UNIFY
Harmonize your enterprise

OpenStage 60 T, OpenStage 80 T
OpenStage Key Module
OpenScape 4000/HiPath 4000

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.

unify.com

Important Information

⚠	For safety reasons, the telephone should only be supplied with power: • using the original power supply unit. Part number: L30250-F600-C14x (x: 1=EU, 2=US, 3=UK) or
⚠	Never open the telephone or a key module. Should you encounter any problems, contact the responsible 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

CE	The compliance of the equipment according to EU directives is confirmed by the CE mark. This Declaration of Conformity and, where applicable, other existing declarations of conformity as well as further information on regulations that restrict the usage of substances or affect the declaration of substances used in products can be found in the Unify Expert WIKI at http://wiki.unify.com under the section "Declarations of Conformity".
🗑	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 European 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.

Software update

> During a software update, the phone must not be disconnected from the power supply unit or the phone line.
> An update action is indicated by messages on the display and/or by flashing LEDs.

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/.

Contents

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 Unify sales partner for information on how to upgrade.

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

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

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

This user guide is structured in a user-friendly manner. This means you are guided step-by-step through the operation of the OpenStage.

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

Service

> The Unify 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 was developed as a device for speech transmission and should be placed on the desk. Any other use is regarded as unauthorized.

Telephone type

The identification details (exact product designation and serial number) of your telephone can be found on the nameplate on the underside of the base unit. Specific details concerning your communications platform can be obtained from your service technician.
Please have this information ready when you contact our service department regarding faults or problems with the product.

Speakerphone quality and display legibility

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

Single-line telephone/multi-line telephone

Your OpenStage 60/80 T phone is "multiline-enabled". This means that your administrator can configure multiple lines on your phone, 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 100.

When using a multi-line phone to make and receive calls, certain particulars must be taken into account → page 100 ff.

Executive-secretary functions

The executive-secretary configuration is a special case. This is a multi-line telephone with special features (e.g. "Call transfer to exec", "Pickup", and "Alt. Answer"), configured especially for executive-secretary use → page 113 ff.

Getting to know your OpenStage phone

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

▌▌▶ The only difference between the OpenStage 80 T and OpenStage 60 T is in their casing.

The user interface of your OpenStage 60/80 T

The diagram shows an OpenStage 60 T, 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 22.
3	Using the **mode keys** you can conveniently use the phone's applications. To select a tab within an function press the relevant key repeatedly until the required tab is displayed.→ page 17
4	Use the **TouchGuide** to navigate conveniently through the applications on your telephone → page 18.
5	You can customize your telephone by assigning phone numbers and functions to the **programmable sensor keys** → page 19.
6	The **function keys** allow you to call up the most frequently used functions during a call (e.g. Disconnect) → page 16.
7	**Audio keys** are also available, allowing you to optimally configure the audio features on your telephone → page 16.
8	The **TouchSlider** allows you to adjust the current volume (e.g. telephone rings - ringer volume) → page 16.
9	Incoming calls are visually signaled via the **call display**.
10	The **keypad** can be used to enter phone numbers and text → page 21.

Ports on the underside of the phone

USB ⟷
(For example, 1st party CTI or OpenStage Manager)

USB memory stick ⟷ [1]

HiPath

Power supply
unit ⏻

Key Module

Headset ∩

Handset
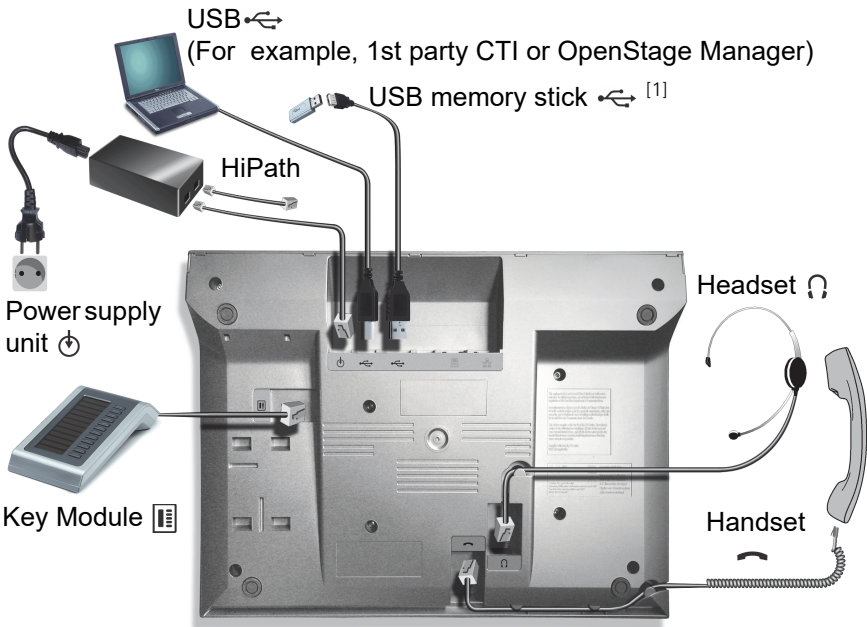
OpenStage operating features

OpenStage	80 T	60 T
Display type	Color TFT 320x240	Color TFT 320x240
Illuminated display	✓	✓
Programmable sensor keys	8	8
Full-duplex speakerphone function	✓	✓
Headset	✓	✓
Bluetooth	✓	✓
USB master/slave[1]	✓	✓
Interface for key modules	✓	✓
OpenStage phone adapter	✓	✓

1   Use an extension cable such as C39195-Z7704-A5 to connect the USB memory stick.
    The port is not suitable for USB hubs.

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 19.

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

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

> To operate one or more key modules, you always need a power supply unit.
>
> Other technical explanations, safety notices, and installation instructions can be found in the relevant documentation.
> You can find this on the Internet at http://www.unify.com

OpenStage Manager

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

> Contact your administrator for the latest version of OpenStage Manager.

Keys and controls

Function keys

Key	Function when key is pressed
⌐⌐	End (disconnect) call → page 40.
↳	Edit, activate/deactivate call forwarding → page 64.
⌐⌐	Key currently has no function.

Audio controls

Audio keys
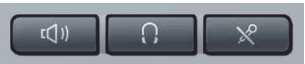
Key	Function when key is pressed
◁))	Activate/deactivate the loudspeaker → page 39.
∩	Activate/deactivate headset → page 46.
✗	Activate/deactivate microphone (also for speakerphone mode) → page 42.

TouchSlider

Similar to the TouchGuide → page 18, you can set properties for your telephone, such as the volume, by sliding your finger over the TouchSlider.
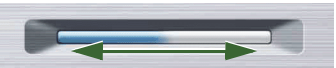
Icon used in the manual:
←→

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

Set the lamp brightness of the TouchSlider → page 122.

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 29	Blue: Application is active
▥	Display phonebooks → page 30	Blue: Application is active
⇄	Display call lists → page 33	Blue: Application is active White: New entry in call log
✉	Display messages → page 35	Blue: Application is active White: New voicemail
≡	Display user/applications menu → page 36	Blue: Application is active
?	Display Help function → page 38	Blue: Application is active

The icons for the mode keys also appear on the display → page 27.

TouchGuide

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

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

Operation	Functions when key is pressed
Press ⊙◖	In idle mode: • Open the idle menu → page 24 In lists and menus: • Go to next level Entry selected: • Perform action You can now access a context menu: • Open the context menu
Press ◖⊙	In idle mode: • Open the idle menu → page 24 In lists and menus: • One level back Entry selected: • cancel action In input fields: • Delete character to the left of the cursor
Press ⊚	In lists and menus: • Scroll down • Hold down: Jump to the end of the list/menu
Press ⊙	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 23
Press ⊙	Entry selected: • Perform action • Initiate call

Programmable sensor keys

Your OpenStage 60/80 T has eight illuminated sensor keys to which you can assign functions or numbers.

▌▌▌▶ Increase the number of programmable sensor keys by connecting a key module → page 15.

Daniel Bernoulli
Niels Bohr
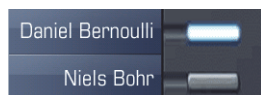
Depending on how they are programmed, you can use the sensor keys as:
• Function keys → page 76
• Repdial keys → page 77
• Direct station selection keys → page 79

▌▌▌▶ Only for repdial keys can you also program the second level for direcgt destination selection.

Touch the key to activate the programmed function or dial the stored number.

Press and hold down the function key to open a menu for programming it. Repdial keys and direct station selection keys can only be programmed via the Program/Service menu.

▌▌▌▶ Your telephone can be configured so that direct station selection keys cannot be set up, thus facilitating data and personal security. Contact your administrator should you have questions.

A label for the function is displayed to the left of the key; it cannot be changed. You can define the labeling for repdial or DSS keys according to your requirements → page 81.

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

Meaning of LED displays on function keys

LED		Meaning of function key
▬	Off	The function is deactivated.
☀	Flashing[1]	The function is in use.
▭	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.

▌▌▌▶ The programmable sensor keys on multi-line phones function as trunk keys → page 100.

Text input

Example: Changing the key label → page 81.

Enter the required characters via the keypad.

Select the functions using the keys (Ⓠ) and (⌾).

Confirm your entry with (OK).

	Characters entered
Ma	Delete character to the
Backspace?	left of the cursor
Save?	Save entry
Delete?	Delete all characters
Return?	Cancel entry

Character overview (depends on the current language setting)

Key	1x	2x	3x	4x	5x
1␣	1	1			
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
8tuv	t	u	v	8	ü
9wxyz	w	x	y	z	9
0+	+	.	0	-	
*⌂ 2					
#⌐ 3					

1 Space
2 Switch between upper and lower-case text
3 No function during text input

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 ⁴ghi 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 TouchGuide 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).

Multi-function keys

Function	⋆⌂	#⊸○
Long press (key held down)	Turn ringtone on/off → page 126.	Turn phone lock on/off → page 95.
Key label → page 20	Next letter in upper case.	No function.
Display keyboard → page 23	Write special characters.	Switch between upper and lower-case text and number entry.

Graphic display

Your OpenStage 60/80 T is equipped with a tilt-and-swivel color display → page 14.

Appearance

You can customize your display to suit your personal requirements:
• Angle the display as required → page 12.
• Select your preferred display design → page 121.
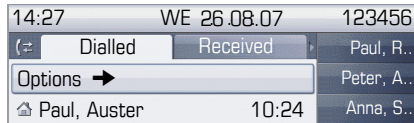
14:27 WE 26.08.07 123456 (⇄ Dialled Received ► Paul, R.. Options ➜ Peter, A.. ⌂ Paul, Auster 10:24 Anna, S..	Crystal Sea
14:27 WE 26.08.07 123456 (⇄ Dialled Received ► Paul, R.. Options ➜ Peter, A.. ⌂ Paul, Auster 10:24 Anna, S..	Warm Grey

Status bar

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

In addition, different icons represent different situations and switches:

Icon	Explanation
⌀	The ring tone is deactivated → page 126
✋	The "Do not disturb" function is activated → page 96
⊷	The phone lock is activated → page 95
✳	The Bluetooth function is activated → page 127

Display keyboard

▷ Simple text and characters can also be entered at any time using the keypad → page 21.

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
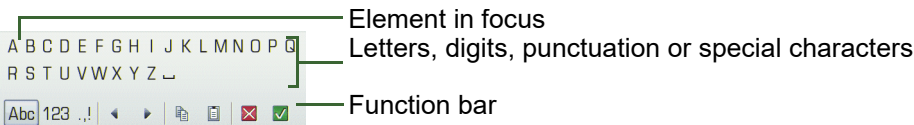
Use the TouchGuide to operate the display keyboard → page 18.

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
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.
❌	Quit without changes.
✅	Confirm changes.

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												
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	+												
✱⌂ 2	.	*	#	,	?	!	'	-	(	)	@	/	:	_
#⌐ 3														

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

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

If there are no calls taking place or settings being made, your OpenStage is in 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 22

Label for the programmable sensor keys list → page 19

Context-dependent displays → page 24
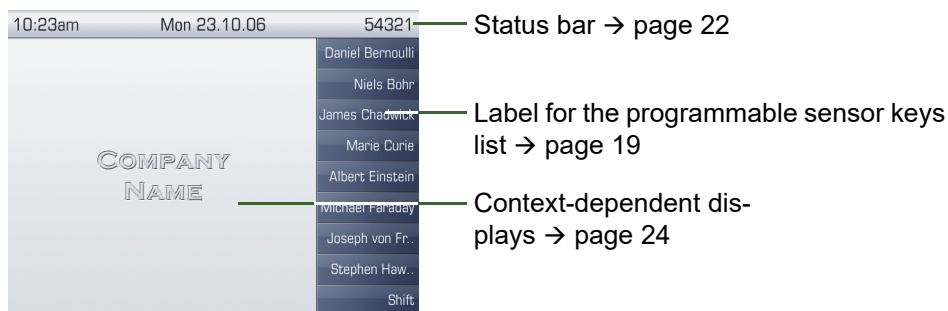
Idle menu

In idle mode, press ⤺ or ➜ on the TouchGuide → page 18 to display the idle menu. You can call up various functions here. Entries may vary.

The idle menu may contain the following entries:
- Deact call forwarding?[1]
- Direct call pickup?

---

1.   This appears as an option if fixed or variable call forwarding is activated.

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.

22 ———————————	Digits already entered
Dial again? ———————————	Enter new number
Direct call pickup? ———————————	Accept call

The pop-up menu (→ page 26) provides functions suited to the situation, which you can select and confirm using the TouchGuide → page 18.

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 log contains a new entry

↳ 220870 ———————————	Activated call forwarding
☑ 1 (⇄ 1 ———————————	Call log entry
———————————	Saved callback/voice message
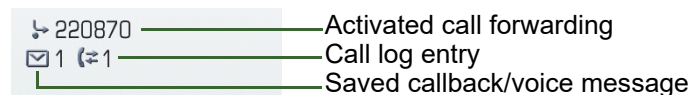
Explanation of all message icons:

Icon	Explanation
☑	You have received one or more new messages
(⇄	One or more new entries have been added to the call logs
↳	Call forwarding is active

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 18.

You can set context menus to automatically close in certain situations (for example, during a connection) → page 131. You can also select the display duration → page 132.

```
📱 Dial     ────────── First entry (selected when the menu is called up)
🔢 Dial
Details     ────────── Selected entry
Delete
Send
New contact
```
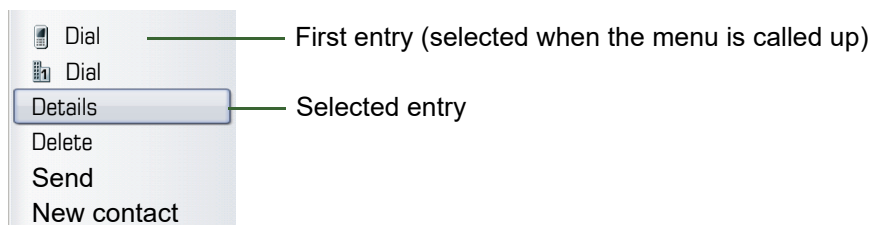
Pop-up window

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 18.

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
```
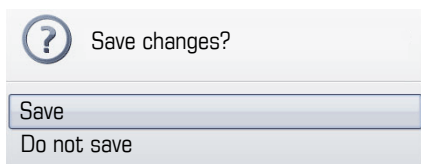
Pop-up message

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
```
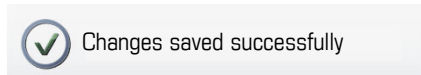
Application tab

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

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

└ Icon   └ Active tab   └ Additional tab
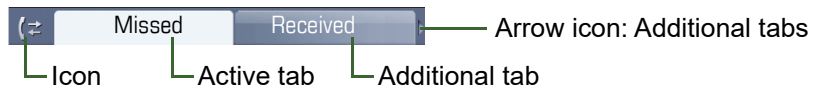
Example: Press the ⊙ mode key to open the call logs → page 17. Press this key repeatedly to switch between the various tabs.

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

Icon	Explanation
▯⊟	Telephony interface → page 29
📖	Phonebooks → page 30
(⇄	Call logs → page 33
✉	Messages → page 35
⸖☰	Menu → page 36
？	Help function → page 38

Applications available on your OpenStage phone

The following descriptions provide an overview of the various applications available on your Open-Stage phone.

Application navigation

Activating an application

You can switch to the relevant application using the mode keys → page 17.

Scrolling through application tabs

If an application has more than one tab, you can press a mode key repeatedly to select the relevant tab → page 27.

Scrolling through lists

You can use the TouchGuide to scroll through entries and confirm the functions you want → page 18.

Opening context menus

If the arrow ➜ appears beside an entry, a context menu is available for this entry → page 26.

Telephony interface

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 "Overview" tab.

To access the menu: Press the ⊚ key.

Example:

Icon indicating call status

⊣⊢ Bc, David   🔒 7:05 ── Call duration
    └─ +498963685619

Current call(s) stored in the phonebook (where available, with information)

Chanel, Coco ────── Caller information
220870
Emergency call waiting ── System messages

Dial again? ─────── Pop-up menu with situation-
Callback? dependent options
Transfer call?
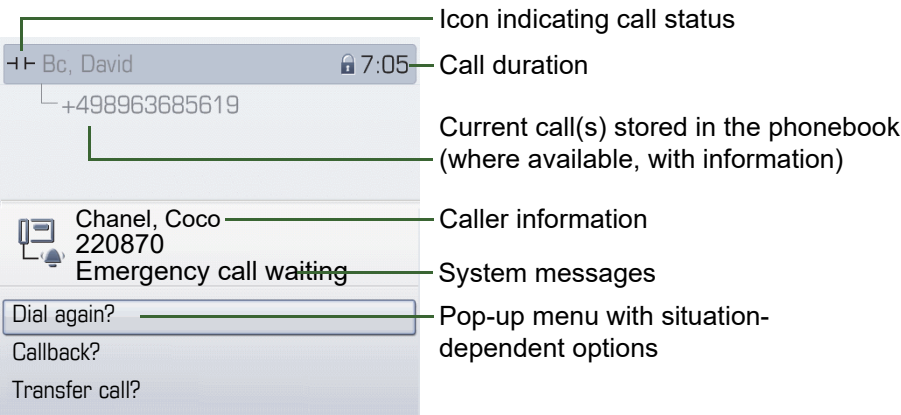
Icons for frequent call states

Icon	Explanation
📞	The call is active.
📞	The call has been disconnected.
⊣⊢	You have placed the call on hold (e.g. consultation hold).
⊢	Your call partner has placed the call on hold.

▌▶ Detailed descriptions of the various functions can be found in the sections "Making calls – basic functions" → page 39 and "Making calls – enhanced phone functions" → page 46.

Phonebooks

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

To access the menu: Press ⊕ repeatedly until the required tab is displayed.

Example:

📖	Personal	Corporate
Options ➜		
🏢⁽ᵐ Bernoulli, Daniel		
🏢₂ Bohr, Niels		
📱 Chadwick, James		
🏠⁽ᵐ Curie, Marie		
🏢₁ Einstein, Albert		
🏠 Faraday, Michael		
🏢₂ Watt, James		

— Tab

— Additional options for processing the phonebook in the context menu

— Contacts

— Further entries are avail-
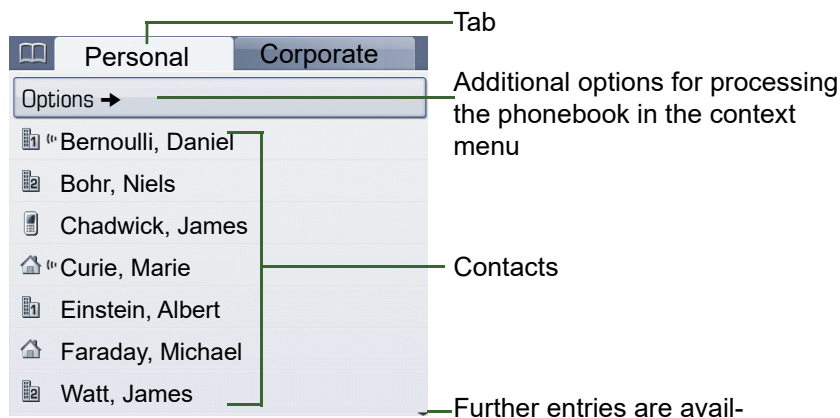
Phonebook icons

Icon	Explanation
🏢₁	Primary business number
🏢₂	Secondary business number
📱	Mobile phone number
🏠	Private phone number
📞	The phone number is not saved in the personal phonebook.

