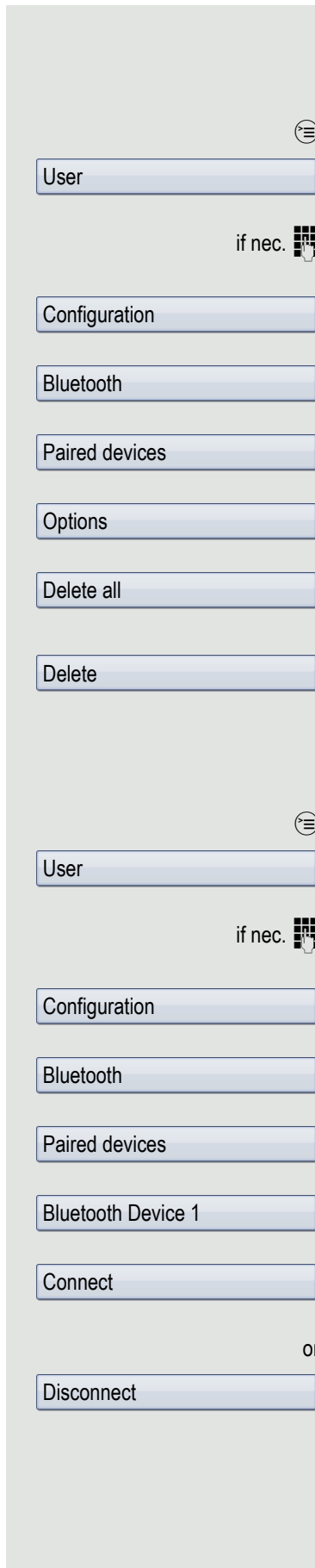
Deleting all Bluetooth devices from the list

You can delete the whole list if, for example, the devices are no longer in the area.

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

User

Select and confirm the option shown.

if nec. ▦   Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Paired devices

Select and confirm the option shown. The **Bluetooth pairing manager** dialog is selected.

Options

Select.

Delete all

Select and confirm the option shown in the context menu.

"Delete all devices from pairing list?"

Delete

Confirm, if you wish to delete all devices.

Connecting/disconnecting a Bluetooth device

Prerequisite: At least one Bluetooth device is listed.

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

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.

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.

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.
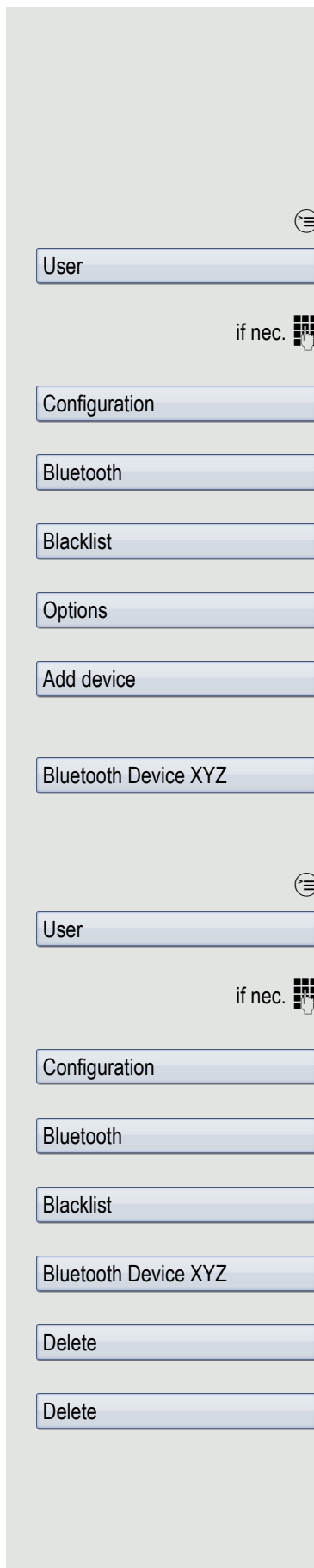
Blacklist for Bluetooth devices

The blacklist contains the Bluetooth devices, for which a connection setup attempt should be rejected by OpenStage. 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.

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 WBM 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. You can browse the following overview:

Adresse des Telefons: Name or number of telephone.

Web-Adresse: HTTP address of the web interface. This address is specified in the address line of the Internet browser and is used to call up the web interface of the phone in the browser.

IP address: Displays the IP address or name that was assigned to the phone in the network.

Globale IPv6-Adresse: Displays the global IPv6 address

Lokale IPv6-Adresse: Displays the local IPv6 address

LAN/PC-RX: The network or PC interface data packets received are illustrated dynamically as columns.

LAN/PC-TX: The network or PC interface data packets sent are illustrated dynamically as columns.

LAN/PC autonegotiated: [Yes|No]: Displays whether the network or PC interface data transfer rate is set to automatic (**YES**) or manual (**No**).