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
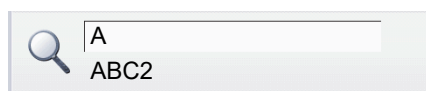
Enter your search term using the keypad → page 21.

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 personal phonebook. You can store up to 1000 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 86
- Accept entry from LDAP search → page 91

Contact details

The type of data displayed for a call in the telephony interface → page 29 is dependent on the information you have stored for the contact in your personal phonebook.

A contact consists of the entry in the "First name" or "Last name" fields and at least one phone number → page 86.

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 87.

Classify your contacts into groups → page 89.

Store a picture of the contact → page 87.

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 86
- define contact display format → page 88
- sort contacts into groups → page 89
- delete the entire phonebook list → page 89

Using contacts

The following functions are available via the context menu of a selected contact:
- Calling a contact → page 48
- Editing a contact → page 88
- Deleting a contact → page 88

LDAP directory

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

Both a simple and an advanced search function are available for this in the "Corporate" tab. You can transfer any entries found to your local phonebook.

Searching for a contact

• Simple search → page 91

Using a contact

• Calling a contact → page 49
• Importing a contact into the phonebook → page 91

Call logs

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

▌▌▶ Callers with suppressed numbers cannot be saved in the call logs.

The following call logs are displayed individually on separate tabs:
- "Missed" tab: missed calls
- "Received" tab: answered calls
- "Dialled" tab: dialed numbers

▌▌▶ Only calls to the primary line are received on multi-line phones (→ page 12).

When new entries are added to the call logs, a message appears (→ page 25) on the idle display and the LED of the mode key ⓒ (→ page 17) lights up white.

To access the menu: Press ⓒ repeatedly until the required tab is displayed.

Managing call lists

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

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

Example: "Missed" tab

(⇄ **Missed**	Received ▶	── Additional tabs
Options		── Selected new entry with context menu
Bernoulli, Daniel →18.07.		── Date of call
└ (1238765341	(1)	── Number of call attempts
Curie, Marie 17.07.		
└ (441234567890	(2)	
Bohr, Niels03.05.		── Old entry
└ (12782356823	(2)	
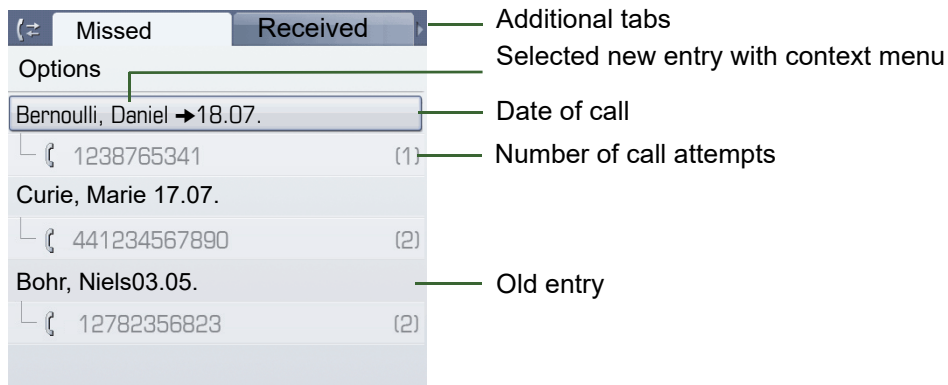
You can select the following function in the "Options" context menu:
- Delete All → page 130

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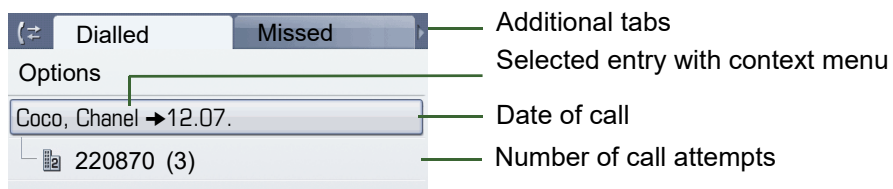
The following functions are available via the context menu of a selected entry:

• Dial → page 41
• Details → page 34
• Delete → page 92

Entry details

Up to ten call attempts/calls can be stored under "Details" for each entry.

Example: entry in the "Missed" tab

🖻 1238765341 ➔	— Information from the phonebook
12.07 10:56	— Entries, sorted by most recent
10.07 08:04	
	— Time
	— Date
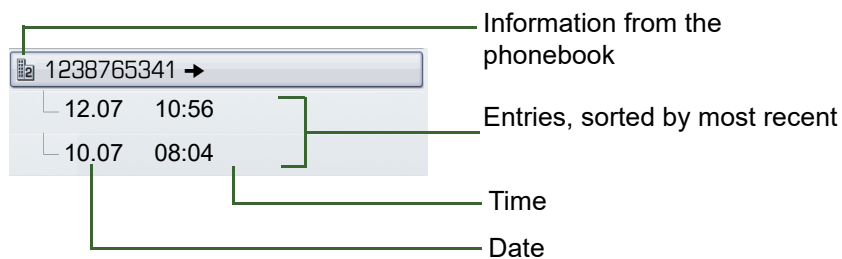
Example: entry in the "Dialled" tab

🖻 220870 ➔	— Information from the phonebook
12.07 10:56	
	— 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.

Mailbox

Depending on your communication platform and its configuration (contact your administrator), you can use this application to access received callbacks and messages from services such as HiPath Xpressions.

The following messages are displayed individually on separate tabs:

- "Messages" tab: Callback requests
- "Voice Mail" tab: Voicemail

Messages (callback requests)

New messages, or messages that have not yet been processed are signaled as follows:

- ✉ The key LED lights up.
- In idle mode, the display shows the symbol ✉ and the number of new messages.
- When the handset is lifted and the speaker key pressed, you hear an acoustic announcement (announcement text).

▌▌▶ These announcements remain active until all messages have been viewed or deleted.

To access the menu: Press ✉ repeatedly until the "Messages" tab is displayed. The newest entry is displayed.

Example:

✉ Messages	Voice Mail
Coco, ChanelCall N	
WE 26.08 0:22	
Output?	
Delete?	
Next entry?	
Cancel?	

Information about the call

Functions
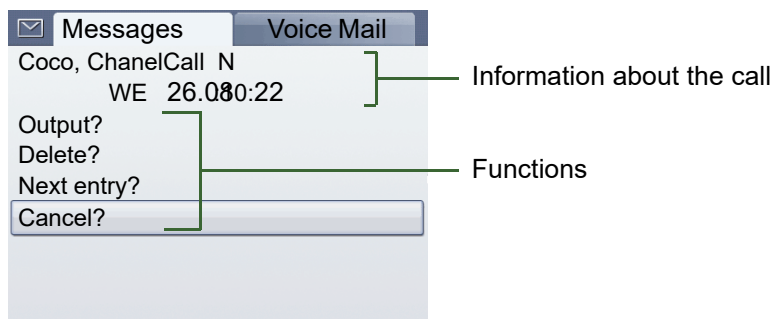
▌▌▶ For a description of how to edit the entries → page 44.

Voicemail

To access the menu: Press ✉ repeatedly until the "Voice Mail" tab is displayed.

If your system is appropriately configured, you can call the voice mailbox directly and immediately play back the stored messages.

▌▌▶ New voicemails that have not been played back fully cannot be deleted. To mark a message as "played back", jump with 6mno 6mno to the end of the message.

Menu

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

To access the menu: Press the ⬚ key.
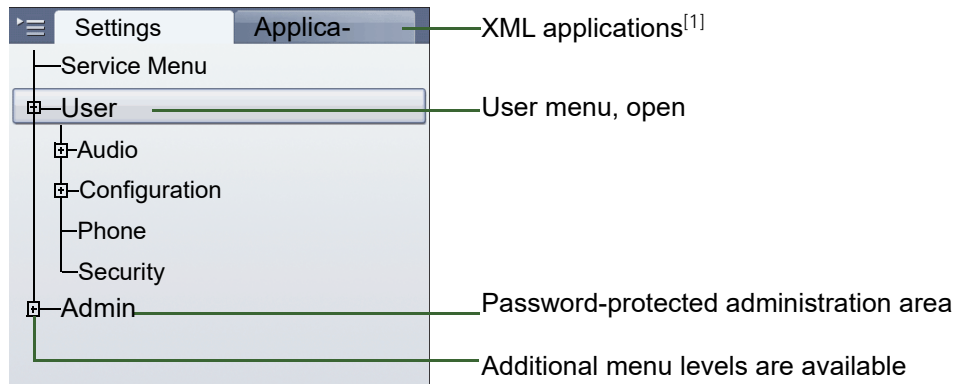
[1] This function is not yet available.

Settings – Service Menu

Open the Program/Service menu in your communication system and use the comprehensive functions it offers.

To access the menu: Press ⬚ repeatedly until the "Settings" tab is displayed.

Confirm the "Service Menu" entry by pressing ⓞⓚ.

Settings – telephone user menu

Here you can configure settings for your OpenStage.

To access the menu: Press ⬚ repeatedly until the "Settings" tab is displayed.

Select and confirm the "User" entry using the TouchGuide → page 18.

If necessary, enter the user password → page 94.

The menu structure comprises several levels.

> ▮▮▶ Go to the page references next to the menu entries below to view descriptions of the corresponding parameters.

Audio

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

Volumes → page 124

Settings → page 125, → page 126

Configuration

Call forwarding → page 63

Set up call forwarding for your telephone.

Context menu → page 131

Define whether context menus should close automatically, and define the display duration.

Bluetooth → page 127

Prepare your phone for Bluetooth operation.

Phone

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

Screensaver → page 120

Display → page 119

Key programming → page 76

Security

Protect your settings and data by assigning a password.→ page 94

Settings – administration

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

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

Applications[1]

The "Applications" tab contains a number of practical XML applications. If you wish to use additional applications, please contact the administrator.

---

1. This function is not yet available.

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.

Basic functions

▌▶ Please read the introductory chapters "Getting to know your OpenStage phone" → page 13 and "Applications available on your OpenStage phone" → page 28 carefully before performing any of the steps described here on your phone.

Answering a call

▌▶ An incoming call will interrupt any ongoing telephone setting operations. The phone automatically returns to the point in the menu structure where you were interrupted as soon as the call ends.

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

Answering a call via the handset

The phone is ringing. The caller is displayed.

➤ Lift the handset.

if nec. ⟷   Set the call volume.

Answering a call via the loudspeaker (speakerphone mode)

The phone is ringing. The caller is displayed.

🔊   Press the key shown. The key LED 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 50 cm.

Switching to speakerphone mode

People present in the room can participate in your call.

Prerequisite: You are conducting a call via the handset.

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

if nec. ⟷ Set the call volume.

U.S. mode

If your communication system is set to U.S. mode (contact your administrator), you do not have to hold down the speaker key when replacing the handset when switching to speakerphone mode.

◻ Press the key shown.

↗ Replace the handset. Proceed with your call.

if nec. ⟷ Set the call volume.

Switching to the handset

Prerequisite: You are conducting a call in speakerphone mode.

↗ Lift the handset.

◻ The key shown goes out.

Open listening

People present in the room can silently monitor your call.

Prerequisite: You are conducting a call via the handset.

Activating
◻ Press the key shown.

Deactivating
◻ Press the lit key.

Ending a call

◻ Press the key shown.

or

◻ Press the lit key.

or

↘ Replace the handset.
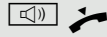
Making calls

Off-hook dialing

➤ Lift the handset.

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

The connection is set up as soon as your input in complete.

Dialing in speakerphone mode

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

◁)) The speaker key lights up.

The party you are calling answers via loudspeaker.

You can also use speakerphone mode.

Dialing with a headset connected

Prerequisite: The headset is connected.

Internal calls: Enter the station number.
External calls: Enter the external code and the station number.

⌇ The headset key lights up.

The connection is set up as soon as your input in complete.

Dialing with DDS keys

Prerequisite: You have configured a sensor key as a repdial key → page 77.

Press the programmed repdial key.

If the number you wish to dial is saved on the second level, press the programmed "Shift" sensor key first.

➤ Lift the handset.

or

◁)) Press the key shown.

Redial

Saving a number

Prerequisite: You are conducting a call. The other party's phone number is displayed.

Save number? | Select and confirm the option shown.

Dial

Prerequisite: You have saved a phone number → page 41.

🔊 Press the key shown.

or

📞 Lift the handset.

Saved number redial?

Select and confirm the option shown.

The saved phone number is dialed.

Dialing the last dialed number

The last phone number dialed on your telephone is dialed.

📞 Lift the handset.

or

🔊 Press the key shown.

Last number redial?

Confirm the option shown.

> On a multi-line phone, the last number dialed on the primary line is always saved.

Turning the microphone on and off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the hands-free microphone.

Prerequisite: You are conducting a call.

Deactivating the microphone

🎤 Press the key shown.

Activating the microphone

🎤 Press the lit key.

Calling a second party (consultation)

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.

if nec. ➜ Open the context menu → page 26.

Consultation?

Confirm the option shown.

⌨ Enter and confirm the second party's phone number.
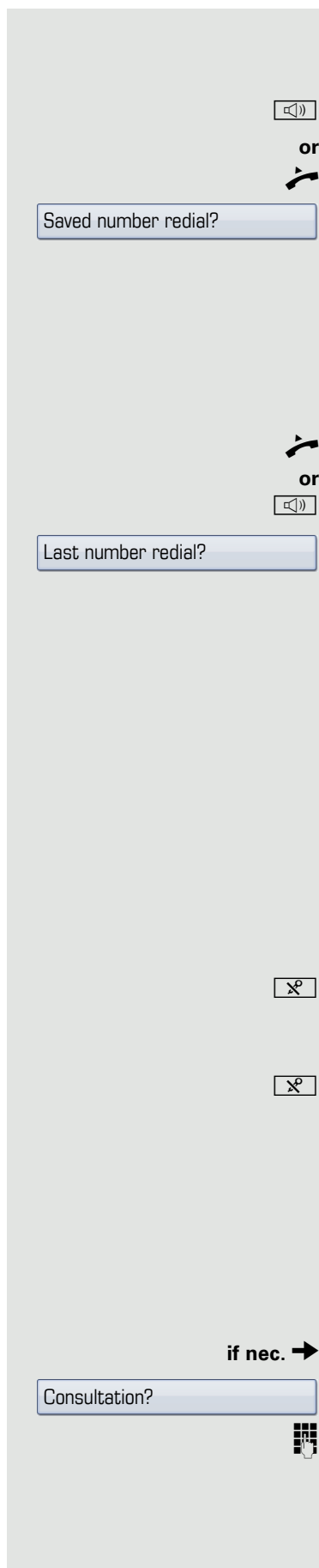
Ending a consultation call

Release and return?

Confirm the option shown.

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

Switching to the held party (alternating)

Prerequisite: You are conducting a consultation call.

if nec. ➜ Open the context menu → page 26.

Toggle?

Select and confirm the option shown.
You are switched to the party on hold.

Ending an alternate operation

Release and return?

Select and confirm the option shown.
The active call is disconnected and the held call is restored.

Combine the calling parties into a three-party conference

Conference?

Select and confirm the option shown.

♫ An alert tone signals that a conference call has been established between all three parties.

Transferring a call

If your call partner wishes to speak to one of your colleagues, you can transfer the call.

if nec. ➜ Open the context menu → page 26.

Transferring with announcement

Consultation?

Select and confirm the option shown.

📱 Enter and confirm the required party's phone number. Announce the call partner.

📞 Replace the handset.

Your call partner is now connected to the party to whom they wish to speak.

Transferring without announcement

Start transfer?

Select and confirm the option shown.

📱 Enter and confirm the required party's phone number.

📞 Replace the handset.

> If no call is set up between the other two parties within 40 seconds, you are called again. You are reconnected with the first party.

Using callback

If your belongs to an ONS group (parallel call → page 118), please note the following:

Callback on busy is only signaled on the busy phone, not in the whole ONS group.
Callback on no reply is entered in the mailbox (→ page 35) on all internal system phones in an ONS group.

Storing a callback

Prerequisite: The internal station called is busy or nobody answers.
Confirm the option shown.

Callback?

If the called party was busy, the callback is automatic.

If the called party did not answer, a message is left in the called party's mailbox.

Accepting a callback

Prerequisite: The internal station called was busy. You have saved a callback. Your telephone rings.

Lift the handset. You hear a ring tone.

or

Press the key shown. You hear a ring tone.

If the party has activated call forwarding (→ page 64), you will receive the callback from the call forwarding destination.

Cancel call backs
Confirm the option shown.

Cancel callback?

or

Do not answer the call. After ringing four times, the callback is canceled.

Responding to a callback request

Prerequisite: You have received at least one callback request → page 35.

Press the key shown.

Information regarding the caller is displayed → page 35.

Next entry?

Select and confirm until the required entry is displayed.

Output?

Select and confirm the option shown.

The party is called and the entry deleted from the list.

Checking/deleting a saved callback

Prerequisite: You have saved callbacks → page 44.

if nec. ⬚ Press the "Callback" programmed sensor key.

or

◉ Open the idle menu → page 24.

Display callbacks?

Select and confirm the option shown.
The newest entry is displayed first in the pop-up menu.

Next callback?

Select and confirm to display additional entries.

Deleting a displayed entry

Delete?

Select and confirm the option shown.

Ending retrieval

Cancel?

Select and confirm the option shown.

Enhanced phone functions

Answering calls

Answering a call with a headset

Prerequisite: You have connected a headset or are using a Bluetooth headset → page 135.

☐ The LED flashes when a call is received.
Press the key shown.

if nec. ⟷ Set the call volume.

Ending a call

☐ Press the key shown. The LED goes out.

or

▭ Press the key shown. The LED goes out.

Answering a call via a DSS key

Prerequisite: DSS keys are configured on your phone → page 19 and → page 79.

Press the DSS key.

◁⟩ Speakerphone mode.

or

📞 Lift the handset.

> For information on the meanings of the LED displays of the DSS keys, see → page 19.

Accepting a call for another member of your team

If a team member does not answer a call within 15 seconds (system-dependant), the remaining team members hear an alert tone.

In idle mode

The phone is ringing. "Call for" is displayed on the phone.

📞 Lift the handset and press the flashing "Pickup" key. You have now picked up the call.

or

Press the flashing "Pickup" key.
Speakerphone mode.
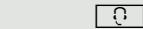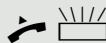
During calls

Press the flashing "Pickup" key.
The first party is placed on hold while you are connected to the second party.

Ending the second call and returning to the first one

Press the key shown.

Accepting a specific call

You hear another telephone ring and recognize the number, or a colleague requests that you pick up calls for a specific phone.

Lift the handset.

Select and confirm the option shown.

Direct call pickup?

Enter the phone number of the phone from which you wish to pick up calls. In this way you can accept the call.

Display called extension

If the number of the phone in a call pickup group, for which you wish to pick up a call, is not displayed (the default display for call pickup groups is deactivated), you can lift the handset and enter the code for "Display on request". Contact your administrator for this code.

Lift the handset.

Enter the system code for "Display on request" (contact the administrator if necessary).

The phone number is displayed once you have entered the code.

Picking up a call in a hunt group

If configured, you can also be reached using a hunt group phone number.

Your telephone rings.

Lift the handset.

Using the speakerphone

A colleague addresses you directly over the loudspeaker with a speaker call. Speakerphone mode and open listening are automatically activated.

Answering via speakerphone mode is immediately possible.

or Lift the handset and answer the call.

Making calls

Making calls using DSS keys

Prerequisite: DSS keys are configured on your phone → page 19 and → page 79.

▬ Press the DSS key.

➜ Lift the handset.

or

◁») Press the key and enter speakerphone mode.

> ▥➤ For information on the meanings of the LED displays of the DSS keys, see → page 19.

Dialing a phone number from a list

For a detailed description of this function, see → page 33.

> ▥➤ If your belongs to an ONS group (parallel call → page 118), please note the following:
>
> A call log is maintained for all phones in an ONS group. The call log can be viewed by any internal member of the ONS group with a system telephone.

(↹) Press the key until the call log you want is active.

| Niels, Bohr ➜   18.10. | Select and confirm the entry you want.

> ▥➤ If the party listed is already in the personal phonebook, the appropriate phone number icon is displayed → page 86.

Using a personal phonebook

For a detailed description of this function, see → page 30.

Saving phonebook entries → page 86.

Calling a contact from the phonebook list

(▥) Press the key shown until the "Personal" tab is active.

Search for a contact → page 30

or

| 🖩 Niels, Bohr ➜ | Select a contact.

(ᴏᴋ) Confirm the option shown. The phone number defined as the default number (→ page 87) is dialed.

or

➜ Open the context menu.

| 📇 Dial | Select and confirm the required phone number using the icons.

Explanation of the icons → page 30.
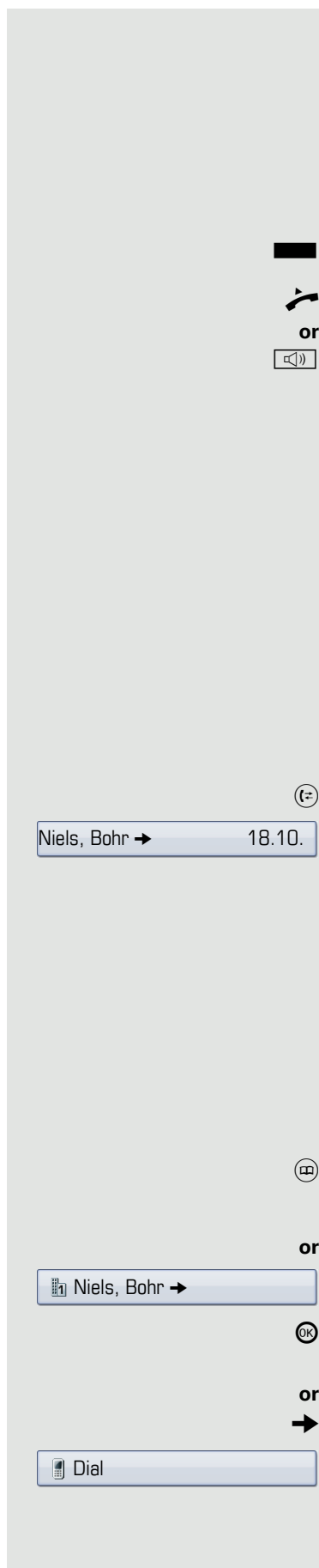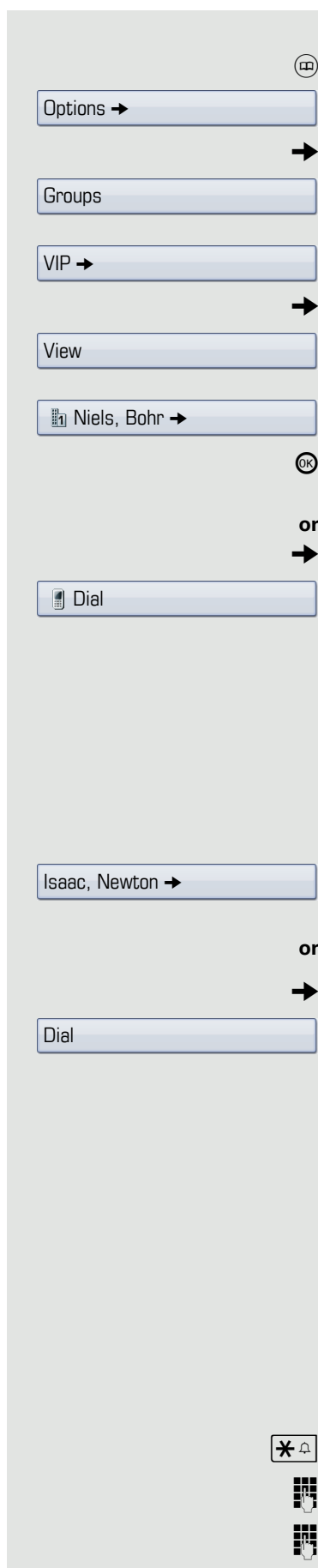
Calling a contact from a group

☎ Press the key shown until the "Personal" tab is active.

Options ➜ Select the option shown.

➜ Open the context menu.

Groups Select and confirm the option shown.

VIP ➜ Select the required group.

➜ Open the context menu.

View Confirm the option shown.

🔛 Niels, Bohr ➜ Select group member.

⊛ Confirm the option shown. The phone number defined as the default number (➜ page 87) is dialed.

or

➜ Open the context menu.

🔲 Dial Select and confirm the required phone number using the icons.

Explanation of the icons ➜ page 30.

Using the LDAP directory

For a detailed description of this function, see ➜ page 32.

Prerequisite: You searched for and selected an entry in the LDAP database (➜ page 91).

Isaac, Newton ➜ Confirm the option shown.
The phone number is dialed immediately.

or

➜ Open the context menu.

Dial Confirm the option shown.

The connection is set up.

Using speed dialing

⫸ This function must be configured by your administrator.

Speed dial numbers may contain command or access code sequences and may be linked to other speed dial numbers ➜ page 83.

Making calls using central speed dial numbers

Prerequisite: You know the central speed dial numbers ➜ page 83.

⁎ Press the key shown.

▦ Enter the system code for speed dial (contact the administrator if necessary).

▦ Enter the speed dial number.

The connection is immediately established.

Dialing using individual speed dial numbers

Prerequisite: You have configured individual speed dial numbers → page 84.

⊜ Open the Program/Service menu → page 36.

Use speed dialing? Select and confirm the option shown.

0+ ... **9wxyz** Press the configured speed dial key.

The connection is immediately established.

Talking to your colleague with a speaker call

You can place a speaker call to an internal party using the loudspeaker on their telephone. You can also use the functions under "HiPath 4000 as a entrance telephone system" → page 58.

Prerequisite: A programmed "Speaker call-two-way" sensor key is configured on your phone.

▬ Press the "COM Spk 2way" programmed sensor key.

🎹 Enter the station number.

♩ Wait for the tone.

↪ Lift the handset and speak to the party who answers.

or

◁» Press the key and enter speakerphone mode.

> If the party to whom you are speaking has activated "Speaker call protect" on their phone (→ page 97), your speaker call will be received as a normal call.
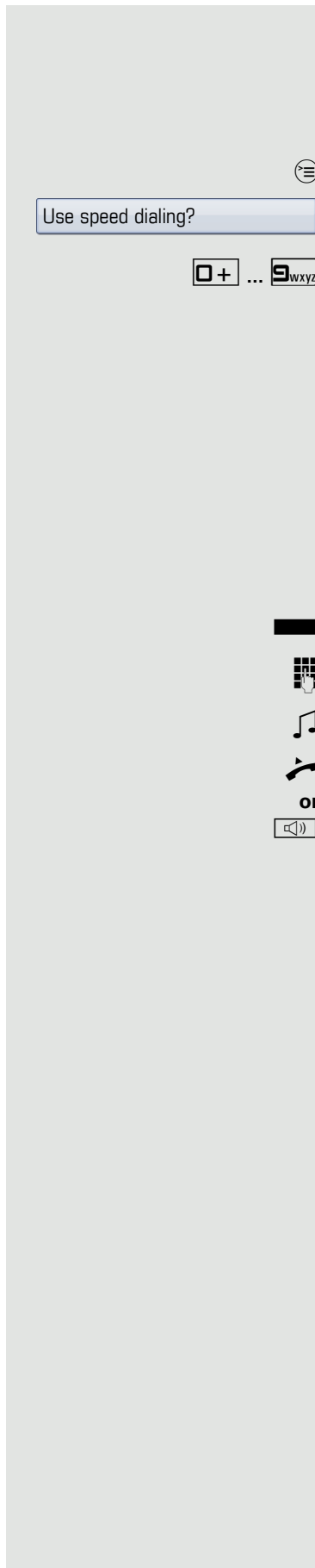
During a call

Call waiting with DSS key

Prerequisite: DSS keys are configured on your phone → page 19 and
→ page 79. The line of the party you wish to call is busy.

Press the DSS key.

The called party accepts your waiting call.

Lift the handset.

or

Press the key and enter speakerphone mode.

For information on the meanings of the LED displays of the DSS keys, see
→ page 19.

Using the second call feature

You can specify whether you wish to accept a second call (call waiting) during a
call.

If your belongs to an ONS group (parallel call → page 118), please note
the following:

In addition to an alert tone on the busy phone, the second call is signaled
with a ring tone on the other phones in the ONS group.

Activating/deactivating second call

Open the Program/Service menu → page 36.

Feature settings? →

Select and confirm the option shown.

Camp-on?

Confirm the option shown.

Activate?

Select and confirm the option shown.

or

Deactivate?

Select and confirm the option shown.

Accepting a second call with a sensor key

Prerequisite: You are conducting a call and the "Second call" function is acti-
vated. The "Pickup" sensor key is programmed.

An alert tone is audible.

Press the "Pickup" sensor key.

You are immediately connected to the second caller. The first party is placed on
hold.

Ending the second call and resuming the first one

⎴⎵   Press the key shown.

or

☎   Replace the handset and lift it once more.

Accepting a second call via the menu

If the "Pickup" sensor key is programmed on your OpenStage, then you are not offered the option to accept a second call.

Prerequisite: You are conducting a call and the "Second call" function is activated.

♩   The name/phone number of a second call is displayed on the telephone and signaled via the call waiting tone. The caller hears the ring tone as if you were free.

Answer camp-on?

Confirm the option shown.

☎   You are immediately connected to the second caller. The first party is placed on hold.

Ending the second call and resuming the first one

⎴⎵   Press the key shown.

or

☎   Replace the handset and lift it once more.

System-supported conference

You can include up to eight internal and external parties in a system-supported conference. Parties with system phones can perform/use all of the functions listed below at the same time. ISDN phones and external parties are passive participants – they can only be included in the current conference.

You can include parties and conferences from a remote system in your conference. The remote parties can establish and extend their own conference. Parties in this conference are included in your current conference. However, they cannot perform/use the functions listed below.

The following functions are supported for all conference participants with system phones:
- Establishing a conference by calling a party, receiving a call, conducting a consultation call or receiving a second call
- Accepting a second call and including the caller in the conference.
- Toggling between the conference and a consultation call or second call
- Conducting a consultation call during a conference and connecting it to the conference
- Connecting conference participants from two independent conferences via a remote network.
- Obtaining an overview of all conference participants
- Transferring a conference to a new party

The functions listed can be performed by all conference participants simultaneously.
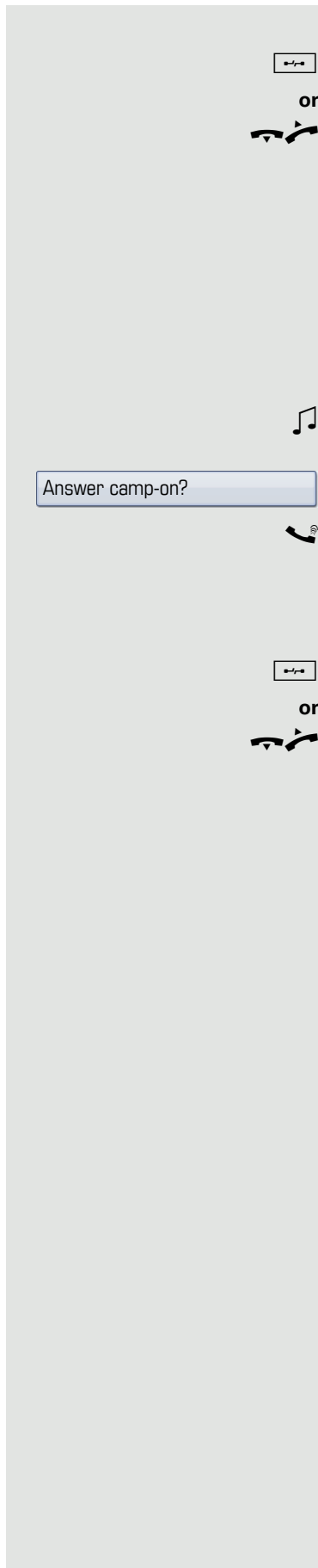
Establishing a conference

Initiating a conference from a single call

You are conducting a call.

Start conference?

Select and confirm the option shown.

Call the second party.
Inform this party that you are initiating a conference.

Conference?

Confirm the option shown.
The following message is displayed: "1 is your position"

Establishing a conference from a consultation call

You are connected to a party and call a second party.

Consultation?

Select and confirm the option shown.

Call the second party.
Inform this party that you are initiating a conference.

Conference?

Select and confirm the option shown.
The following message is displayed: "1 is your position".

Establishing a conference from a second call

Prerequisite: You are conducting a call and receive a second call → page 52.

You are conducting a call.

An alert tone is audible.

Press the "Pickup" sensor key.

or **Only if a "Pickup" sensor key is not configured:**

Answer camp-on?

Select and confirm the option shown.

You are immediately connected to the second caller. The other party is placed on hold.

Conference?

Select and confirm the option shown.
The following message is displayed: "1 is your position".
All parties are connected to a single conference.
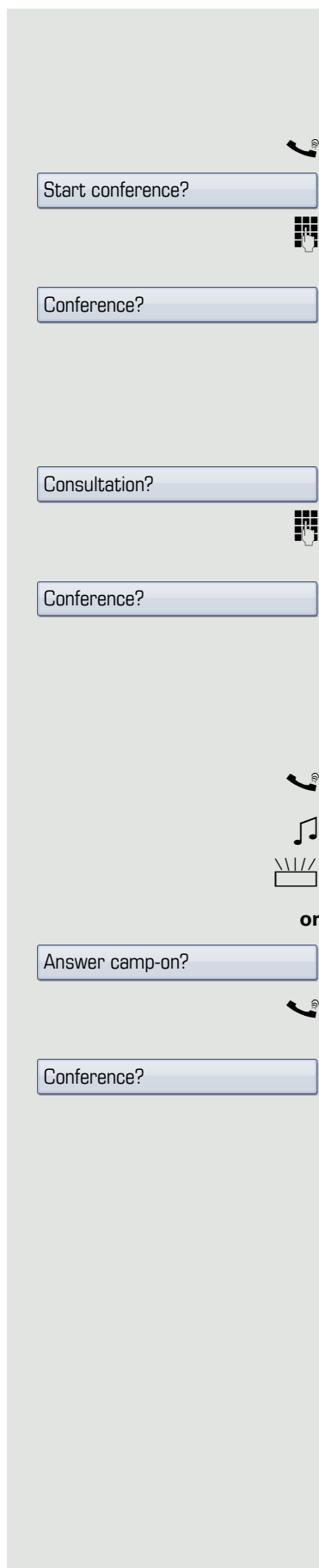
Adding a party

Any party in a system conference can extend the conference by

- calling a specific party and connecting them,
- connecting a party from a consultation call to the conference, or
- accepting a second call and connecting the caller to the conference.

Calling a specific party and connecting them

You intend calling another party and connecting them to the conference.

| Conference → | Confirm. |

| Add to conference? | Confirm the option shown. |

📟   Call the new party.
Inform this party that you are initiating a conference.

| Conference? | Select and confirm the option shown.
The party is connected to the conference. |

If the new party does not answer

| Return to conference? | Select and confirm the option shown. |

Extending a conference by adding a consultation call

During the conference, you wish to hold a consultation call.

| Conference → | Confirm. |

| Consultation? | Select and confirm the option shown. |

📟   Call a party. Hold the consultation call.

| Conference? | Select and confirm to connect the party from the consultation call to the conference. |

or

| Toggle? | Toggle between the conference and the consultation call. |

or

| Release and return? | Select and confirm to end the consultation call and return to the conference. |

Accepting a second call and connecting it to the conference

If you receive a second call during the conference → page 52, you can connect this party to the conference.

📞   You are participating in a conference.

🎵   An alert tone is audible.

〰   Press the "Pickup" sensor key.

or   Only if a "Pickup" sensor key is not configured:

| Answer camp-on? | Select and confirm the option shown. |

📞   You are immediately connected to the second caller. The conference is on hold.

| Conference? | Select and confirm to connect the second call to the conference. |
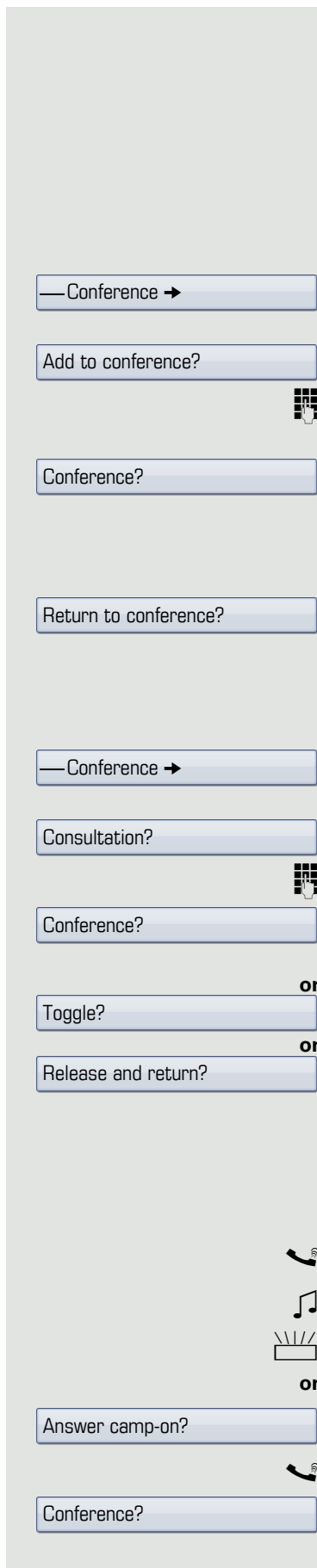
Transferring a conference

Each party can transfer the conference to a third party whom they have called via a consultation call or via the "Add to conference?" function. This party is not a participant in the conference at this point. The conference cannot be transferred to a second call.

Prerequisite: You are in a conference.

—Conference ➔	Confirm.
Consultation?	Select and confirm the option shown. The conference participants are placed on hold.
📱	Call a party.
or	
—Conference ➔	Confirm.
Add to conference?	Select and confirm the option shown.
📱	Call a party and announce the transfer.
Transfer conference?	Select and confirm the option shown. You have left the conference.
☎	Replace the handset.

Disconnecting a specific participant from the conference

You are connected to a conference and wish to disconnect one of the participants.

⊚	Select the party.
➔	Open the context menu ➔ page 26.
Drop member	Confirm the option shown.

Putting the conference on hold

On multi-line telephones, you can place the conference on hold and conduct another call on a different line, for example.

▭	Press the line key.
or	
Hold?	Select and confirm the option shown.

The conference is placed on hold.

▭ Press the line key for the conference that is on hold – you are then reconnected to the conference.
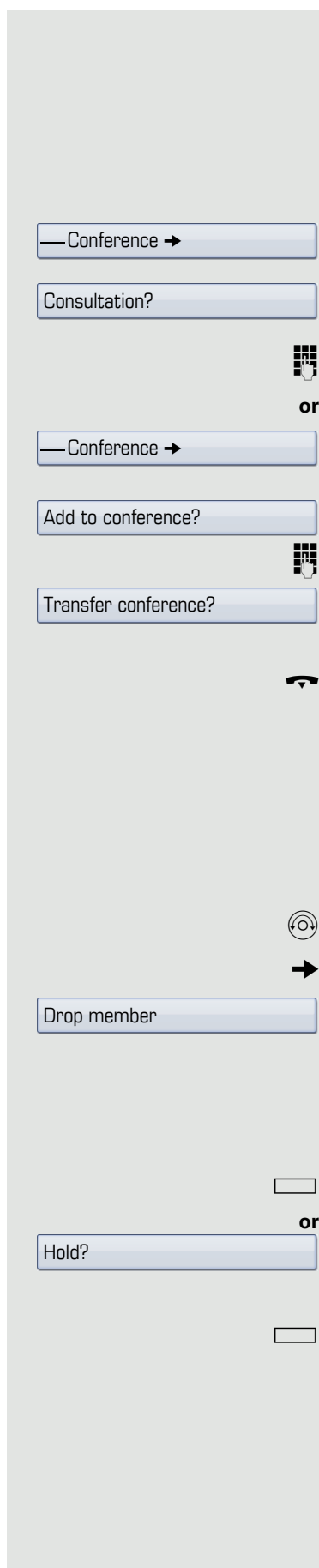
Entering commands using tone dialing (DTMF suffix dialing)

▕▶ This function must be configured by your administrator.