LAN/PC information: [10|100|1000] Mbit/s: Data transfer rate of the network or PC interface. If an interface is not in use, **Link down** is displayed.
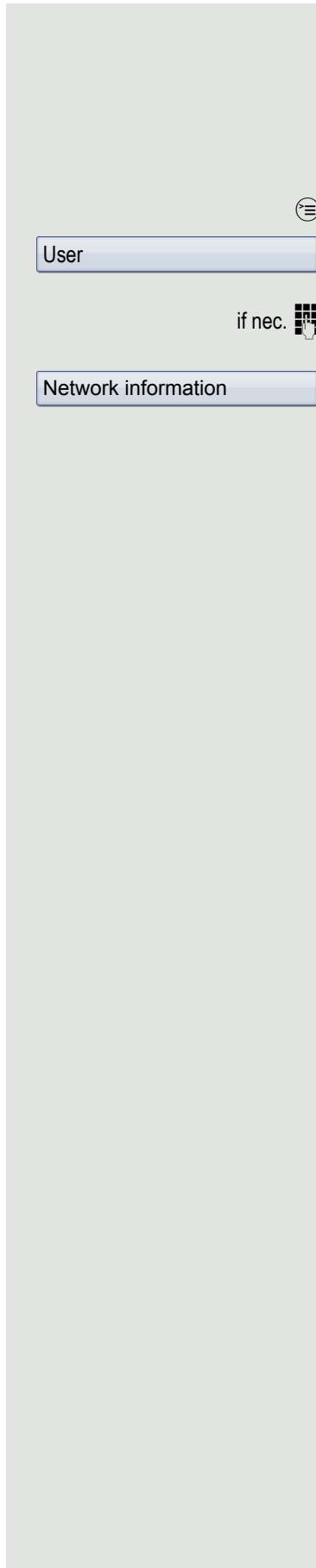
Resetting user data

The following user-specific settings changed via the phone menu or the WBM 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 personalised programming is deleted (see also → Page 91).

Important: All data is reset **without** a warning tone. If necessary back up your date on a USB memory stick (→ Page 233).

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.
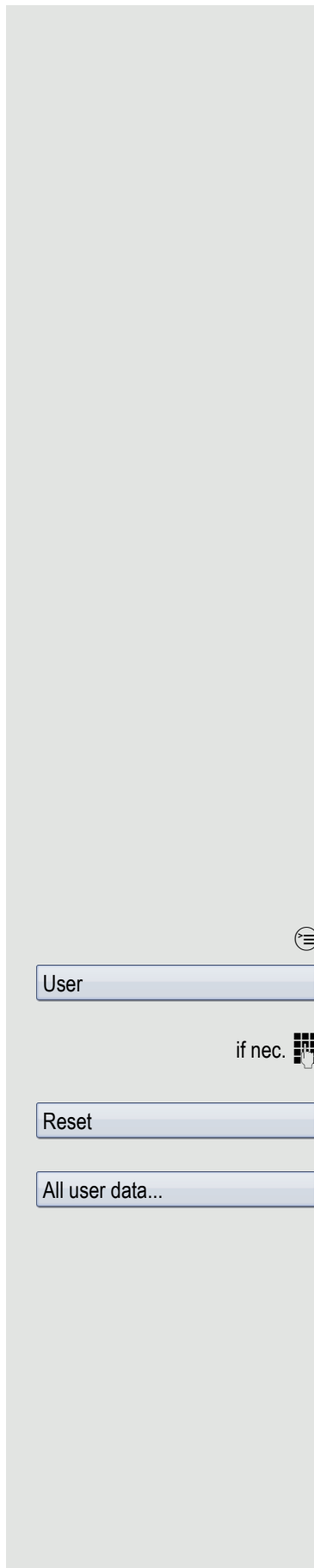
Bluetooth

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 216.

The OpenStage is discoverable for other Bluetooth devices by default.

To prevent unauthorised 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 "recognise" that they can exchange data. It is therefore used for checking the access authorisation 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 authorisation 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 Open-Stage 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 215. 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:

> (i) Newton, Isaac vCard received.
>
> Ok

| OK |
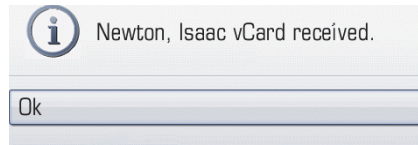
Select and confirm the option shown.

Transferring a contact to the phonebook

⌷ Press the key shown.

| Refresh directory |

Select and confirm the option shown.

Sending a vCard

Prerequisite: The Bluetooth connection is configured between your OpenStage and one other device → Page 215. 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.
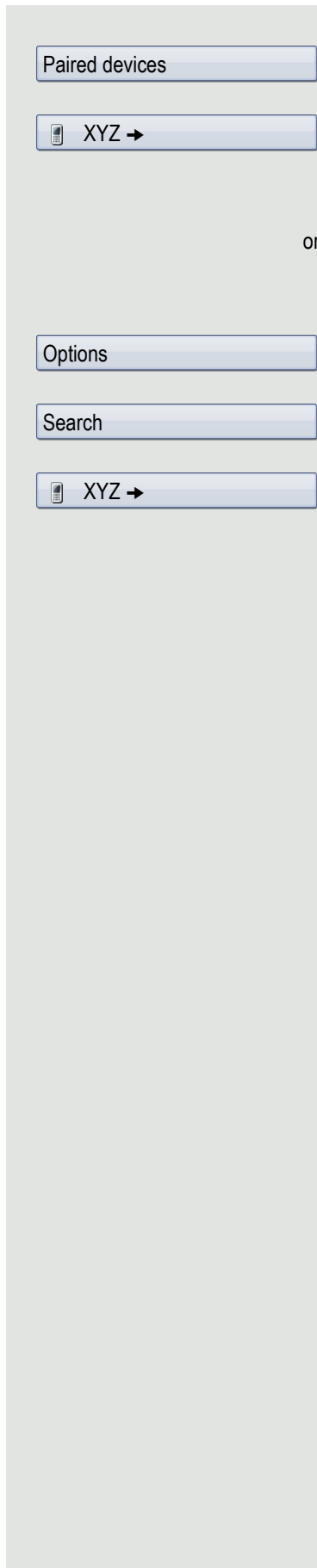
Sending to a paired device

| 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 your administrator about approved headset types.

> It is not recommended to activate the open listening feature → Page 57 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 215.

⊜   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).