After dialing a phone number you can set tone dialing. This allows you to use command entries to control Dualtone Multi-Frequency (DTMF) devices, such as answering machines or attendant systems.

⊜ Open the Program/Service menu → page 36.

More features? ➜

Select and confirm the option shown.

DTMF suffix dialing?

Select and confirm the option shown.

You can now enter commands using the keys 0 - 9, the asterisk key, and the pound key.

▕▶ Ending the call also deactivates DTMF suffix dialing.

Depending on your system configuration, "DTMF suffix dialing?" may appear in the display once you have finished entering the number. You can then enter commands immediately after dialing the phone number.

System-wide parking

On HiPath 4000 systems, you can park up to ten internal and/or external calls and retrieve them on another phone.

There are two options for parking a call:
• Automatic park
• Manual park

You cannot park calls if:
• All park positions are busy
• The park position you wish to use is busy
• The station is an attendant console
• The call is a consultation call
• The call is in a conference

Manually parking a call

You can manually park a call in a free park position from your phone, and retrieve it on your phone or another phone. You can also perform this function on non-display phones.

Own phone

Park to station?

Select and confirm the option shown.

📱 Enter the destination number.

The call is now parked.

📞 Replace the handset.

If "Park" is not available, you will receive acoustic and also visual notification.

Return to held call?

Confirm and continue the call.

or

📞 Replace the handset. You will receive a recall for the call on hold.

Retrieving a parked call

Destination phone

📞 Lift the handset.

or

🔊 Press the key and enter speakerphone mode.

Park retrieve?

Confirm the option shown.

If you cannot reach a destination ...

Call waiting (camp-on)

Prerequisite: An internal station is busy. You would still like to reach your colleague.

Camp-on?

Select, confirm and briefly wait.

🎵 Your colleague hears a warning tone during the call. If their phone has a display, your name and phone number is displayed.

▸ To camp on, you must have received the correct authorization.

Camp on is not possible if the called party has do-not-disturb activated.

Busy override – joining a call in progress

Prerequisite: The called station is busy. It is important that you reach this colleague.

Override?

Select, confirm and briefly wait.

♪   Your colleague and their call partner hear a warning tone.

You can now start talking.

> To override a call, you must have received the correct authorization.
>
> Call override is not possible if the called party has station override security activated.

HiPath 4000 as an entrance telephone system (two-way intercom)

You can place a speaker call to an internal party on HiPath 4000 using the loudspeaker on their telephone to establish a connection. You can initiate a speaker call from a consultation call. The following functions are available:

- System-wide speaker call
  – to a variable destination
  – to a fixed destination
- Speaker call in a group
  – to a variable destination
  – to a fixed destination
- Two-way intercom in a group
  – to a variable destination
  – to a fixed destination
- Announcement to all members of a line trunk group

You can cancel the speaker call or the announcement by replacing the handset or, during a consultation call, by retrieving the call on hold.

> Please ensure for all functions that "Speaker call protect" is deactivated on the relevant phones → page 97.
>
> If a speaker call is placed to a party and "Speaker call protect" is activated on their phone, the speaker call is ignored and a normal call is established.

System-wide speaker call

You can place a speaker call from your phone to any internal party with a telephone equipped with speakerphone mode or a loudspeaker.

Speaker call to a variable destination

Prerequisite: You have programmed the function "Speaker call-one-way" on a key → page 76.

^ Lift the handset.

or

◁)) Press the key and enter speakerphone mode.

▬ Press the "Spkr. 1-way" programmed sensor key.

⛬ Enter the internal number of the party.

A connection is immediately established to this destination station's loudspeaker if

• the station is not busy
• the handset has not been lifted
• "Speaker call protect" is not activated

♫ The caller hears a confirmation tone when the connection is established and they are free to start speaking.

^ The called party can accept the connection by lifting the handset.

◁)) **or** ▬ If the called party presses the speaker key or the line key (if configured), the connection is lost.

▶ The same number of speaker calls and normal connections is possible.

Speaker call to a fixed destination

Prerequisite: The system code for "Speaker call-one-way" and the destination number are programmed on the repdial key → page 78.

▬ Press the programmed repdial key. A connection to the destination loudspeaker is immediately established.

Speaker call in a group

You can also establish a normal connection within a group or team (with team call = speed dial numbers 0-9 or 00-99 for team members) via a speaker call. The speaker call is then initiated by a group telephone.

> The "COM group speaker call" function is line-independent - all phones can call each other via a speaker call.

Speaker call to a variable destination

➤ Lift the handset.

or

◁») Press the key and enter speakerphone mode.

▦ Enter the system code for "COM group speaker call" (contact the administrator if necessary).

▦ Enter the speed dial number for the corresponding group member.

or

▬ Press the "COM Group" programmed sensor key.

▦ Enter the speed dial number for the corresponding group member.

A connection is immediately established to this destination station's loudspeaker if

• the station is not busy
• the handset has not been lifted
• "Do not disturb" is not activated

➤ The called party accepts the DSS call by lifting the handset.

◁») **or** ▬ If the called party presses the speaker key or the line key (if configured), the connection is lost.

Speaker call to a fixed destination

The system code for "COM group speaker call" and the speed dial number for the corresponding group member are programmed on a repdial key → page 78.

▬ Press the programmed repdial key. A connection to the destination loudspeaker is immediately established.

➤ The called party can accept the connection by lifting the handset.

◁») **or** ▬ If the called party presses the speaker key or the line key (if configured), the connection is lost.

Two-way intercom to a variable destination

When using the two-way intercom in a group, the loudspeaker and the microphone of the destination phone are automatically switched on.

➤ Lift the handset.

or

◁») Press the key and enter speakerphone mode.

▦ Enter the system code for "Speaker call-two-way" (contact the administrator if necessary).

▦ Enter the speed dial number for the corresponding group member.

⏹ ✗

or

▬ Press the "COM Spk 2way" programmed sensor key.

▦ Enter the speed dial number for the corresponding group member.

The loudspeaker and microphone of the destination phone are automatically switched on.

Two-way intercom to a fixed destination

The system code for "Speaker call-two-way" and the speed dial number for the corresponding group member are programmed on the repdial key → page 78.

▬ Press the programmed sensor key.

The loudspeaker and microphone of the destination phone are automatically switched on.

Announcement (broadcast) to all members of a line trunk group

You can use this function to send an announcement to all members (10 - 40) of a line trunk group.

♫ Once you have activated the group call, you will hear a confirmation tone. You can then begin the announcement.

➤ Lift the handset.

or

⏹ Press the key and enter speakerphone mode.

▦ Enter the system code for "Speaker call-1-way bcst" (contact the administrator if necessary).

▦ Enter a group member's phone number.

or

▬ Press the "Broadcst Spk" programmed sensor key.

▦ Enter a group member's phone number.

♫ The loudspeakers on all group phones are automatically switched on and you will hear a confirmation tone. You can begin the announcement.

➤ You end the announcement by replacing the handset.

➤ If a group member lifts their handset, they are connected to you and the announcement is ended.

⏹ **or** ▬ If a group member presses the speaker key or the relevant line key for the announcement, they are disconnected from the announcement. If the last remaining member of the group presses the speaker key or line key, the announcement ends.

Leaving/rejoining a hunt group

Prerequisite: A hunt group is configured for the team.

You can leave the hunt group at any time, for example, when you leave your workstation. When you are present, you can join it again.

> You can still be reached via your own phone number even when you are not in the hunt group.

（≡）   Open the Program/Service menu → page 36.

Feature settings? →   Select and confirm the option shown.

Join hunt group?   Select and confirm the option shown.

Deactivate?   Confirm the option shown

or

Activate?   confirm the option shown.

Call forwarding

You can use your phone to configure call forwarding for your connection. Select your preferred method:

- "Call forwarding key" ⑦ Seite 64
- "Activating call forwarding via the Program/Service menu" ⑦ Seite 70

Your administrator can also use the phone system to preprogram call forwarding instructions for your connection, "Leaving/rejoining a hunt group" ⑦ Seite 62.

> If your phone belongs to an ONS group (parallel call → page 118), please note the following:
> Call forwarding can be configured on any phone in the ONS group and will then apply to all phones in that ONS group.
> Call forwarding between two phones in an ONS group is not possible.

Active call forwarding indication

An active call forwarding instruction is indicated on the display when your phone is idle → page 24:

The LED lights up.

The call forwarding icon, the station number and, where applicable, the name of the forwarding destination are displayed on the first line below the status bar. The name of the party is used if stored in the phonebook.

> 220870, Dalai, Lama

If call forwarding is activated for internal or external calls, the number is preceded by the abbreviation "INT" or "EXT".

> INT/EXT Dalai, Lama

> There is no display message for the call forwarding types "Busy", "No reply" and "Busy or No reply". The LED key does not light up.

Overview of call forwarding types

Different input masks are displayed depending on how you program call forwarding (call forwarding key → page 64 or Program/Service menu → page 70). The entries in the relevant menus correspond as explained in the following table:

Call forwarding key	Program/Service menu
Variable: All calls	FWD-VAR-ALL-BOTH on
All calls are forwarded, the saved phone number is deleted after deactivation.	
Variable: External calls	FWD-VAR-ALL-EXT on
Only external calls are forwarded.	
Variable: Internal calls	FWD-VAR-ALL-INT on
Only internal calls are forwarded.	
Variable: Busy	FWD-VAR-BUSY-BOTH on
If your station is busy, all calls are forwarded.	
Variable: No reply	FWD-VAR-RNA-BOTH on
If you do not answer a call, all calls are forwarded[1] after a certain length of time.	
Variable: Busy or No reply	FWD-VAR-BZ/NA-BTH on
If your station is busy or you do not answer a call, all calls are forwarded after a certain length of time[1] .	
Fixed: All calls	FWD-FIXED on
All calls are forwarded, the saved phone number is not deleted after deactivation.	

1   This duration is defined by your administrator.

Apart from "Forwarding for intnl" and "Forwarding for extnl", the call forwarding types are mutually exclusive. You can set and activate one forwarding destination for each of the two exceptions.

Call forwarding key

The call forwarding key offers a quick way to activate/deactivate predefined call forwarding instructions → page 68 and open the "Forwarding" page where you can edit these instructions → page 65.

Editing call forwarding instructions

Press the call forwarding key to open the "Forwarding" page. It provides an overview of all call forwarding types → page 64.
You can select a call forwarding instruction here, set phone numbers as forwarding destinations, and activate/deactivate a call forwarding instruction.

☐↪ Press the key quickly. The LED lights up.

Edit call forwarding

Select and confirm the option shown.

or

☐↪ Hold down the key shown. The LED lights up.

The "Forwarding" page opens.

☐ Variable: All calls →

Select a call forwarding type → page 64.

If you select a call forwarding type for which you have already saved a forwarding destination, a submenu containing the relevant data appears.

Example:

☑ Variable: All calls →
└ 📖 Dalai, Lama
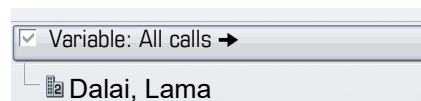
⊛ Confirm the option shown to enter a forwarding destination directly → page 66.

or

➜ Enter the station number via a context menu → page 66.

The forwarding destination is automatically deleted when call forwarding → page 69 is deactivated for variable call forwarding instructions.
The fixed call forwarding destination is maintained and remains available until it has been deleted → page 67 or modified.

▐▐▶ All changes made here take effect immediately after a short timeout.

Editing forwarding destinations

Entering a station number directly

Prerequisite: The cursor is in a station number input field.
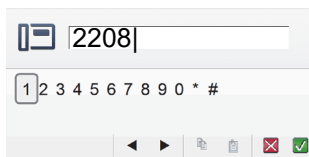
| 2208 |

1 2 3 4 5 6 7 8 9 0 * #

◀ ▶ ▯ ▯ ❌ ✅

Enter the station number.

or

Select and confirm the option shown to insert the station number just copied
→ page 66.

Select and confirm the option shown.

Entering a station number via a context menu

Prerequisite: You selected a call forwarding type → page 65.

➜ Open the context menu.

Enter destination Select and confirm the option shown.

Enter the station number.

Select and confirm the option shown.

or

Paste Select and confirm the option shown to insert the station number just copied
→ page 66.

or

220870 Select and confirm a forwarding destination in the list of favorites → page 67.

Copying a station number

Prerequisite: You have selected a call forwarding type (→ page 65) with a sta-
tion number you saved earlier in the submenu.

➜ Open the context menu.

Copy Select and confirm the option shown.

or The cursor is in an input field that contains a station number:

Select and confirm the option shown to copy the station number.

> The station number copied remains in the clipboard until you copy another
> station number or you finish editing call forwarding.
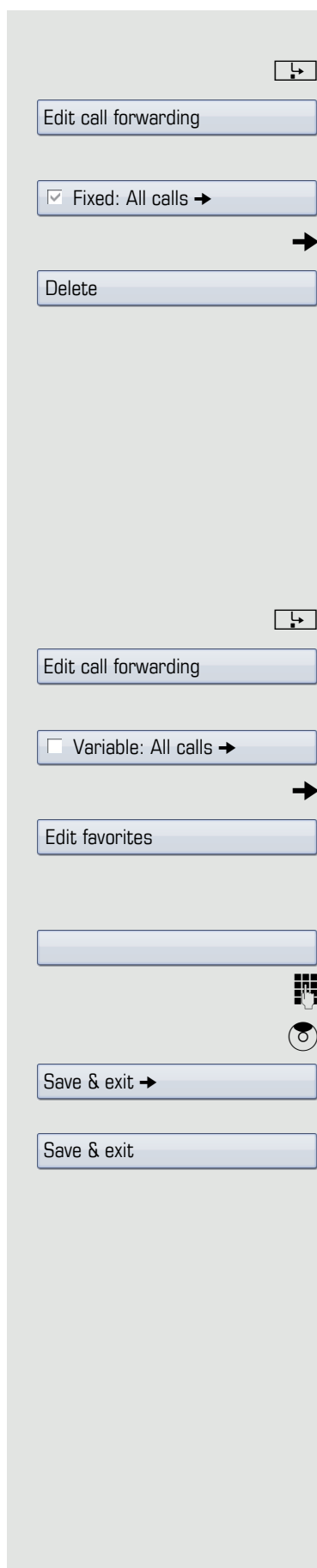
Deleting a station number for fixed call forwarding

⌐⊦⌐ Press the key shown.

Edit call forwarding

Select and confirm the option shown.

The "Forwarding" page opens.

☑ Fixed: All calls ➜

Select the option shown.

➜ Open the context menu.

Delete

Select and confirm the option shown.

Saving a station number as a favorite for call forwarding

You can save up to five station numbers as favorites. These station numbers then appear in the context menu when you are programming a call forwarding destination.

If you use a station number for a contact that is already stored in the personal phonebook, the submenu for the call forwarding type selected (➔ page 65) shows the relevant name with the appropriate icon rather than the station number.

⌐⊦⌐ Press the key shown.

Edit call forwarding

Select and confirm the option shown.

The "Forwarding" page opens.

☐ Variable: All calls ➜

Select a call forwarding instruction of your choice.

➜ Open the context menu.

Edit favorites

Select and confirm the option shown.

The "Edit favorite numbers" page opens. Existing station numbers are displayed.

Select and confirm the station number input field, e.g. "1".

🎹 Enter the station number ➔ page 66.

⊙ Select the "Options" entry.

Save & exit ➜

Select and confirm the option shown.

Save & exit

Select and confirm the option shown in the context menu.

Forwarding express activation for "all calls"

With a permanently saved station number

Prerequisite: You have saved a forwarding destination saved for fixed call forwarding → page 65.

☞ Press the key quickly. The LED lights up.
The forwarding destination saved is displayed.

> ↳ Set forward on to
> ☞ Coco, Chanel

if nec. If you want to respond to the pop-up menu before the automatic timeout:

accepting

Confirm.

Call forwarding is now active for all calls. The forwarding destination is not lost when you deactivate call forwarding → page 69.

With a temporarily saved station number

Prerequisite: There is **no** forwarding destination saved for fixed call forwarding → page 65.

☞ Press the key quickly. The LED lights up.

📱 Enter the forwarding destination → page 66.

or The last forwarding destination saved for a variable call forwarding instruction is the first entry in the pop-up menu:

☞ Dalai, Lama

Select and confirm the option shown.

Prerequisite: There is **one** forwarding destination saved for fixed call forwarding → page 65.

☞ Press the key quickly. The LED lights up.

Set a forwarding destination

Select and confirm the option shown.

📱 Enter the forwarding destination → page 66.

Call forwarding is now active for all calls. The forwarding destination is automatically deleted when call forwarding is deactivated → page 69.

Deactivating call forwarding

You can deactivate the following call forwarding types with the call forwarding key:

- "Variable: All calls"
- "Fixed: All calls"
- "Variable: External calls",
- "Variable: Internal calls"

Hold down the lit key. The LED goes out.

You must deactivate the following call forwarding types via the menu:

- "Variable: Busy"
- "Variable: No reply"
- "Variable: Busy or No reply"

Press the key quickly.

Edit call forwarding

Select and confirm the option shown.

or

Hold down the key shown.

The "Forwarding" page opens.

☑ Variable: Busy ➔

Select the active call forwarding type.

Ⓞ Confirm.
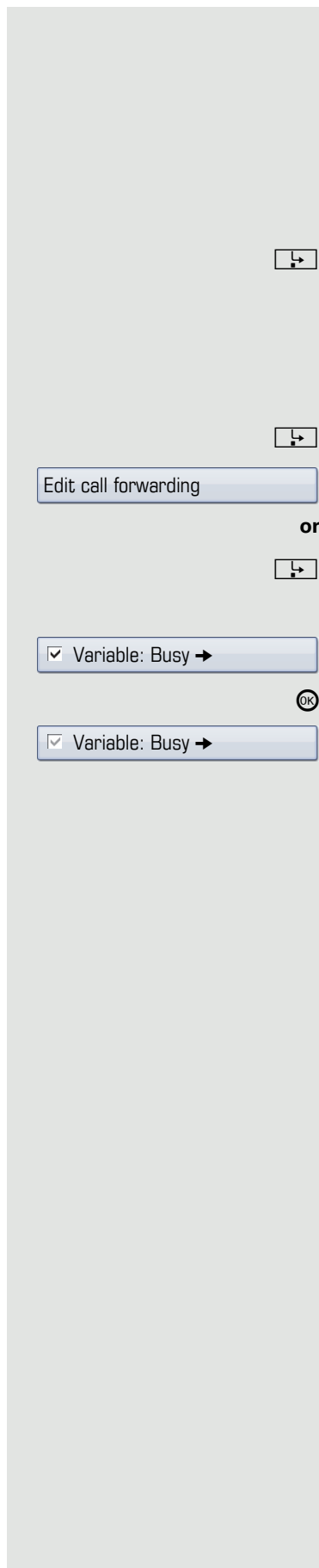
☑ Variable: Busy ➔

Call forwarding is deactivated.

Activating call forwarding via the Program/Service menu

(≡)

Open the Program/Service menu → page 36.

Destinations? →

Confirm.

Call forwarding? →

Confirm.

Next forwarding type?

Select a call forwarding type → page 64.

If you have already programmed call forwarding, the call forwarding destination is displayed.
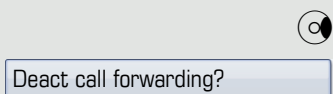
Select and confirm the option shown.