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.
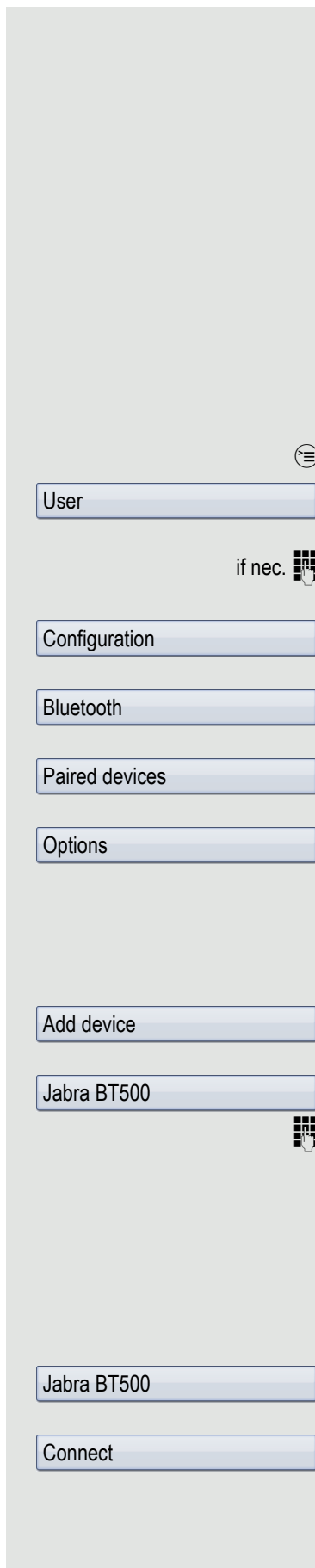
Testing a Bluetooth headset

⌷ 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 administrator 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 215. 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.
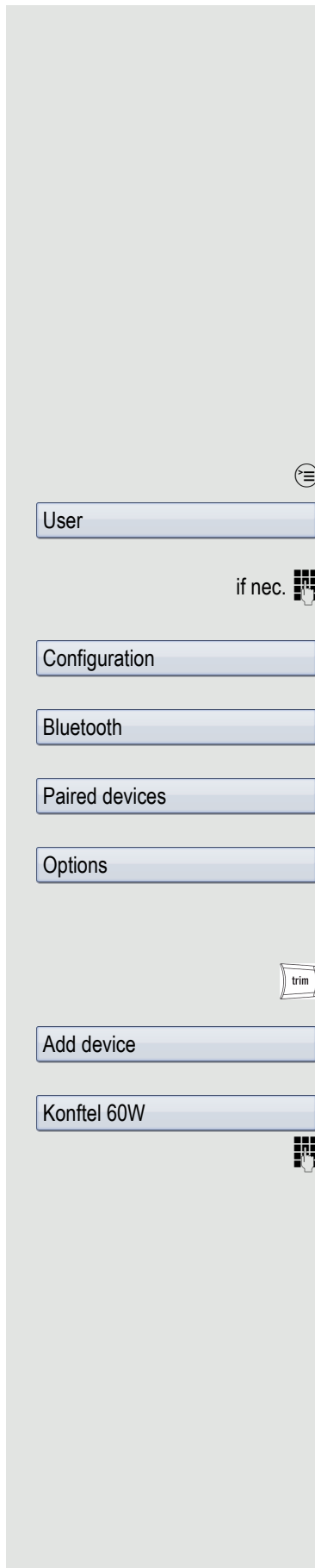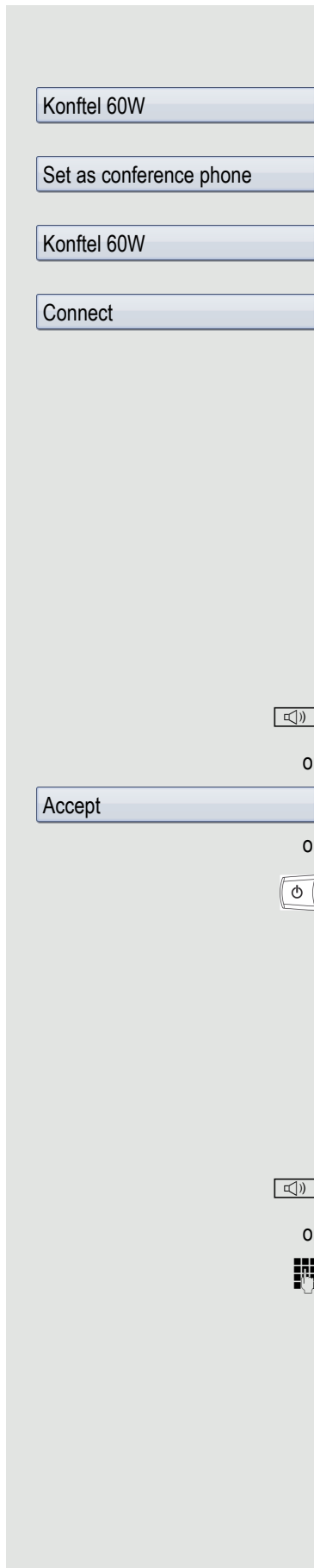
Connecting Konftel 60W with OpenStage