Enter destination:

Enter the phone number of the call forwarding destination. If you have already saved a destination, it is deleted.

Save?

Confirm, when the phone number is complete.

Call forwarding is saved and activated.

Deactivating via the Program/Service menu

Open the idle menu → page 24.

Confirm.

Deact call forwarding?

Call forwarding is deactivated and the destination number is deleted.

▰▰▶ For fixed call forwarding, the destination number is retained.

Deleting a fixed call forwarding destination

You can delete the destination for fixed call forwarding.

(≡)

Open the Program/Service menu → page 36.

Destinations? →

Confirm.

Call forwarding? →

Confirm.

Next forwarding type?
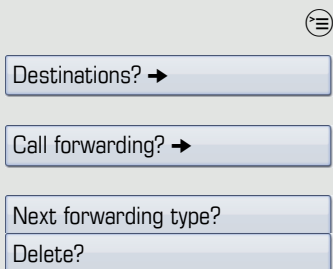
Confirm. "Fixed call forwarding" and the forwarding destination are displayed.

Delete?

Select and confirm the option shown.

The forwarding destination is deleted. If fixed call forwarding was activated, it is now deactivated. The ⬚➔ key is deactivated.

Using system forwarding instructions

Automatically forwarding calls

The administrator can configure different call forwarding settings in the system for internal and external calls and activate these settings for your station. The following calls may be forwarded

- All calls without restriction
- Calls on busy
- Calls on no reply

Forwarding for all calls without restriction should only be configure if the station is only used for outgoing calls (e.g. in an elevator).

If you have configured fixed or variable forwarding and the manual forwarding destinations are not reachable (e.g. busy), calls are automatically forwarded to system forwarding destinations.

Delayed call forwarding

This function is configured by the administrator for the system.

Prerequisite: The second call feature must be activated → page 51.

If you have activated "Call forwarding busy/no reply" or "Call forwarding no reply" (→ page 63), you will hear a call waiting tone when a second call is received and the caller information will appear in your display. You then have the option of accepting this call before call forwarding is activated (e.g. if you are waiting for an urgent call).

The caller hears the ring tone and is only forwarded to another station once a set time has elapsed.

Forwarding calls for other stations

You can save, activate, display and deactivate call forwarding for another phone, fax or PC station from your own phone. You must have the PIN of the other station or have "Call forwarding for other stations" access rights. In both cases, the administrator for your system will provide assistance.

Saving a call forwarding destination for another phone and activating call forwarding

(≡) Open the Program/Service menu → page 36.

| Destinations? → |
Confirm the option shown.

| Forwarding station No.? |
Select and confirm the option shown.

| Variable call forw.? |
Confirm the option shown.

Enter the number of the other telephone.

| Completed? |
Confirm the option shown.

Enter the code number
(only applicable if your station does not have "Call forwarding for other stations" access rights).

| Completed? |
Confirm the option shown.

Enter the destination number.

| Save? |
Confirm the option shown.
Call forwarding is now active.

Saving a call forwarding destination for fax/PC/busy station and activating call forwarding

§ Open the Program/Service menu → page 36.

Confirm the option shown.

Destinations? →

Forwarding station No.? Select and confirm the option shown.

Enter the code for the call forwarding type you wish to set. Codes are assigned by the administrator. You can enter the codes applicable to you in the table below:

Call forwarding for fax	
Call forwarding for PC	
Call forwarding on busy	

Enter the number of the other station.

Completed? Confirm the option shown.

Enter the PIN
(only applicable if your station does not have "Call forwarding for other stations" access rights).

Completed? Confirm the option shown.

Enter the destination number.

Save? Confirm the option shown.
Call forwarding is now active.

Displaying/deactivating call forwarding for another phone

(≡)   Open the Program/Service menu → page 36.

| Feature settings? → |

Select and confirm the option shown.

| Forwarding station No.? |

Select and confirm the option shown.

| Variable call forw.? |

Confirm the option shown.

📟   Enter the number of the other telephone.

| Completed? |

Confirm the option shown.

📟   Enter the PIN
(only applicable if your station does not have "Call forwarding for other stations" access rights).

| Completed? |

Confirm the option shown.

Deactivating

| Deactivate? |

Confirm the option shown.

or   ### Display

| Display? |

Select and confirm the option shown.

Sample display:

| 3428----------------------->8968 |

Calls for station 3428 are forwarded to station 8968.

Displaying/deactivating call forwarding for fax/PC/ busy stations

⊜ Open the Program/Service menu → page 36.

Feature settings? →

Select and confirm the option shown.

Forwarding station No.?

Select and confirm the option shown.

📟 Enter the code for the call forwarding type you wish to set. Codes are assigned by the administrator. You can enter the codes applicable to you in the table below:

Displaying call forwarding for fax	
Displaying call forwarding for PC	
Displaying call forwarding when busy	
Deactivating call forwarding for fax	
Deactivating call forwarding for PC	
Deactivating call forwarding when busy	

📟 Enter the number of the other station.

Completed?

Confirm the option shown.

📟 Enter the PIN (only applicable if your station does not have "Call forwarding for other stations" access rights).

Completed?

Confirm the option shown.

Deactivating

Confirm the option shown.

Deactivate?

or ### Checking

Display?

Select and confirm the option shown.

Changing call forwarding for another station

Proceed as for saving/activating call forwarding:
for another phone → page 72,
for fax, PC or busy station → page 73.
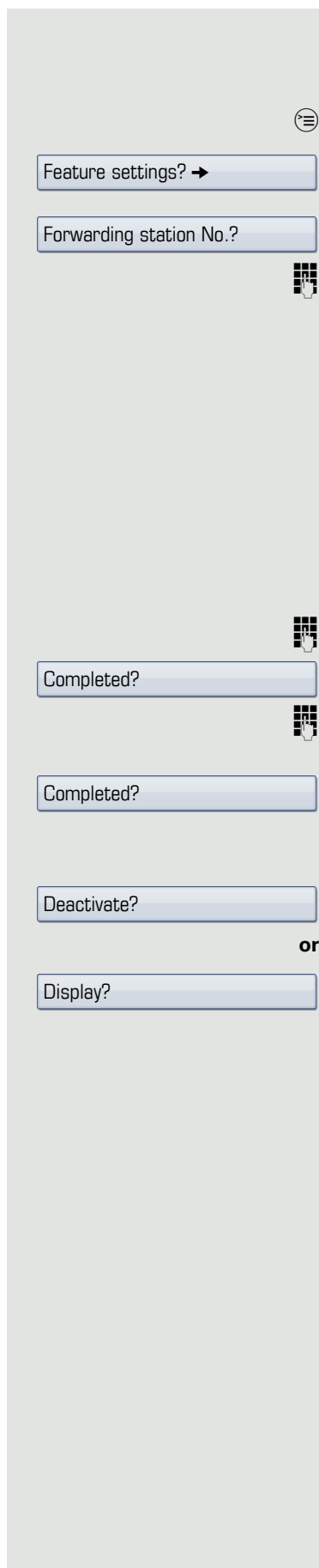
Programming sensor keys

You can program frequently used functions or phone numbers onto the sensor keys on your OpenStage 60/80 T.

Configuring function keys

See also → page 19.

> The available functions depend on your configuration. If a function is missing, contact your administrator.

Example: Configuring a "Shift key"

▬ Press and hold the required sensor key.

| Assign functionality | Confirm the option shown. |

or

@ Open the Program/Service menu → page 36.

| Key function? | Select and confirm the option shown. |

▬ Press the required sensor key.

| Change? | Confirm the option shown. |

| More features? → | Select and confirm the option shown. |

| Shift-Function? | Confirm the option shown. |

| Save? | Confirm the option shown. |

> A short touch triggers the programmed function. Procedures with activatable/deactivatable functions, e. g. second call, are activated with one press of the button and deactivated with the next. If activated, the LED lights up.

The label appears automatically and cannot be altered.

The LED display shows the status of the function → page 19.

Configuring repdial keys

You can program repdial keys with external phone numbers on two levels. To program the second level, you must configure a "Shift" key → page 76.

See also → page 19.

You must first program a sensor key with the repdial function.
Then you must define the phone number and label.

Programming a sensor key as a repdial key

Open the Program/Service menu → page 36.

| Key function? | Select and confirm the option shown. |

Press the required sensor key.

| Change? | Confirm the option shown. |

| Repdial? | Select and confirm the option shown. |

| Save? | Confirm the option shown. |

R   The sensor key is now defined as a repdial key.

| Service Menu | Confirm the option shown. |

| Destinations? ➜ | Confirm the option shown. |

| Repdial? | Select and confirm the option shown. |

Press the saved repdial key.

Defining the phone number

Enter the station number.

> At this point, you can enter additional functions → page 78.
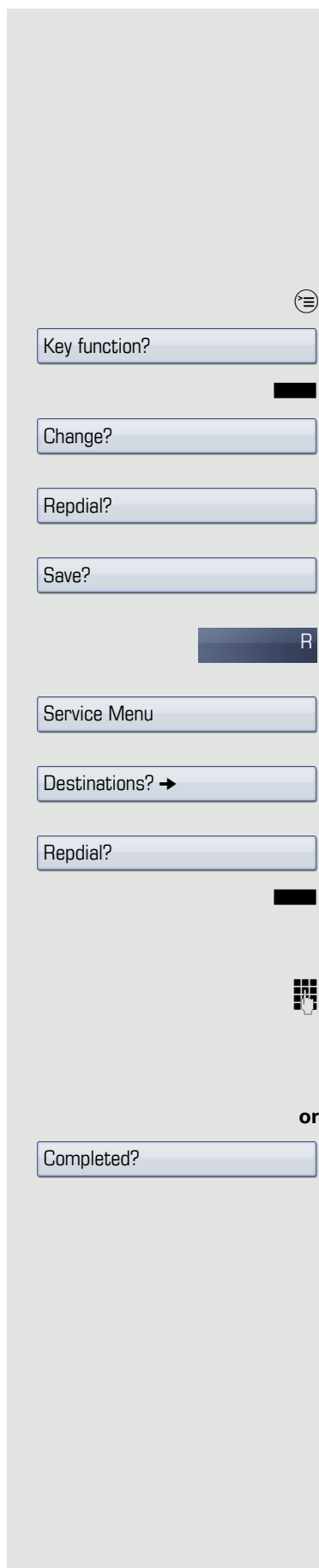
or

| Completed? | Confirm the option shown. Your entry is saved. |

Defining a label

| Use Destination Number? |

Confirm the option shown.

| R 220870 |

The phone number entered is displayed as the key label.

or

| Create Personal Label? |

Select and confirm the option shown.

| Gerard Matt |

Enter the required key label text → page 23.

| Save? |

Select and confirm the option shown.

▐▐▶ You can change the key label later → page 81.

Additional repdial key functions

Prerequisite: You have defined a phone number for a repdial key and are still in the menu → page 77.

Entering an automatic consultation call

| Enter Consult? |

Select and confirm the option shown.
"RF" appears in the display.

📱 Extend the destination number.

▐▐▶ If you press this key during a call, a consultation call is immediately set up to the saved phone number.

Entering a number with a pause (example)

| Enter Pause? |
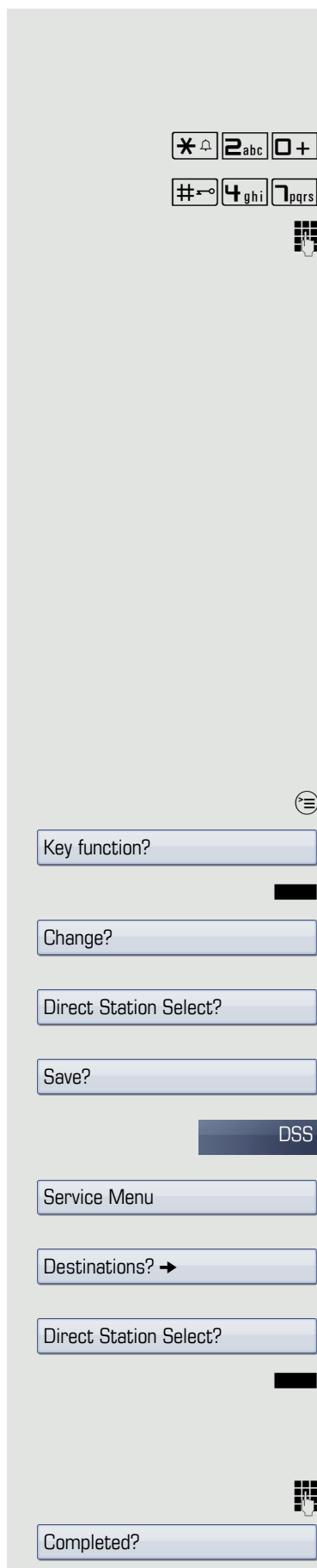
Select and confirm the option shown.
"P" appears in the display.

📱 Enter additional numbers.

▐▐▶ A pause is three characters long.

Repdial keys with enhanced functions

Some functions are not available via the menu - you must enter codes to access them. These codes are configured in the HiPath 4000 system. You can obtain these codes from your administrator.

Example: Locking the phone with simultaneous call forwarding

▌▶ The codes used here are examples and may differ from the settings in your system.

⁕△ 2abc 0+
#‐○ 4ghi 7pqrs

Enter the phone locking code.

Activate the code for call forwarding.

▤ Enter the destination phone number.

▌▶ In networked systems, the sequence must end with #.

Configuring DSS keys

▌▶ Your telephone can be configured so that direct station selection keys cannot be set up, thus facilitating data and personal security. Contact your administrator for questions.

Direct station selection keys can be assigned an internal number from the HiPath 4000 network.

A typical application of direct station selection keys is the executive-secretary configuration → page 113.

You must first program a sensor key with the "Direct station select" function. Then you must define the phone number and label.

Programming a sensor key as a DSS key

(≡) Open the Program/Service menu → page 36.

Key function? Select and confirm the option shown.

━ Press the required sensor key.

Change? Confirm the option shown.

Direct Station Select? Select and confirm the option shown.

Save? Confirm the option shown.

DSS The sensor key is now defined as a DSS key.

Service Menu Confirm the option shown.

Destinations? ➜ Confirm the option shown.

Direct Station Select? Select and confirm the option shown.

━ Press the saved DSS key.

Defining the phone number

▤ Enter the station number.

Completed? Confirm the option shown. Your entry is saved.

Defining a label

Use Destination Number?

Confirm the option shown.

DSS 22087

The phone number entered is displayed as the key label.

or

Use Destination Name?

Select and confirm the option shown.

DSS Matthe

If the number entered is assigned a name in HiPath 4000, the name appears as the key label.

or

Create Personal Label?

Select and confirm the option shown.

Gerard Matt

Enter the required key label text → page 23.

Save?

Confirm the option shown.

> You can change the key label later → page 81.

Changing the label

You can also subsequently change the label specified when programming a repdial/DSS key.

▦▶ You cannot change the labels on function keys.

Changing the label

(≡) Open the Program/Service menu → page 36.

Confirm the option shown.

Destinations? ➜

Direct Station Select?

or

Repdial?

Select and confirm the option shown.

▬ Press the required repdial/DSS key.

Edit Label?

Select and confirm the option shown.

Create Personal Label?

Select and confirm the option shown.

Enter Your Key Label:

Confirm the option shown.

📟 Enter the required key label text → page 23.

Save?

Select and confirm the option shown.
Your entry is saved.

▦▶ Adapt the contrast of the key label to your surroundings → page 123.

Deleting sensor key programming

Deleting phone number/label

☰   Open the Program/Service menu → page 36.

| Destinations? → |

Confirm the option shown.

| Direct Station Select? |

or

| Repdial? |

Select and confirm the option shown.

▬▬▬   Press the required repdial/DSS key.

| Delete? |

Select and confirm the option shown.

Saving speed dial numbers and appointments

Central speed dial numbers

▌▌▶ Speed dial numbers are configured by your administrator.

Speed dial numbers are saved in the system.

Your administrator will provide you with the central speed dial directory, for example, in print form.

Making calls using speed dial numbers → page 49.

Speed dialing with extensions

▌▌▶ Speed dial numbers with sequences are configured by your administrator.

Functions and phone numbers, as well as additional access codes, can be saved on a speed dial number.

As the number of characters for a speed dial entry is limited, you can link up to ten speed dial numbers for longer sequences.

Example:

You want to lock your phone and simultaneously activate call forwarding when you leave your office. These two actions can be saved as a sequence on a speed dial number.

Another speed dial number can be saved to release the phone lock and deactivate call forwarding.

Making calls using speed dial numbers → page 49.

Individual speed dial numbers

▮▶ This function must be configured by your administrator.

You can program the keys $\boxed{0+}$ to $\boxed{9_{wxyz}}$ with ten frequently used phone numbers.

⊜   Open the Program/Service menu → page 36.

| Destinations? → |

Confirm the option shown.

| Speed dial features? |

Select and confirm the option shown.

📟   Press the required speed-dial key. If the key is already in use, the programmed phone number appears on the screen.

📟   Enter the station number.

| Save? |

Confirm the option shown.
Your entry is saved.

Making calls using speed dial numbers → page 50.

Appointments function

You can configure your phone to call you to remind you about appointments. You must save the required call times. You can do this for the next 24 hours.

Saving appointments

⊜   Open the Program/Service menu → page 36.

| Reminder? → |

Select and confirm the option shown.
The display indicates whether a reminder has already been saved.

| New reminder? |

For the first appointment: Confirm the option shown.
For additional appointments: Select and confirm the option shown.

📟   Enter a 3-digit or 4-digit time, such as 845 (=8.45 a.m.) or 1500 (= 3.00 p.m.).

| Save? |

Confirm the option shown.

Deleting saved reminders

⊜   Open the Program/Service menu → page 36.

| Reminder? |

Select and confirm the option shown.
A saved reminder is displayed.

| Next reminder? |

Confirm, if you have multiple reminders saved.

| Delete? |

Select and confirm the option shown.

⊜   Press the key shown.
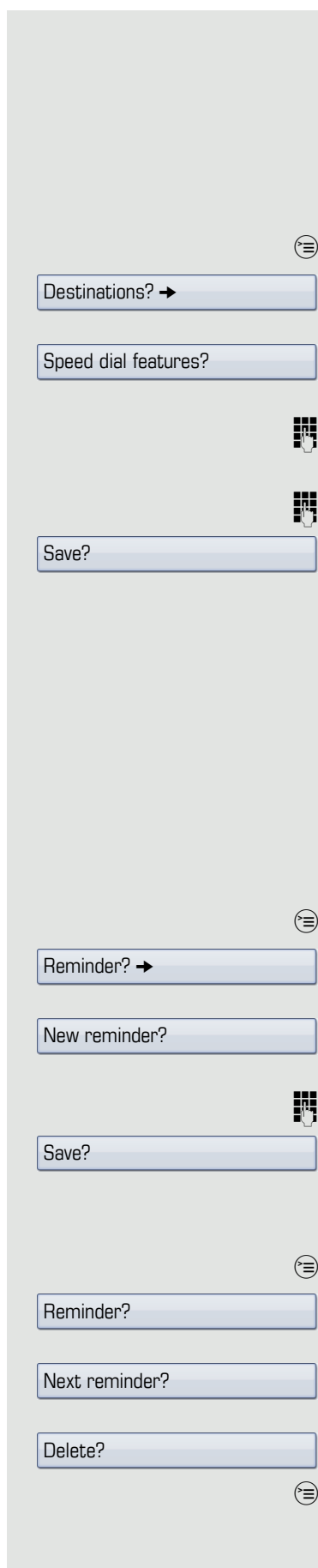
Using timed reminders

Prerequisite: You have saved a reminder. The saved time arrives.
The phone is ringing.

Reminder   :

➤ Lift the handset. The appointment time is displayed.

➤ Replace the handset.

> If you do not lift the handset, the phone rings several more times and "Reminder" is displayed before the reminder is deleted.

Phonebooks and call logs

Personal phonebook

For a detailed description of this function, see → page 30.

Creating a new contact

ⓜ Press the key until the "Personal" tab is active.

| Options → | Confirm the option shown. |

| New contact | Confirm the option shown. |

The form for entering contact data opens.

| Last name | Confirm the option shown. |

📱 Enter and confirm text → page 23.

| 🏢₁ Business 1 | Select and confirm the option shown. |

📱 Enter and confirm the phone number → page 21.

if nec. ⊕ Select and fill out additional fields.

⊙ Select the "Options" entry.

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

or

↰ Press the key shown.

| Save | Confirm the option shown. |
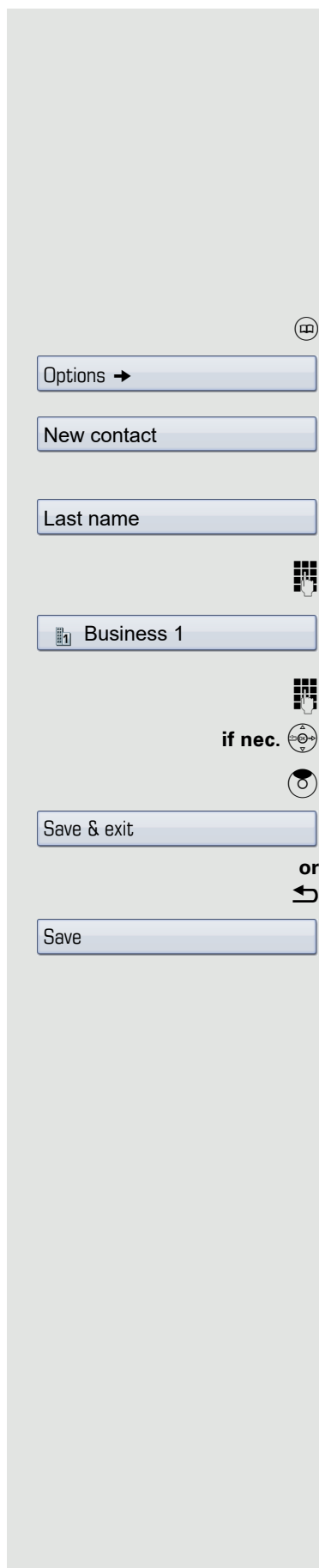
Defining the default number

If you have multiple numbers saved for a contact, you can define the default number here that should be used when dialing directly using the phonebook → page 48.

📖 Press the key until the "Personal" tab is active.

📇 Niels, Bohr ➜

Select a contact.

➜ Open the context menu.

Details

Select and confirm the option shown.

Select the "Default No." entry.

📇 Business 1 ➜

The phone displays the current setting.
Confirm the option shown.

📱 Mobile

Select and confirm the required phone number.

⊙ Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

↰ Press the key shown.

Save

Confirm the option shown.

Saving a picture for a contact

Prerequisite: Your administrator has loaded pictures to the OpenStage.

📖 Press the key until the "Personal" tab is active.

📇 Niels, Bohr ➜

Select a contact.

➜ Open the context menu.

Details

Select and confirm the option shown.

Select the "Picture" entry.

No picture ➜

The phone displays the current setting.
Confirm the option shown.

🖼 xxx 1

Select and confirm the picture you wish to use.

⊙ Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

↰ Press the key shown.

Save

Confirm the option shown.
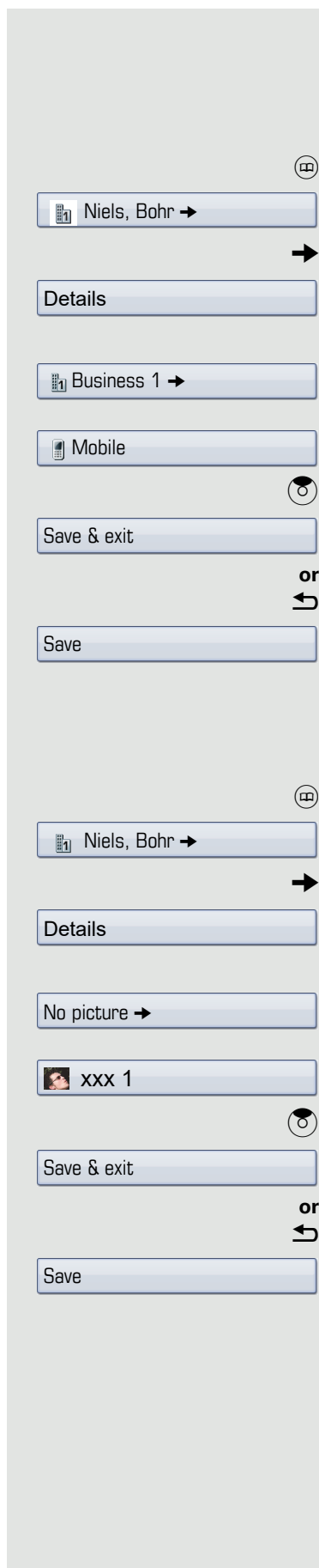
Changing contact data

Press the key until the "Personal" tab is active.

|🕮| Niels, Bohr ➜ |

Select a contact.

➜ Open the context menu.

|Details| Select and confirm the option shown.

⊕ Select the required field.

if nec. ↰ Delete existing text.

⊞ Enter and confirm the new text ➜ page 23.

if nec. ⊕ Select and edit additional fields.

⊙ Select the "Options" entry.

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

or

↰ Press the key shown.

|Save| Confirm the option shown.

Managing the phonebook

Defining the contact display format
Press the key until the "Personal" tab is active.

|Options ➜| Confirm the option shown.

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

⊕ Select and confirm the display format.

Example	Option
Miller, Peter	Lastname, Firstname
Peter Miller	Firstname Lastname
Miller, P	Lastname, F
P Miller	F Lastname

↰ Press the key shown. Return to phonebook

The display format is changed immediately.

Deleting contacts from the phonebook
Press the key until the "Personal" tab is active.

|🕮| Niels, Bohr ➜ |

Select a contact.

➜ Open the context menu.

|Delete| Select and confirm the option shown.

|Delete| Confirm in the pop-up menu.

The selected entry is deleted.
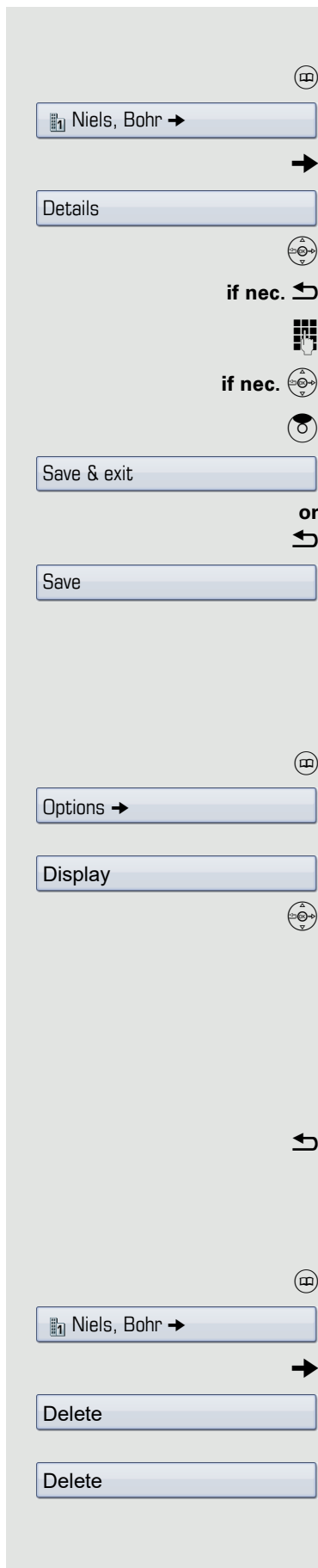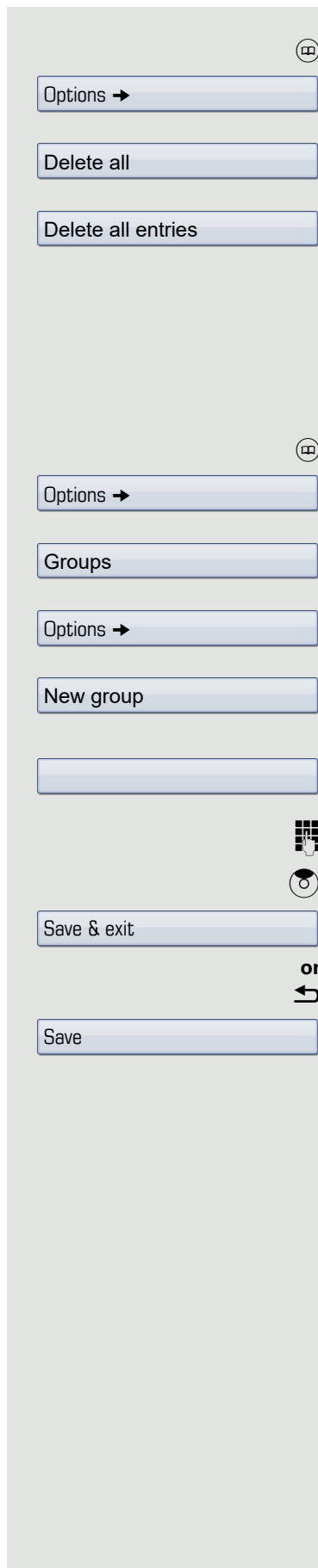
Deleting all phonebook entries

Ⓑ   Press the key until the "Personal" tab is active.

Options ➜

Confirm the option shown.

Delete all

Select and confirm the option shown in the context menu.

Delete all entries

Confirm in the pop-up menu.

All entries are deleted.

Managing groups

Creating a group

Ⓑ   Press the key until the "Personal" tab is active.

Options ➜

Confirm the option shown.

Groups

Select and confirm the option shown in the context menu.

Options ➜

Confirm the option shown.

New group

Confirm the option shown in the context menu.

The entry "Group name" is selected.

Confirm the option shown.

📟   Assign a group name (➔ page 23) and confirm.

🎧   Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

↰   Press the key shown.

Save

Confirm the option shown.

The new group is stored.

Adding a contact to a group

⊞   Press the key until the "Personal" tab is active.

[📇 Niels, Bohr ➜]

    Select a contact.

➜   Open the context menu.

[Details]

    Select and confirm the option shown.

    Select the "Groups" entry.

[No group ➜]

    Select and confirm the option shown.

[VIP]

    In the context menu, select and confirm a group.

👁   Select the "Options" entry.

[Save & exit]

    Select and confirm the option shown.

or

↰   Press the key shown.

[Save]

    Confirm the option shown.

Deleting a contact from a group

⊞   Press the key until the "Personal" tab is active.

[📇 Niels, Bohr ➜]

    Select a contact.

➜   Open the context menu.

[Details]

    Select and confirm the option shown.

    Select the "Groups" entry.

[VIP ➜]

    Confirm the option shown.

[No group]

    Select and confirm the option shown in the context menu.

👁   Select the "Options" entry.

[Save & exit]

    Select and confirm the option shown.

or

↰   Press the key shown.

[Save]

    Confirm the option shown.

Deleting a group

⊞   Press the key until the "Personal" tab is active.

[Options ➜]

    Confirm the option shown.

[Groups ➜]

    Select and confirm the option shown in the context menu.

[VIP ➜]

    Select and confirm a group.

[Delete]

    Select and confirm the option shown.

[Delete]

    Confirm in the pop-up menu.

The group is deleted and, if necessary, any assigned contacts remain saved in the phonebook.
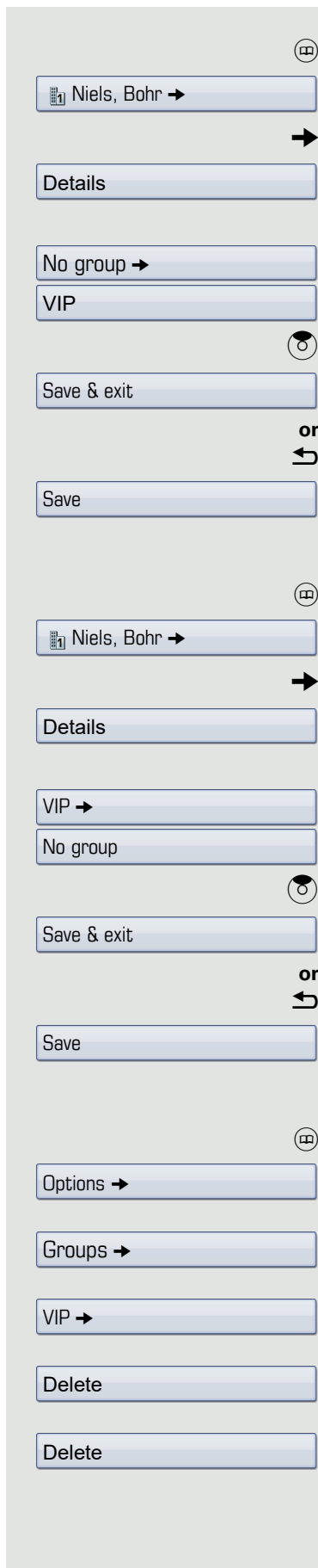
LDAP database

For a detailed description of this function, see → page 32.

Finding an LDAP entry

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

Options →

Confirm the option shown.

Find

Confirm the option shown in the context menu.

Scroll to the required search field (for example, "First name").

Confirm the option shown.

Enter search text → page 23.

Select the "Options" entry.

Find

Confirm the option shown.

Find

Confirm the option shown in the context menu.

If several entries match your search criteria, all are displayed in alphabetical order.

Viewing information about an LDAP entry

Coco, Chanel →

Select an entry.

→ Open the context menu.

Details

Select and confirm the option shown in the context menu.

All available information is displayed.

Importing an LDAP entry into the phonebook

Coco, Chanel →

Select an entry.

→ Open the context menu.

Save

Select and confirm the option shown.

The view changes to the personal phonebook.

if nec. Enter additional information.

The LDAP entry is now saved as a contact in your personal phonebook.
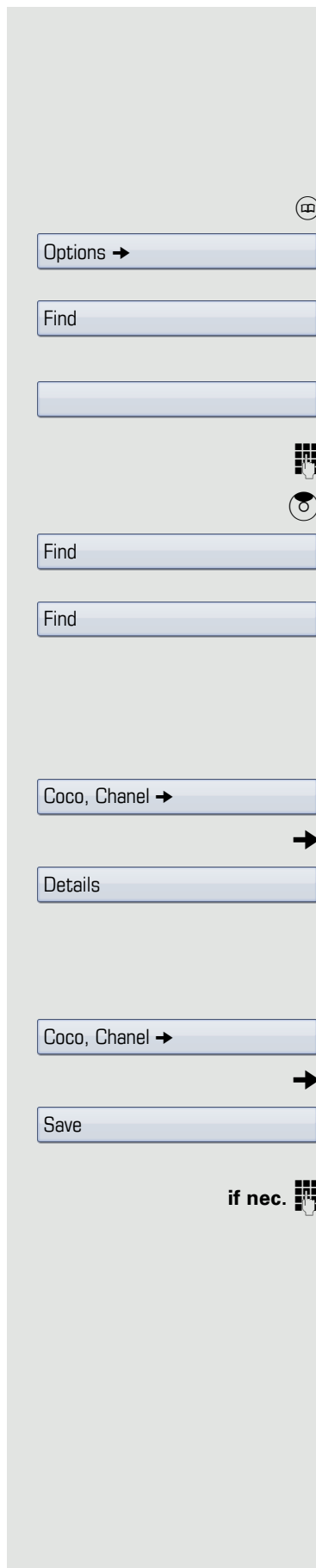
Call logs

For a detailed description of this function, see → page 33.

View details

(≒)   Press the key until the call log you want is active.

Niels, Bohr18.10.   Select the entry you want.

→   Open the context menu → page 26.

Details   Select and confirm the option shown.

For illustrated examples and descriptions of the displayed information, refer to → page 34.

Deleting entries

Deleting an individual entry

(≒)   Press the key until the call log you want is active.

Niels, Bohr18.10.   Select and confirm the entry you want.

→   Open the context menu → page 26.

Delete   Select and confirm the option shown.

The entry is deleted.

Deleting all entries in a list

(≒)   Press the key until the call log you want is active.

Options →   Confirm the option shown.

Delete All   Confirm the option shown in the context menu.

All entries in the list displayed are deleted.

Dialing with call charge assignment

You can assign external calls to certain projects.

Prerequisite: Project numbers (1 - 5) are configured for certain projects and you have an account code (project code) for the project.

Dialing with project assignment

Open the Program/Service menu → page 36.

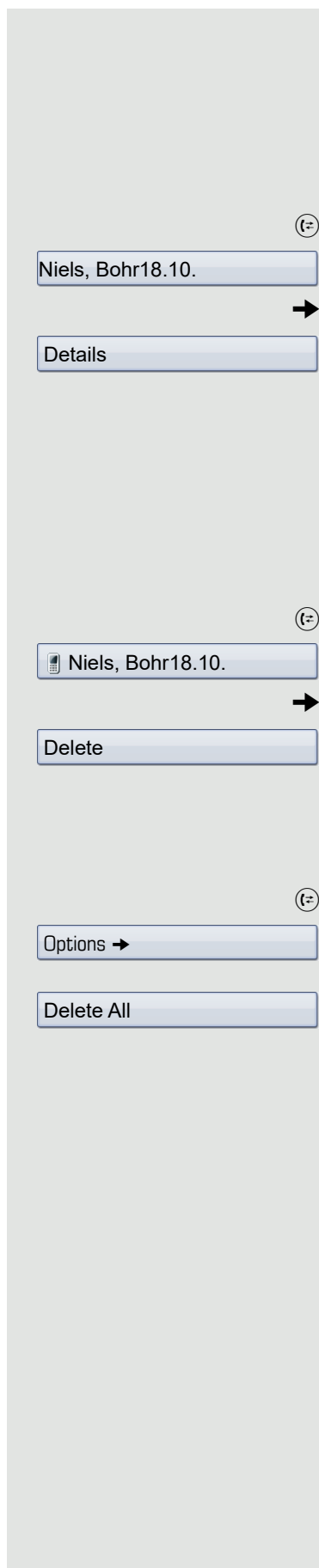Enter a service code between 61 (for project number 1) and 65 (for project number 5).

Enter the PIN.

or

Open the Program/Service menu → page 36.

PIN / COS?

Select and confirm the option shown.

PIN 1?

Confirm the option shown.

if nec.

PIN 2?

Select and confirm PIN2 to PIN5.

Enter the external phone number.

Then make a call as usual → page 39.

> Project assignment is temporary. It is automatically switched off if you have not used your phone, for example, for five minutes.

Call duration display

Call duration display is configured by the administrator. The display can show either call duration or call charges. It can also be switched off.

The call duration appears in the first line of the display on the right as HH:MM:SS and in 24-hour format. It is shown 10 seconds after the call starts.

The call charge display feature must be requested from the network operator and configured by the administrator.

Privacy/security

User password

The user password protects access to the user menu → page 36.

> The preset password "000000" is a blank password, that is, the "User" menu is freely accessible.