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.
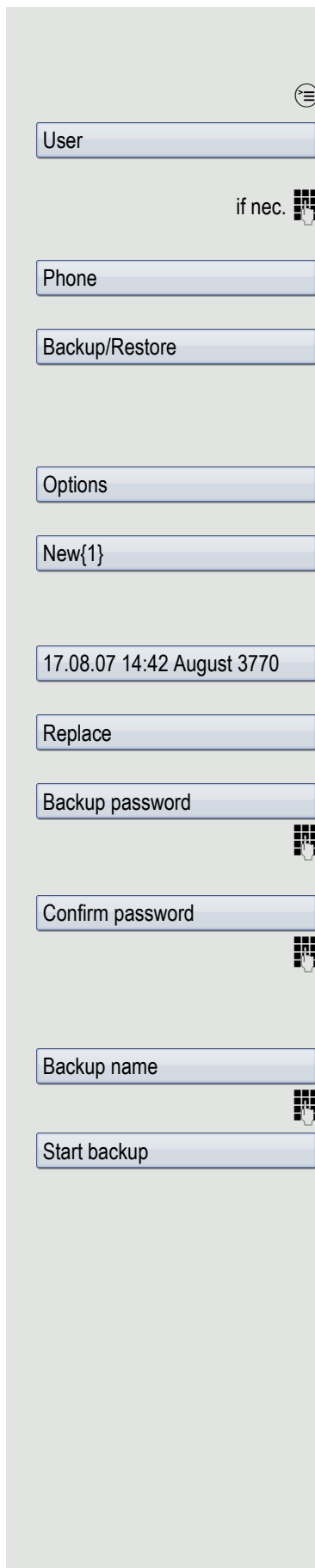
Saving user data

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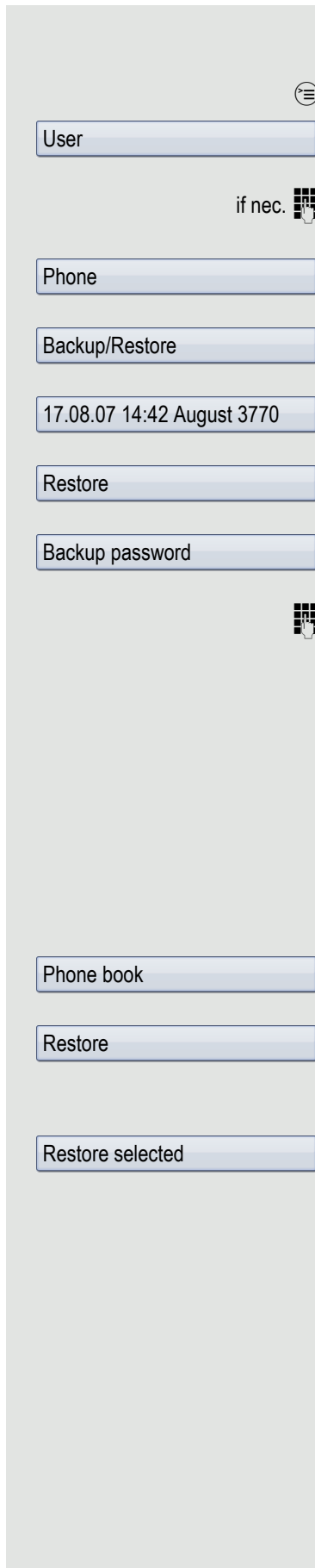
⌼ Press the key shown until the "Settings" tab is active.

| 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.

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
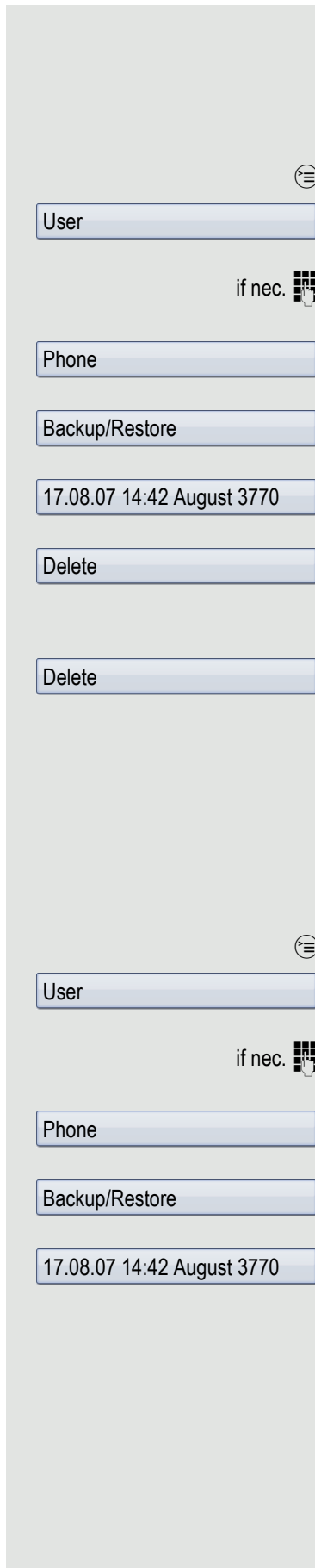
Call recording

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 85. It is assumed in the description below that a corresponding key has been configured.

Recording modes

The administrator 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 administrator 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

Enhanced functions:

1. A conference[2] 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 ○○ 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 administrator.

1. Server-based conference only
2. Server-based conference only

Multiline

In terms of call recording, no distinction is made between multiline and single-line. 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.

Recording calls

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 238).

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.
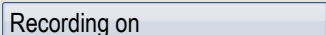
| Recording on |

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 238)

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 238)

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 ⚬⚬ 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 → Page 99.

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 65 or you have accepted a second call → Page 99 and the "System conference" feature was configured by the administrator. 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 administrator. The conference call is now being recorded.

☎ You have performed a consultation or accepted a second call (→ Page 65 or → Page 99). 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.

Diagnostic information

This information overview in the user area of the service menu provides you with information on the current configuration of the telephone:

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

User   Confirm the option shown.

if nec. ▦   Enter and confirm the user password.

Diagnostic information   Select and confirm the option shown.

You see a numbered list of telephone parameters with the current settings.