⊜	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.
	Select the "Set password" entry.
******	Confirm the option shown.
⬅	If applicable, delete the old password.
⌨	Enter a new password (at least six digits) and confirm your entry.
	Select the "Confirm password" entry.
******	Confirm the option shown.
⌨	Re-enter and confirm the password.
	Select the "Phone lock" entry.
Disabled ➜	The phone displays the current setting. Confirm the option shown.
Enabled	Select and confirm the option shown in the context menu.
⊚	Select the "Options" entry.
Save & exit	Select and confirm the option shown.
or	
⬅	Press the key shown.
Save	Confirm the option shown.
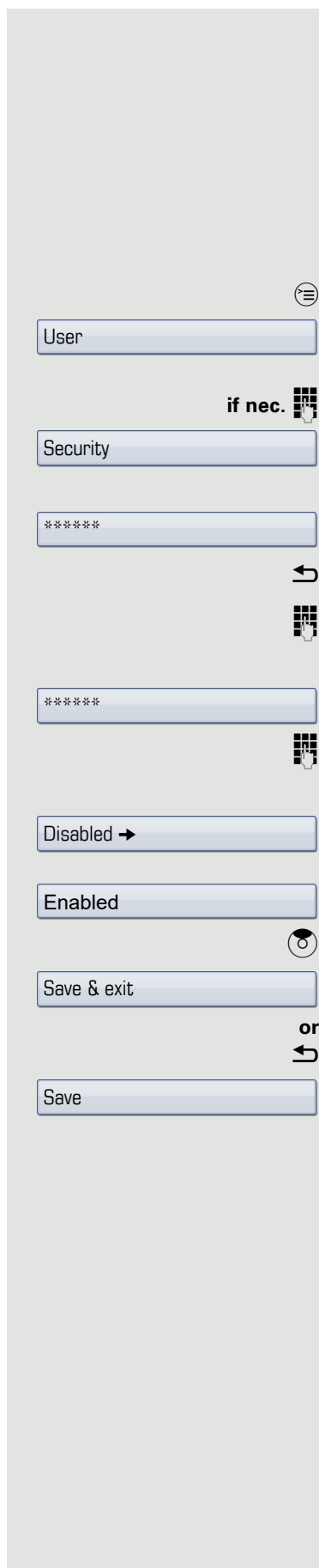
Locking the telephone to prevent unauthorized use

You can prevent unauthorized parties from using your phone during your absence.

You can see whether the function is activated or deactivated from the corresponding icon in the status bar on the display → page 22.

Prerequisite: You have received a personal identification number (PIN) from the administrator.

Locking the telephone to prevent unauthorized use

≡ Open the Program/Service menu → page 36.

PIN / COS?	Select and confirm the option shown.

Change COS?	Select and confirm the option shown.

or

#←○ Hold down the key shown.

⠿ Enter the PIN (code no.).

> When the phone is locked, a special dial tone sounds when the handset is lifted. Within the HiPath 4000 system, users can make calls as normal.

Unlock the phone

#←○ Hold down the key shown.

⠿ PIN (code no.) press this key.

⊗ Confirm the option shown.

If your entry is correct, "Carried out" is displayed.

Activating/deactivating "Do not disturb"

If you do not wish to take calls, you can activate do not disturb. Internal callers hear the ring tone and the message "Do not disturb".
External callers are redirected to the attendant console. The administrator can set forwarding destinations for do not disturb so that internal and external calls can be forwarded.

If your belongs to an ONS group (parallel call → page 118), please note the following:
Do not disturb can be activated/deactivated on any phone in the ONS group - it then applies to all phones in that group.

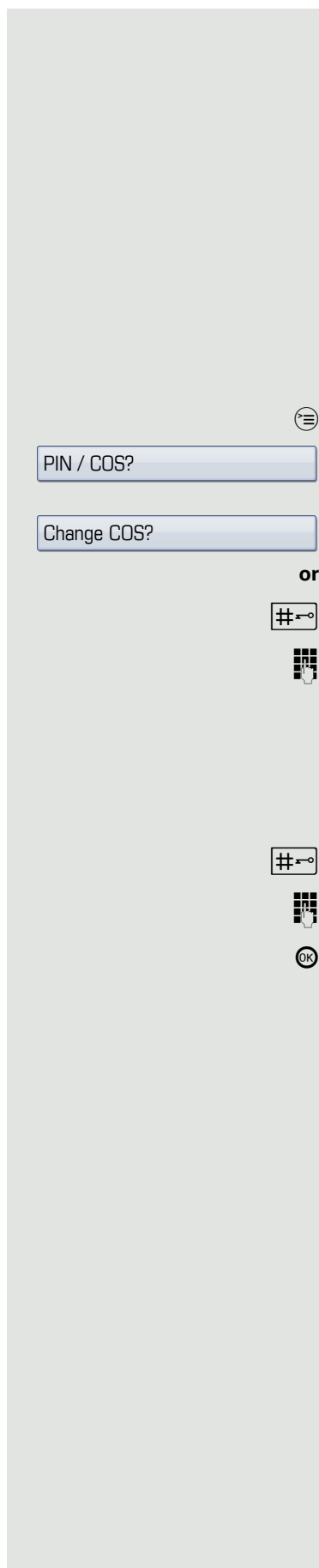**Prerequisite:** The administrator have activated do not disturb for all HiPath 4000 stations in your system.

Ⓜ   Open the Program/Service menu → page 36.

| Feature settings? → |

Select and confirm the option shown.

| Do not disturb? |

Select and confirm the option shown. The display shows whether do not disturb is activated or deactivated.

| Activate? |

Confirm the option shown.

or

| Deactivate? |

confirm.

Activating/deactivating "Speaker call protect"

You can block speaker calls to your phone. If a caller attempts to contact you via a speaker call, the connection is established as a normal call.

Ⓔ Open the Program/Service menu → page 36.

Feature settings? → | Select and confirm the option shown.

Speaker call protect? | Select and confirm the option shown. The display shows whether "Speaker call protect" is activated or deactivated.

Activate? | Confirm the option shown.

or

Deactivate? | confirm.

▐► When you lift the handset, you will hear a tone reminding you that "Speaker call protect" is activated.
The attendant can bypass "Speaker call protect" and reach you.
If the administrator has blocked "Speaker call protect" generally for HiPath 4000, the menu option "Speaker call protect?" does not appear in the Program/Service menu.

Caller ID suppression

Display suppression only applies to a subsequent call and is not saved in the case of saved number redial→ page 41.

Ⓔ Open the Program/Service menu → page 36.

More features? → | Select and confirm the option shown.

Display suppression? | Confirm the option shown. You will hear the dial tone.

⌨ Enter the number of the party you wish to call. If the called party accepts the call, your number is not displayed.

Identifying anonymous callers (trace call)

▐► This function must be configured by your administrator.

You can identify malicious external callers. You can record the caller's phone number during a call or up to 30 seconds after a call. In this case, you should not hang up.

Ⓔ Open the Program/Service menu → page 36.
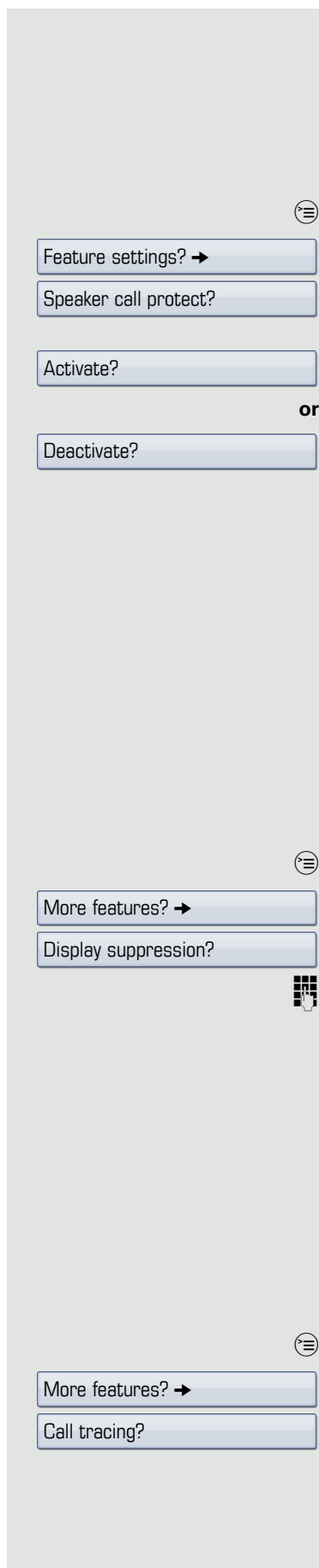
More features? → | Select and confirm the option shown.

Call tracing? | Select and confirm the option shown.

▐► If the trace is successful, the transmitted data is stored by your network operator. Contact your administrator.

More functions/services

Using another telephone in the same way as your own

You can log on to another phone in the HiPath 4000 system using your personal identification number (PIN). This also applies to telephones in networked HiPath 4000 systems, for example, at other company sites). On another phone, you can

- make calls using cost center assignment,
- make calls using project assignment,
- query your mailbox,
- use a number saved on your phone for saved number redial,
- enter appointments

With an internal PIN you can forward calls for you to other phones at your location ("follow me" call forwarding).

Logging on to another phone

Prerequisite: You have received a PIN from your administrator. Within your own HiPath 4000 system, you will need an internal PIN. For other HiPath 4000 systems in the network, you will need a network-wide PIN.

⊜   Open the Program/Service menu → page 36.

| PIN / COS? |

Select and confirm the option shown.

| PIN 1? |

Select and confirm the option shown.
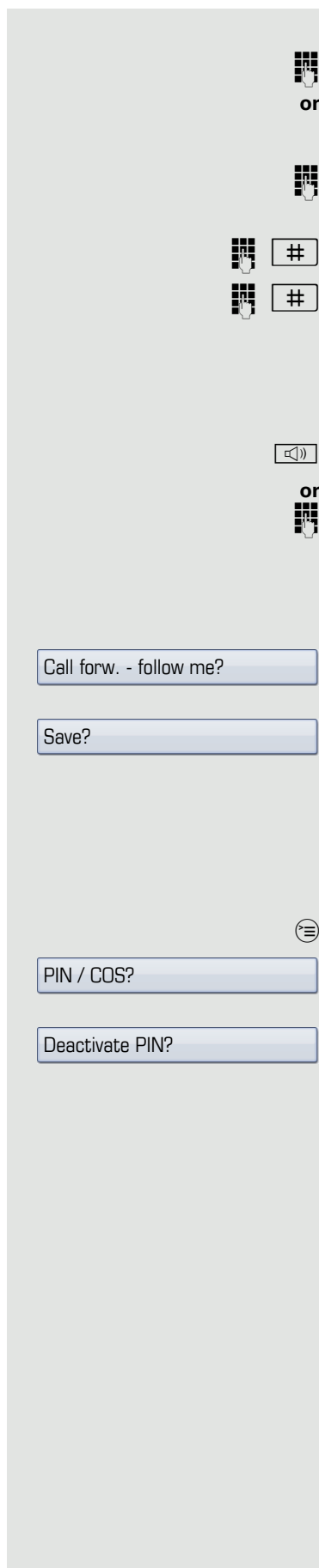If you have several PINs and wish to use a different one, select the other PIN.

▦   At the display "Enter station no:" or "Enter ID", you are prompted to enter your PIN.

In your local HiPath 4000 system:

📱   Enter your internal PIN.

or   ### In your local system and other HiPath 4000 systems in the network:

📱   Enter the two-digit node ID of your local HiPath 4000 system (ask the administrator).

📱 **#**   Enter your own phone number and press the pound key.

📱 **#**   Enter the network-wide PIN and press the pound key.

Making a call after successful logon

You will hear the dial tone. "Please dial" appears in the display.

◁))   Press the key shown.

or

📱   Enter a phone number immediately.

Setting up "follow me" call forwarding following successful identification

Call forw. - follow me?   Select and confirm the option shown.

Save?   Select and confirm the option shown.

Call forwarding is now active.

Logging off from another phone

☰   Open the Program/Service menu → page 36.

PIN / COS?   Select and confirm the option shown.

Deactivate PIN?   Select and confirm the option shown.

▐▐▶   You are automatically logged off if the other phone remains unused for several minutes.
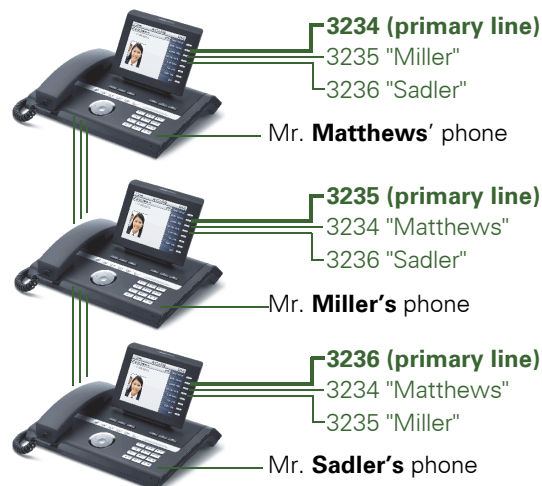
Making calls with multiple lines

Line keys

The programmable sensor keys on multi-line phones function as line keys. Each key that is assigned the function "line" is handled as a line. This means up to eight lines can be configured on the OpenStage 60/80 T.

A distinction is made between primary and secondary lines. Each of these line types can be used on a private or shared basis → page 101.

Line keys are configured by the administrator.

The following diagram shows how telephones with multiple line keys are connected in a team.
3234 Mr. Matthews' phone number, 3235 is Mr. Miller's phone number and 3236 is Mr. Sadler's phone number. On all three phones, calls can be made via all three lines. However, the line of your own extension number is always the primary line.

3234 (primary line)
3235 "Miller"
3236 "Sadler"

Mr. **Matthews'** phone

3235 (primary line)
3234 "Matthews"
3236 "Sadler"

Mr. **Miller's** phone

3236 (primary line)
3234 "Matthews"
3235 "Miller"

Mr. **Sadler's** phone

Primary line

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

> To avoid conflict between the individual multi-line phones, you can configure the functions "Do not disturb" and "Call forwarding" exclusively for the primary line.

Secondary line

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

Line utilization

Private line

A line that is used by a single telephone. This line cannot be used as a secondary line by another telephone.

Shared line

A line that is configured on multiple telephones. The line status (if configured) is displayed 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.

You can see the status of the line from the LED.

LED displays on line keys

LED		Explanation
▬	Off	– The line is in idle mode.
☼	Flashing[1]	– Incoming call on the line – Hold reminder is activated – The line is on "Hold".
▭	On	– The line is busy.

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.

Preview

You are making a call on a single line. The LED on another line key flashes quickly. The "Preview of Line" function shows you who is calling on this line. This information appears in your display. You can also determine which caller is waiting on a line key, if you have placed them on "Hold" or "Exclusive hold". You can also display information about the caller on the active line.

Prerequisite: You have accepted a call on a line key. The line key LED flashes quickly and the "Preview" is configured.

Activating preliminary display

▬ Press the "Preview" programmed sensor key. The LED lights up.

☼ Press the required line key.

Information about the caller or the party on hold or parked is displayed.

Deactivating preliminary display

▭ Press the "Preview" programmed sensor key. The LED goes out.

The menu line and call duration are displayed again.

Answering calls with the line keys

If several calls arrive at the same time, you can answer calls as normal in the sequence in which they are offered. However, you can also answer calls preferentially.

Prerequisite: The administrator have defined the sequence in which incoming calls should be routed to line keys.

Answering calls in the sequence in which they are offered

Your telephone rings (call). The caller ID is displayed. The LED of the line key offered flashes quickly.

➤ Lift the handset.

or

🔊 Press the key and enter speakerphone mode.

Answering calls preferentially

Your telephone rings (call). The caller ID is displayed. The LED of the line key offered flashes quickly. The LEDs of the other line keys also flash quickly.

⚞ Press the preferred line key. The caller ID is briefly displayed.

➤ Lift the handset.

or

🔊 Press the key and enter speakerphone mode.

Deactivating/activating ringing (call)

If you are making a call on one line, ringing for other incoming calls can disturb your current call. If ringing (call) is deactivated, your telephone will no longer ring. Incoming calls are then only signaled when the corresponding line key flashes.

"Ringer Off" with programmed sensor key

To deactivate ringing:
Press the "Ringer Off" sensor key. The LED lights up.
The phone does not ring for incoming calls.

To activate ringing:
Press the "Ringer Off" sensor key. The LED goes out.
The phone rings for incoming calls.

Via the Program/Service menu

Open the service menu → page 36.

Feature settings? →

Select and confirm the option shown.

Ringer cutoff?

Select and confirm the option shown.

Deactivate?

Confirm the option shown

or

Activate?

confirm.

Dialing with line keys

Your phone can be configured with automatic or selectable line seizure. The administrator define whether a line should be automatically seized when the handset is lifted or speakerphone mode is activated, and which line this should be.

▮▮▶ The display "Please select a line"
prompts you to seize a line when you lift the handset or press the speaker key.

Dialing with automatic line seizure

➤ Lift the handset.

or

🔊 Press the key shown.

The display briefly shows the line number and status and then prompts you to dial.

Example:

`220807 active`

The line 220870 is selected automatically.

The line key LED for 220870 lights up.

🎛 Enter the station number.

Dialing with selectable line seizure

➤ Lift the handset.

or

🔊 Press the key shown.

`Please select a line`

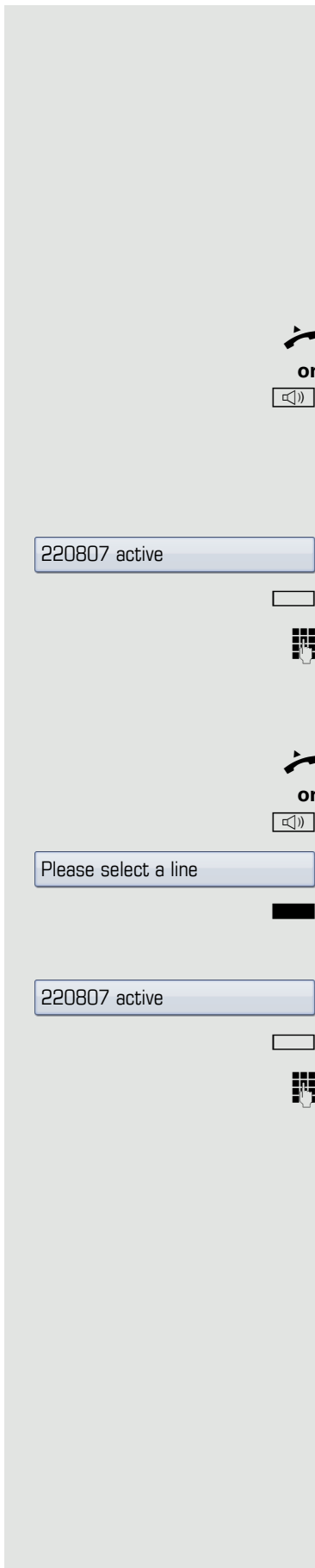You are prompted to press a free line key.

▬ Press a free line key. The LED lights up.

Example:

`220807 active`

The line 220870 is selected automatically.

The line key LED for 220870 lights up.

🎛 Enter the station number.

Saved number redial for a specific line

If this type of saved number redial is configured on your system, you can save a phone number for subsequent redial on a particular line → page 106. The saved phone number is offered in the menu when dialing.

➤ Lift the handset.

or

◄» Press the key shown.

Please select a line

Display.

▬ Press the applicable line key. The LED lights up.

Saved number redial?

Select and confirm the option shown.

⮞ If you save a redial on a specific line, this can be overwritten by another team member.

Last number dialed for a specific line

The last phone number dialed via your primary line is saved.

If this type of saved number redial is configured on your system, every last number dialed for the current line is automatically saved for redial.
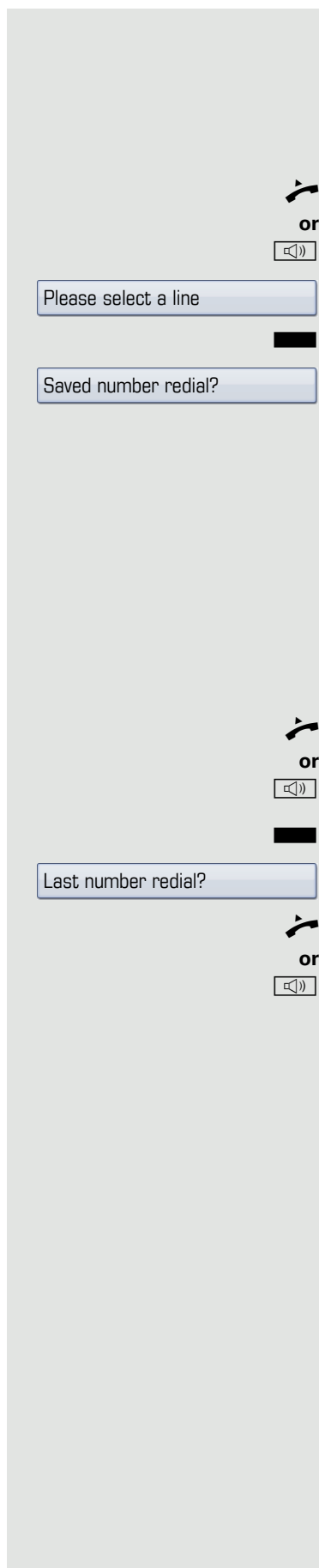
➤ Lift the handset.

or

◄» Press the key and enter speakerphone mode.