You can see a more structured view of the list via the WBM interface → Page 246:

Example:

Diagnostic.Information		
2011-05-11 08:23:40		
00	terminal.number:	3339
01	sip.server:	192.168.1.240
02	sip.port:	5060
03	sip.registrar:	192.168.1.240
04	sip.registrar.port:	5060
05	sip.gateway:	192.168.1.240
06	sip.transport:	UDP
07	sip.gateway.port:	5060
08	server.features:	No
09	dns.results:	5060
10	multiline:	No
11	registered.lines:	5060
12	backup.active:	Yes
13	backup.proxy:	
14	software.version:	V3 R0.22.0 SIP 110502
15	display.message:	None
16	last.restart:	2011-05-11T08:00:34
17	memory.free:	60,696K free
18	ip.adress:	192.168.1.235
19	subnet.mask:	255.255.255.0
20	default.route:	192.168.1.2
21	primary.dns:	192.168.1.105
22	secondary.dns:	192.168.1.2
23	route.1.ip:	
24	route.1.gateway:	None
25	route.1.mask:	None
26	route.2.ip:	None

Diagnostic.Information		
27	route.2.gateway:	None
28	route.2.mask:	None
29	mac-address:	0001e325eaca
30	discovery.mode:	Manual
31	dhcp.reuse:	No
32	lan.port.type:	0
33	pc.port.status:	None
34	pc.port.type:	0
35	pc.port.autoMDIX:	No
36	vlan.id:	
37	qos.layer.2:	
38	qos.layer.2.voice:	5
39	qos.layer.2.signalling:	None
40	qos.layer.2.default:	0
41	qos.layer.3:	Yes
42	qos.layer.3.voice:	13
43	qos.layer.3.signalling:	7
44	lldp.med.operation:	

Web interface (WBM)

You can configure a number of settings for your phone via the WBM interface. Communication is via a secure HTTPS connection. Access to the WBM interface must be activated by administrator.

Calling up the WBM interface

> For more information on the IP address, the WBM interface address, and how to connect the telephone to the network, refer to the section entitled "Network information" → Page 224.

To call up the WBM interface, open a Web browser and enter the following:

https://[IP address of the phone]

[IP address of the phone] is the IP address of your phone.

or

https://[Name of the phone]

[Name of the phone] which was assigned by administrator.

> 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 WBM interface → Page 156. 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 WBM interface homepage opens once you have entered and confirmed the phone's IP address.

1. Click a menu heading to display the individual menu entries. Click the menu heading again to close the menu.
2. Click a menu entry to open the corresponding form.
3. Make the desired changes.
4. Click the corresponding button to save or discard your changes.

Button functions

- "Login": Log on to the phone after you have entered the user password
- "Submit": Apply changes
- "Reset": Reset original values
- "Refresh": Update values (for example, under "Bluetooth" - "Last connected device")
- "Logout": Log off the phone

User menu

All settings that you can make via the WBM interface's user menu can also be made via the phone's user menu → Page 48.

User Pages

User login

   User login ☎ → Page 156

Date and time

   – Local time ☎ → Page 197
   – Local date (day, month, year) ☎ → Page 197
   – Allow daylight saving ☎ → Page 199
   – Difference (minutes) ☎ → Page 199
   – Auto time change ☎ → Page 200

Audio

   – Standard Ringer
      – Ringer melody ☎ → Page 203
      – Ringer tone sequence ☎ → Page 204
      – Ring file ☎ → Page 203)
      – Room character ☎ → Page 202
      – Open listening ☎ → Page 204
      – Headset port ☎ → Page 205
   – Special ringers
      – Internal ☎ → Page 206
      – External ☎ → Page 206
      – Recall ☎ → Page 206
      – Emergency ☎ → Page 206
      – Special 1
      – Special 2
      – Special 3

Configuration

   – Outgoing calls
      – Autodial delay (seconds) ☎ → Page 108
      – Callback option ☎ → Page 70
      – Allow busy when dialling ☎ → Page 109
      – Allow transfer on ring → Page 103
      – Allow immediate dialling → Page 63
   – Incoming calls
      – Deflecting
         – Allow deflection ☎ → Page 93
         – Default deflect destination ☎ → Page 93
         – Deflect to DSS ☎ → Page 93
      – Forwarding (see Call forwarding by call type (→ Page 78))
      – Settings
         – Forwarding Favourites: Destination 1 to Destination 5 ☎ → Page 76
         – Forward all calls allowed ☎ → Page 76
         – to ☎ → Page 75
         – Direct destination → Page 72
         – Forward on busy allowed ☎ → Page 76
         – to ☎ → Page 75
         – Direct destination → Page 72
         – Forward on no reply allowed ☎ → Page 76
         – to ☎ → Page 75

- Direct destination → Page 72
- No reply delay (seconds)[1] ☎ → Page 77
- Alerts
  - Visual alerts ☎ → Page 94
  - Audible alerts ☎ → Page 94
  - Forwarding party ☎ → Page 94
- Handling
  - Allow call waiting ☎ → Page 101
  - Allow DND ☎ → Page 155
  - Allow busy when dialling ☎ → Page 109
- CTI calls
  - Allow auto-answer ☎ → Page 104
  - Allow beep on auto-answer ☎ → Page 104
  - Allow beep on auto-reconnect ☎ → Page 105
- Connected calls
  - Allow call transfer ☎ → Page 103
  - Allow call joining ☎ → Page 68
  - Allow exit conference ☎ → Page 112
  - Allow hold reminder ☎ → Page 96
  - Hold reminder delay (minutes) ☎ → Page 97
  - Hold and hang-up ☎ → Page 97
  - Allow music on hold ☎ → Page 98
  - Allow conferences ☎ → Page 111
  - Secure call alert ☎ → Page 208
  - Toggling associate ☎ → Page 101
  - Lower IL alert ☎ → Page 214
- **Context menu**
  - Auto show menu ☎ → Page 213
  - Auto hide time (sec.) ☎ → Page 213
- Keyset
  - Lines
    - Ring delay (seconds) ☎ → Page 137
    - Allow in overview ☎ → Page 136
    - Address[2]
    - Primary line[1]
    - Ring on/off[1]
    - Ringer melody ☎ → Page 138
    - Ringer tone sequence ☎ → Page 138
    - Ringtone ☎ → Page 138
    - Selection order[1]
    - Hot/warm line[1]
    - Hot/warm line destination ☎ → Page 119
  - Overview
    - Use FPK order ☎ → Page 139
    - Add all lines ☎ → Page 139
    - Reordering directions: Move down, Move to bottom, Move to top, Move up ☎ → Page 139
- BLF
  - Busy Lamp Field: **not** for OpenScape Voice
- Bluetooth
  - Bluetooth device address[3]
  - Phone name ☎ → Page 217
  - Status[1]
  - Active ☎ → Page 215

1. Only if "Server features" was deactivated by your administrator
2. Information - read only
3. Information - read only

– Discoverable ☎ → Page 216
– Pairing mode ☎ → Page 218
– PIN for pairing ☎ → Page 219
– Last connected device
    – Device address[1]
    – Device name[1]
    – Device class[1]
– Call logging
    – General
        – Enable call log ☎ → Page 151
    – Missed calls[1] ☎ → Page 152
        – Answered elsewhere
        – Delete entry
– Video Call
    – Video on ☎ → Page 169

Phone
– Display settings
    – Levels
        – Slider brightness ☎ → Page 191
        – Key module contr. ☎ → Page 193
        – TouchGuide ☎ → Page 192
    – Misc.
        – Display theme ☎ → Page 190
– Screensaver
    – Screensaver enabled ☰ → Page 194
    – Inactivity delay ☰ → Page 195
    – Screensaver transition delay ☎ → Page 196
– Program keys
    – Normal
        – Edit ☎ → Page 86
    – Shifted
        – Edit ☎ → Page 86
– Key Module 1 (if available such as Program keys)
– Key Module 2 (if available such as Program keys)
– Key click
    – Volumes
        – Off
        – Low
        – Medium
        – High
    – Keys
        – Keypad only
        – All keys

Locality
– Country ☎ → Page 212
– Language ☎ → Page 210
– Date format ☎ → Page 198
– Time format ☎ → Page 198

1. Operation of the missed calls logging function or the setting for
   "Answered elsewhere" is dependent on support by the SIP server

Security
  – Password
    – Current Password
    – New password ☎ → Page 156
    – Confirm password

Diagnostic information ☎ → Page 244

Fixing problems

Caring for your telephone

- Never allow the telephone to come into contact with colouring, 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 28). 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 administrator. 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 156. 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 WBM interface → Page 246.

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 22). 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 197
– Date DD.MM.YYYY→ Page 197
– Daylight savingYes→ Page 199
  – Yes
  – No
– Difference (mins)mm→ Page 199
– Auto DSTYes/No[1] → Page 200

⊞ **Audio?**
– Volumes?
  – Options Save & Exit
    – Exit (no save)
  – Loudspeaker ▭▬→ Page 201
  – Ringer ▭▬→ Page 201
  – Handset ▭▬→ Page 201
  – Headset ▭▬→ Page 201
  – Handsfree ▭▬→ Page 201
  – Rollover ▭▬→ Page 201
– Settings?
  – OptionsSave & Exit
    – Exit (no save)
  – Ringtone pattern→ Page 203
    – Pattern
    – Ringer1.mp3
    – Ringer2.mp3
    – Ringer3.mp3
    – Ringer4.mp3
    – Ringer5.mp3
    – Ringer6.mp3
  – Ringer melody2→ Page 203
    – 1

1. Information - read only

- 2
- 3
- 4
- 5
- 6
- 7
- 8
- Ringer tone sequence 1→ Page 204
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6
- Room characterNormal→ Page 202
  - Normal
  - Echoing
  - Muffled
- Open listeningStandard mode→ Page 204
  - Standard mode
  - US mode
- Headset socketCordless headset → Page 205
  - Wired headset
  - Cordless headset
  - Conference unit
- Special ringtones
  - Internal call
    - Options**Save & Exit**
    - **Exit (no save)**
    - Available   Yes/No
    - Ringer   Pattern   → Page 206
    - Ringer melody   2   → Page 206
    - Ringer tone sequence 1   → Page 206
  - External
    - Options**Save & Exit**
    - **Exit (no save)**
    - Available   Yes/No
    - Ringer   Pattern   → Page 206
    - Ringer melody   2   → Page 206
    - Ringer tone sequence 1   → Page 206
  - Recall
    - Options**Save & Exit**
    - **Exit (no save)**
    - Available   Yes/No
    - Ringer   Pattern   → Page 206
    - Ringer melody   2   → Page 206
    - Ringer tone sequence 1   → Page 206
  - Emergency call
    - Options**Save & Exit**
    - **Exit (no save)**
    - Available   Yes/No
    - Ringer   Pattern   → Page 206
    - Ringer melody   2   → Page 206
    - Ringer tone sequence 1   → Page 206
  - Special 1
    - Options   Save & Exit
    - Exit (no save)

       – Available Yes/No
       – Ringer Pattern   → Page 206
       – Ringer melody 2   → Page 206
       – Ringer tone sequence 1   → Page 206
    – Special 2
      – Options   Save & Exit
       – Exit (no save)
       – Available Yes/No
       – Ringer Pattern   → Page 206
       – Ringer melody 2   → Page 206
       – Ringer tone sequence 1   → Page 206
    – Special 3
      – Options   Save & Exit
       – Exit (no save)
       – Available Yes/No
       – Ringer Pattern   → Page 206
       – Ringer melody 2   → Page 206
       – Ringer tone sequence 1   → Page 206

⊞ Configuration**?**
  – **Outgoing calls?**
    – OptionsSave & Exit
      – Exit (no save)
    – Autodial delay6→ Page 108
      – 1
      – 2
      – 3
      – 4
      – 5
      – 6
      – 7
      – 8
      – 9
    – CallbackYes→ Page 70
      – Yes
      – No
    – Busy when diallingYes→ Page 109
      – Yes
      – No
    – Transfer on ringYes→ Page 103
      – Yes
      – No
    – Immediate dialing Yes→ Page 63
      – Yes
      – No
  – **Incoming calls?**
    – Deflecting
      – OptionsSave & Exit
      – Exit (no save)
      – Allow deflection Yes→ Page 93
        – Yes
        – No
      – Default destination nnnnnn→ Page 93
      – Deflect to DSSYes/No[1]→ Page 93
    – Forwarding (see "Call forwarding depending on the call type" → Page 89)
      – Settings

1. Information - read only

- ☐   All calls ➜   → Page 76
- Enter destination (context menu)   → Page 73
- List of saved numbers (context menu), if applicable
- Edit favorites (Context menu)   → Page 73
  - Options   Save & Exit
  - Exit (no save)
  - Destination 1
  - Destination 2
  - Destination 3
  - Destination 4
  - Destination 5
- Copy   → Page 74
- Paste (if copying is active)   → Page 74
- ☐   Busy ➜   → Page 76
- Enter destination (context menu)   → Page 73
- List of saved numbers (context menu), if applicable
- Edit favorites (Context menu)   → Page 73
  - Options   Save & Exit
  - Exit (no save)
  - Destination 1
  - Destination 2
  - Destination 3
  - Destination 4
  - Destination 5
- Copy   → Page 74
- Paste (if copying is active)   → Page 74
- ☐   No reply (after {1}s) ➜   → Page 76
- Enter destination (context menu)   → Page 73
- List of saved numbers (context menu), if applicable
- Edit favorites (Context menu)   → Page 73
  - Options   Save & Exit
  - Exit (no save)
  - Destination 1
  - Destination 2
  - Destination 3
  - Destination 4
  - Destination 5
- Copy   → Page 74
- Paste (if copying is active)   → Page 74
- Set delay[1]   → Page 77
  - Alerts
    - Options   Save & Exit
    - Exit (no save)
    - Visual alerts   No   → Page 94
      - Yes
      - No
    - Audible alerts   No   → Page 94
      - Yes
      - No
    - Forwarding party   Display last   → Page 94
      - Display first
      - Display last
  - Handling
    - OptionsSave & Exit
    - Exit (no save)
    - Allow call waitingYes→ Page 101

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

– Yes
– No
– Allow DNDYes→ Page 155
– Yes
– No
– Busy when dialling Yes→ Page 109
– Yes
– No
– CTI Calls?
– OptionsSave & Exit
–   Exit (no save)
– AutoAnswer Yes→ Page 104
– Yes
– No
– AutoAnswer beep Yes→ Page 104
– Yes
– No
– AutoReconnect beep Yes→ Page 105
– Yes
– No
– **Connected calls?**
– OptionsSave & Exit
– Exit (no save)
– Allow call transfer Yes→ Page 103
– Yes
– No
– Allow call joining Yes→ Page 68
– Yes
– No
– Allow exit conf Yes→ Page 112
– Yes
– No
– Allow hold rem. Yes→ Page 96
– Yes
– No
– Hold rem. delay 8→ Page 97
– 3
– 4
– 5
– 6
– 7
– 8
– 9
– 10
– 11
– 12
– 13
– 14
– 15
– Hold and hang-up Yes→ Page 97
– Yes
– No
– Music on hold Yes→ Page 98
– Yes
– No
– Allow conferences Yes→ Page 111
– Yes

– No
– Secure call alert Yes→ Page 208
  – Yes
  – No
– Toggle associate Yes→ Page 101
  – Yes
  – No
– Lower IL alert → Page 214
  – Yes
  – No
– Context menu
  – Automatic menu...Yes→ Page 213
    – Yes
    – No
  – Display time20→ Page 213
    – 5
    – 10
    – 20
    – 30
    – 60
    – 120
    – Unlimited display
– ⊞ **Keyset**
  – Lines?
    – Line (one of **eight** possible)
      – Options   Save & Exit
        – Exit (no save)
      – Ring delay   0   → Page 137
      – Allow in overview   Yes   → Page 136
        – Yes
        – No
      – Hot warm action[1] No action
      – Hot warm dest   nnnn   → Page 119
      – Address[1]   nnnn
      – Ring on/off[1]   On
      – Ringtone = Ringer   → Page 138
      – Ringer melody = 2   → Page 138
      – Ringer tone sequence= 1   → Page 138
      – Selection order[1]   1
    – Overview?→ Page 136
      – 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
      – OptionsSave & Exit
        – Exit (no save)
      – Telephone ID00:01:E3:2D:76:D9
      – ActiveYes→ Page 215
        – Yes

1. Information - read only

– No
– DiscoverableYes→ Page 216
– Yes
– No
– Telephone nameOpenStage 80→ Page 217
– PairingPrompt→ Page 218
– No
– Prompt
– Automatic
– Pairing PIN****→ Page 219
– Paired devices→ Page 220
– Options
– Exit
– Add device
– Delete all
– Nokia HS-54W
– Disconnect/Connect
– Set as conference unit
– Delete
– Rename
– Blacklist→ Page 223
– Options
– Exit
– Add device
– Delete all
– Call logging
– General   → Page 151
– Options: Save & Exit
– Exit (no save)
– Enable call log   Yes   → Page 151
– No
– Missed calls   → Page 152
– Save & Exit
– Exit (no save)
– Answered elsewheren = Exclude
– Include
– Delete entry = When called
– Manually
–
– Video Call
– Video onNo→ Page 169
– Yes
– No

⊞ **Phone**
– Backup/Restore
– Options
– Close
– New→ Page 234
– Options   Start backup
– Start backup
– Cancelling Backup...
– Backup password
– Confirm password
– Backup name   OpenStage 80
– 25.11.09 09:45 OpenStage80→ Page 236
– Restore→ Page 235

- Options   Restore selected
  - Restore selected
  - Restore all
  - Cancel restore
- Backup password
- Backup ID
- Phone book   Ignore
  - Ignore
  - Restore
- Call logs   Ignore
  - Ignore
  - Restore
- Menu data   Ignore
  - Ignore
  - Restore
- Screensaver imagesIgnore
  - Ignore
  - Restore
- All clip images   Ignore
  - Ignore
  - Restore
- All ringer tones   Ignore
  - Ignore
  - Restore
- All midlet data   Ignore
  - Ignore
  - Restore
- Replace→ Page 234
  - Options   Start backup
    - Start backup
    - Cancelling Backup...
  - Backup password
  - Confirm password
  - Backup name   OpenStage 80
- Full ID
- Delete→ Page 236
  - Delete
  - Cancel
- Screensaver
  - OptionsSave & Exit
    - Exit (no save)
  - EnabledYes→ Page 194
    - Yes
    - No
  - Start (mins)30→ Page 195
    - 0
    - 5
    - 10
    - 20
    - 30
    - 60
  - Transition delay (s)10→ Page 196
    - 0
    - 5
    - 10
    - 20
    - 30

- 60
- Display settings?
  - OptionsSave & Exit
    - Exit (no save)
  - Display themeCrystal sea→ Page 190
    - Crystal sea
    - Warm grey
  - Key mod. contrast ▭■■■→ Page 193
  - Slider brightness ▭■■■→ Page 191
- Program keys
  Press the key to be programmed
  - OptionsSave & Exit
    - Exit (no save)
  - NormalUnallocated→ Page 86
    - Unallocated
    - *Further functions, see→ Page 262*
  - Label*predefined or customised*
  - Settings*function-dependent*
  - ShiftedUnallocated→ Page 86
    - Unallocated
    - *Further functions, see→ Page 263*
  - Label*predefined or customised*
  - Settings*function-dependent*
- Key Module (if available such as Program keys)
- TouchGuide
  - OptionsSave & Exit
    - Exit (no save)
  - Touchguide setting ▭■■■→ Page 192
- Key click
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    - Low
    - Medium
    - High
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    - Keypad only
    - All keys

Locality?
- OptionsSave & Exit
- Exit (no save)
- CountryDE→ Page 212
  - DE?
  - *Further countries, see→ Page 212*
- LanguageDeutsch→ Page 210
  - Deutsch
  - *Further languages, see→ Page 211*
- Date formatdd/mm/yyyy→ Page 198
  - dd/mm/yyyy
  - yyyy/mm/dd
  - mm/dd/yyyy
- Time format24 hour→ Page 198
  - 24 hour
  - 12 Hour (AM/PM)

Security?
- – Change user password→ Page 156
  - – OptionsSave & Exit
    - – Exit (no save)
  - – Current password
  - – New password
  - – Confirm password
- – Phone lock→ Page 159
  - – OptionsSave & Exit
    - – Exit (no save)
  - – Lock phoneNo
    - – Yes

Network information?
- – OptionsExit
- – Phone address → Page 224
- – Web address
- – IP address
- – LAN RX ▭▬
- – LAN TX ▭▬
- – PC RX ▭▬
- – PC TX ▭▬
- – LAN autonegotiatedYes
- – LAN information10 Mbps full duplex
- – PC autonegotiated Yes
- – PC information Link down

Diagnostic information→ Page 244

Reset**?**
- – OptionsCancel
  - – Cancel
  - – Reset all user data→ Page 225
  - – Reset selected user data→ Page 91
- – Function key data No?→ Page 91
  - – Yes
  - – No

Key functions

Normal

You can program the following functions on the Normal of the function keys:

- Selected dialing
- Repeat dialing
- CF unconditional
- CF busy
- CF no reply
- CF unconditional - any
- CF unconditional – int.
- CF unconditional – ext.
- CF busy - any
- CF busy – int.
- CF busy – ext.
- CF no reply - any
- CF no reply – int.
- CF no reply – ext.
- 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 toggle
- Immediate ring
- PreView
- Start application
- Built in fwd
- Pause callbacks
- Resume callbacks

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
- Directed pickup
- Callback
- Cancel callbacks
- Consultation
- Start application
- Pause callbacks
- Resume callbacks

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⊸	The phone lock is activated → Page 159
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⭯	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 dialling, the other subscriber's phone rings
(🔔)	You receive a call with a lower impact level
🖥	Following dialling with a lower impact level
↳	Forwarded call with a lower impact level
↰•	Reconnect with a lower impact level
📞	The call is active
📞HD or 📞HD	High-quality voice connection (G.722)
⌢	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
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🔔	"Hold reminder" is activated → Page 96
⊗	The line is currently not available
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📱	Mobile phone number
🏠	Private phone number
E/A Cockpit	
📵	Not available
📞	Available
↳🔔	Call forward to assistant (if available)
↳◔	Ring immediately (call forwarding cleared)
↳📱	Call forwarding to mobile phone
↳📧	Call forwarding to answering machine
↳	Call forwarding to a number