▬ Press the required line key. The LED lights up.

Confirm the option shown.

Last number redial?

➤ Lift the handset.

or

◄» Press the key and enter speakerphone mode.

Saving phone numbers for "Redial on a line"

Prerequisite: "Saved number redial for a specific line" is configured and not "Saved number redial (last number dialed)".

Saving the dialed phone number or a caller's phone number

You have called a party on a particular line and this call is still in progress. Or, you were called by another party whose phone number is displayed, and this call is still in progress.

Save number?

Select and confirm the option shown.

Line mailbox

Callers who wish to reach you when you are absent can leave a message on the mailbox for the relevant line.
Both voice and fax messages can be stored in the mailbox (if so configured).

Prerequisite: A mailbox is configured for one or more lines.

Please note that only one user can edit one mailbox at any time.

> If your belongs to an ONS group (parallel call → page 118), please note the following:
>
> Signaling is available for the mailbox (MWI) on all phones in an ONS group.

Retrieving messages

If new messages that have not yet been retrieved are in the mailbox and a programmable sensor key has been assigned the function "Mailbox", the LED of this key lights up.

Please refer to the information on → page 35.

✉ Press the key shown.

Responding to a callback request

A callback request is displayed.

Output?

Select and confirm the option shown. The party is called on the relevant line.

Next entry

More than one entry is available.

Next entry?

Select and confirm the option shown. The next entry is displayed.

Deleting entries

The relevant entry is displayed.

Delete?

Select and confirm the option shown.

Ending retrieval

⊜ Press the key shown.

or

Cancel?

Select and confirm the option shown.

Undeleted entries remain saved. If unanswered callback requests are present, the ⊠ key continues to blink.

Identifying the line used

If several lines are occupied at the same time, you can determine which one you are currently using for a call.

With a programmed sensor key

▬ Press the "Line in Use" programmed sensor key.

Via the menu

⊜ Open the Program/Service menu → page 36.

More features? ➜

Select and confirm the option shown.

Show used line?

Select and confirm the option shown. The line number and status of the line currently in use are displayed.

Making calls on multiple lines alternately

Prerequisite 1: The administrator have specified that when you change lines, the lines are hold and can only be disconnected by replacing the handset or pressing the release key.

Prerequisite 2: You are connected to multiple parties via two or more lines. These may be callers (→ page 102) or called parties (→ page 104).

You are on a call e. g. on line 1. The trunk key of the party on hold blinks slowly.

☇ Press the flashing line key 2. The first call party is on hold on line 1.
☇ Press the flashing line key 1. The second call party is on hold on line 2.

You can switch between lines as often as you wish.

Ending the connection on a line key

◁))   Press the key shown. The LED goes out.

or

☎   Replace the handset.

Entering a call on a line (three-party conference)

Prerequisite: A call is in progress on one of the lines. The line key LED lights up.

▭   Press the line key. You and the parties already connected can hear the conference. All three parties can speak with one another. The LED remains lit.

> You cannot enter a conference, if the function "Privacy" is deactivated on your line.
>
> If one of the three parties hangs up, the other two remain connected.
>
> If a connection remains between you, as the entering party, and one of the other parties who previously occupied the line, consultation is no longer possible.

Allowing or blocking a party from joining a call

Allowing a party to join a call

Your primary line may be configured so that other parties may not join calls on that line when it is busy. In this case, you can allow other parties to join a call. This authorization applies to the current or the next call.

📞   You are already conducting a call on one line.

or

📞   Lift the handset.

With a programmed sensor key
▬   Press the "Privacy" programmed sensor key.

Via the menu

⊜   Open the Program/Service menu → page 36.

| More features? → |

Select and confirm the option shown.

| Privacy off? |

Select and confirm the option shown.

Other parties can now join the call.

Blocking other parties from joining a call

If your phone is not already set to block other parties from joining, you can make this setting manually. This block applies to the current or the next call.
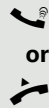
📞 You are already conducting a call on one line.

or

📞 Lift the handset.

With a programmed sensor key

⬜ Press the "Privacy" programmed sensor key.

Via the menu

☰ Open the Program/Service menu → page 36.

| More features? → |

Select and confirm the option shown.

| Privacy on? |

Select and confirm the option shown.

Other parties are now blocked from joining the call.

Ending the connection on a line key

🔊 Press the key shown. The LED goes out.

or

📞 Replace the handset.

Third-party monitoring

During a call, a predefined party can be prompted to join the call as a "witness" using the "Slnt Mon Req" programmed sensor key. Your call partner is not informed that a "witness" is joining the call. The "witness" cannot participate in the call; they can only hear what is being said.

> When configuring and using third-party monitoring, please note the applicable data protection regulations.

Prerequisite: Third-party monitoring is configured in your system and the programmed sensor key "Slnt Mon Req" is configured on your phone. You are conducting a call. "Privacy" must be deactivated.

Briefly press the "Slnt Mon Req" programmed sensor key twice. The "witness" hears a special tone on their phone and the message "Connect witness or tape" appears on their display.

The "witness" lifts the handset.

or

The "witness" presses the line key for the line on which the call is being conducted.

The "witness" can now listen to the call without being noticed.

> Only the "witness" may end silent monitoring, by hanging up or pressing the line key.

Holding and re-accepting a call on a line key

Prerequisite: You have accepted a call on a line key (→ page 102) or you are conducting a consultation call.

━━ Briefly press the line key you are currently using,

or

| Hold? |

Select and confirm the option shown.

The line key where the call is on hold flashes slowly. The call can be continued on any phone in the team where the LED for this line key is flashing.

Retrieving the call

⧨ Press the flashing line key. Proceed with your call.

Exclusively holding and re-accepting a call on a line key

Prerequisite: You have accepted a call on a line key or you are conducting a consultation call that only you can or wish to continue.

━━ Press the "Excl. Hold" programmed sensor key.

or

| Private hold? |

Select and confirm the option shown.

The line key where the call is parked, flashes slowly. The call can be continued on your phone only and is not signaled on any other phone.

Retrieving the call

⧨ Press the flashing line key. Proceed with your call.

Accepting a specific held line

A colleague in an open-plan office has parked a call on a line key and requests that you accept the call. You do not have access to this line.

➤ Lift the handset.

| Direct call pickup? |

Select and confirm the option shown.

▦ Enter the phone number of the phone where the call is parked. In this way you can accept the call.
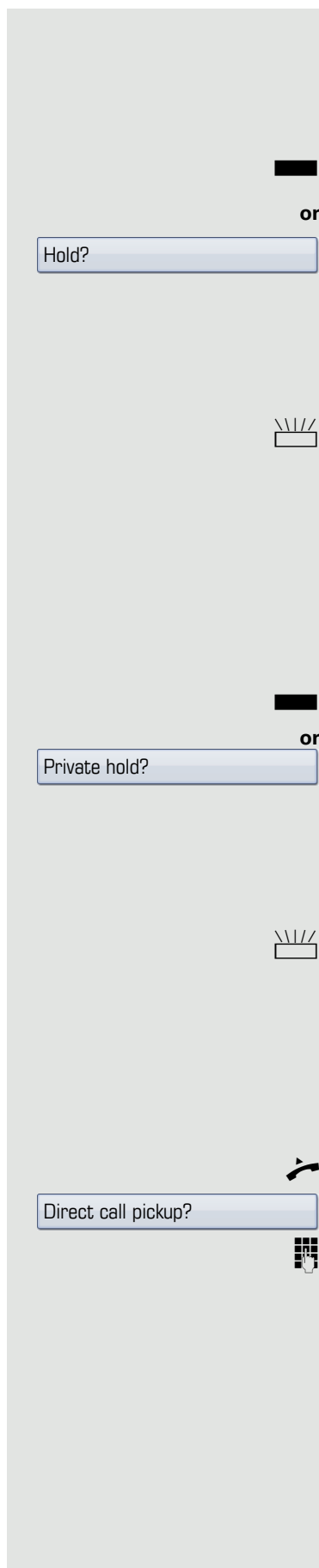
Forwarding calls on lines

When you activate call forwarding for a shared line (→ page 101), the line is generally also forwarded to other phones.

The process for configuring call forwarding for a specific line is identical to the call forwarding process already described. You must simply ensure that the required line is already seized.

Press the line key for the required line. The LED lights up.

Please read the additional notes on → page 64.

Ring transfer

If you temporarily leave your workstation or do not wish to be disturbed, you can transfer incoming calls to your line to another destination. A "RTRLN" (ring transfer/line) sensor key can be programmed for each line.

Activating

Press the "RTRLN" programmed sensor key. The LEDs on your phone and on the destination phone light up. When you receive a call, the line key flashes but the phone does not ring. The call is signaled on all other team phones.

Deactivating

Press the "RTRLN" programmed sensor key. The LED goes out. Calls are signaled on the phone once more.

Making calls in an executive-secretary team

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

> For information on the meanings of the LED displays of the DSS keys, see → page 19.

Calling an executive or secretary phone

On the secretary phone, a DSS key is configured as "executive" and on the executive phone, a DSS key is configured as "secretary".

Example: calling the secretary from the executive phone

The LED is not lit – the secretary is not on a call

Press the "secretary" DSS key.

Lift the handset.

or

Press the key and enter speakerphone mode.

The LED is lit – the secretary is on a call

Press the "secretary" DSS key.

Camp-on to the secretary phone. The called party hears a tone and the "Pickup" programmed sensor key flashes.

Lift the handset.

or

Press the key and enter speakerphone mode.

> DSS from the secretary to the executive functions in the same way, using the "executive" DSS key.

Accepting calls for the executive phone at the secretary phone

When a call is received for the executive phone, the secretary phone rings.

➤ Lift the handset.

or

◁)) Press the key and enter speakerphone mode.

Accepting calls for the executive phone when already on a call

You are conducting a call.
The executive phone receives a call.

☎ Ask your call partner to wait.

⧓ Press the "Pickup" programmed sensor key.

Ending the call and returning to the first call:

⊡ Press the key shown.

Continue the call with your initial call partner.

Transferring a call to the executive phone

Prerequisite: You have accepted a call for the executive phone on the secretary phone.

▬ Press the "executive" DSS key. You are connected to the executive phone.

With announcement

☎ Announce the call partner.

☎ Replace the handset.

Without announcement

☎ Replace the handset immediately.

Transferring calls directly to the executive phone

When the secretary is out of the office, calls for the executive can be transferred directly to the executive phone. This transfer can be made on the secretary phone or on the executive phone.

Activating

Press the "RT Executive" programmed sensor key. The LED lights up.

Deactivating:

Press the "RT Executive" programmed sensor key. The LED goes out.

> Calls for the secretary phone are not transferred, only calls for the executive phone.

Accepting calls on the executive phone

The secretary phone does not answer a call for the executive. After 15 seconds (depending on the system) you hear an alert tone on the executive phone. The display shows who is calling.

Lift the handset.

Press the "Pickup" programmed sensor key.

Accepting a call for another executive-secretary team

If multiple executive-secretary teams are configured, you can also accept calls for other teams.

Lift the handset.

Press the programmed sensor key, for example, "Exec 3".

> Call pickup is also possible during a call. Ask your call partner to wait briefly and then press the flashing programmed sensor key.

Using a second (executive) telephone

Prerequisite: A second phone is configured for the executive. A "Group Park" sensor key is programmed on the first and second executive phones.

Parking a call on the first phone:

▬ Press the "Group Park" programmed sensor key. The LED lights up.

Continuing a call on the second phone:

➤ Lift the handset.

Press the "Group Park" programmed sensor key.

Activating/deactivating a second executive call

On the executive phone, you can configure calls to go to the secretary phone when you are on a call. If you are on a call and are expecting another important call, it may be useful to activate the second call feature.

⊜ Open the Program/Service menu → page 36.

| Feature settings? ➜ |

Select and confirm the option shown.

| Camp-on? |

Confirm the option shown.

| Activate? |

Confirm the option shown

or

| Deactivate? |

confirm.

Using signal call

If a "Buzz" programmed sensor key is configured on your executive phone, you can press a key to send a signal call to a specific destination phone (e.g. to a secretary phone). On the destination phone, the phone number of the transmitting phone is also briefly displayed for the signal call.

You can press the programmed sensor key in idle mode and while on a call (once or several times).

If a "Buzz" programmed sensor key is not configured, you can lift the handset and enter the "Signal call" code to send a signal call to the destination phone.

Placing a messenger call

You can place a messenger call by pressing a key, if this key is configured on the executive phone. Programming a sensor key with a function → page 76.

Defining a representative for the secretary

Calls for the executive that arrive at the secretary phone can be forwarded to another phone. To do this, you must configure a "Alt. Answer" programmed sensor key → page 76.

Activating the representative:

Press the "Alt. Answer" programmed sensor key. The LED lights up.

Deactivating the representative:

Press the "Alt. Answer" programmed sensor key. The LED goes out.

Special parallel call (ONS) functions

If your phone is part of an ONS group (ONS = "One Number Service"), you can be reached on all other phones in this group as well as on your own phone. To set up an ONS group, contact your administrator.

An ONS group may consist of up to three phones (phone numbers).

ONS group

A (master)   **B**   **C**
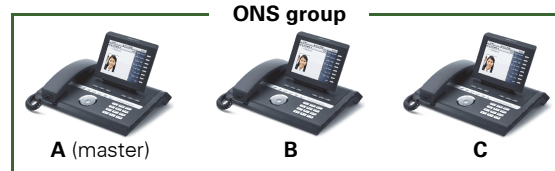
Up to one group member can be an external phone (such as a mobile phone). One phone in the group is the "master" (**A**) - the other ONS group members (**B**, **C**) receive A's number.

If **A**, **B** or **C** receive a call, all phones in the ONS group ring. If **A**, **B** or **C** is busy, all phones in the ONS group are busy (callers outside the ONS group receive a busy signal). Within the ONS group, phones can be reached on their original phone numbers.

The following functions also have an additional impact on internal member phones in an ONS group:

- Call waiting → page 51
- Call forwarding → page 63
- Do not disturb → page 96
- Mailbox (MWI) → page 35
- Callback → page 44
- Call lists → page 48

> If your ONS group contains a mobile phone, you must ensure that it is always available (switched on). Otherwise the mobile mailbox may pick up a call too early, leading to call signaling problems on the other ONS group member phones.

Individual phone configuration

Adjusting display settings

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.

Duration for idle mode

Set the duration for which the OpenStage should be idle before automatically switching to idle mode.

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

| User |

Confirm the option shown.

if nec. ⌨ Enter and confirm the user password.

| Phone |

Select and confirm the option shown.

| Display |

Select and confirm the option shown.

Select the "Inactivity delay (mins)" entry.

| 30 |

The phone displays the current setting.
Confirm the option shown.

| 20 |

Select and confirm the value you want in the context menu.

Select the "Options" entry.

| Save & exit |

Select and confirm the option shown.

or

↰ Press the key shown.

| Save |

Confirm the option shown.
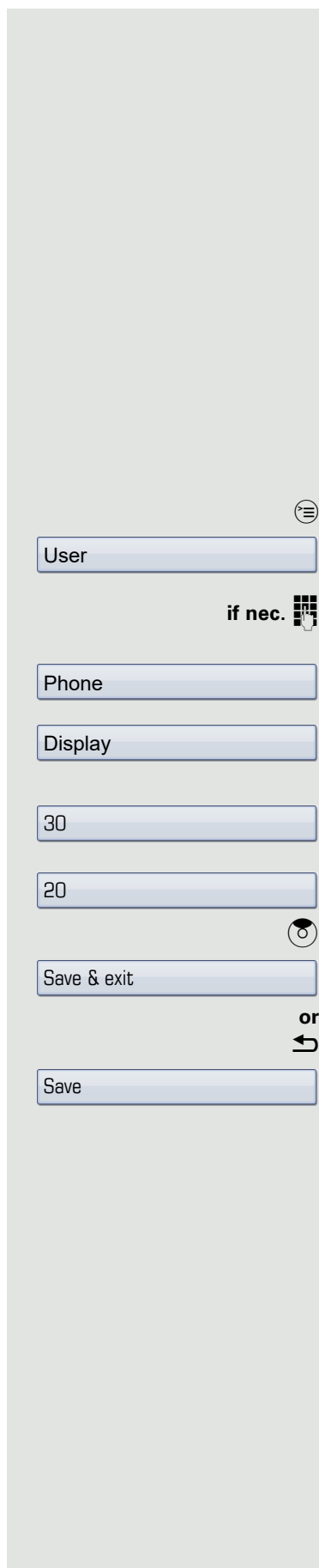
Screensaver

Activate a screensaver for the telephone idle state.

Activating the screensaver

Prerequisite: Your administrator has 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.

Select the "Enabled" entry.

| No ➜ |

The phone displays the current setting.
Confirm the option shown.

| Yes |

Select and confirm the option shown in the context menu.

(⊙)   Select the "Options" entry.

| Save & exit |

Select and confirm the option shown.

or

↰   Press the key shown.

| Save |

Confirm the option shown.

Screensaver fade-in time

Set the speed at which the screensaver images change here (5 - 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.

Select the "Transition delay (secs)" entry.

| 10 ➜ |

The phone displays the current setting.
Confirm the option shown.

| 15 |

Select and confirm the value you want in the context menu.

(⊙)   Select the "Options" entry.

| Save & exit |

Select and confirm the option shown.

or

↰   Press the key shown.

| Save |

Confirm the option shown.

Color scheme

Select your preferred appearance for the menu display here.

⟫ For sample display themes, see → page 22.

User

Phone

Display

Crystal Sea →

Warm Grey

Save & exit

or

Save

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

Confirm the option shown.

if nec. 🔡 Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.

Select the "Set skin" entry.

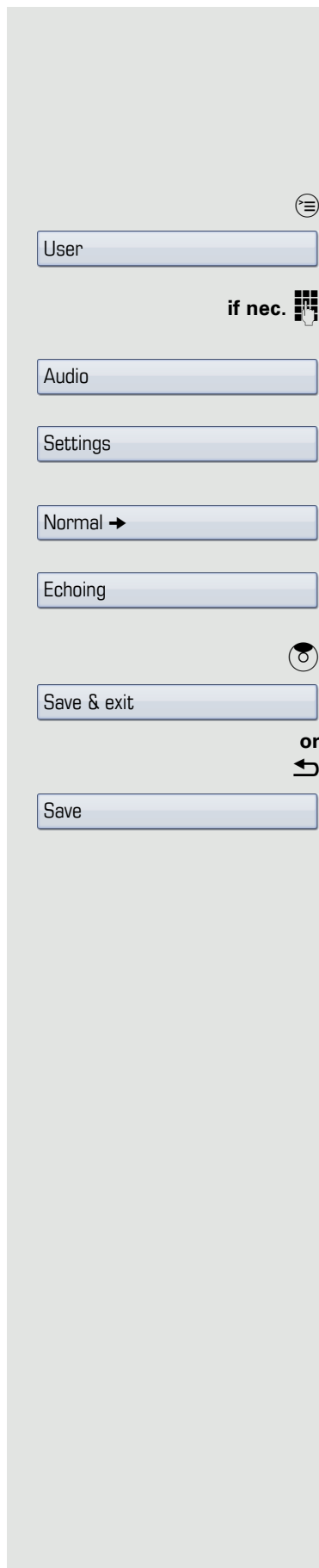The phone displays the current setting.
Confirm the option shown.

Select and confirm the option shown in the context menu,

Ⓞ Select the "Options" entry.

Select and confirm the option shown.

↩ Press the key shown.

Confirm the option shown.

Changing lamp brightness for Touch-Slider

Adjust the brightness of the TouchSlider → page 16 by choosing one of the six settings available.

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

User

Confirm the option shown.

if nec. ⌨   Enter and confirm the user password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Select the "Slider brightness" entry.

Confirm the option shown.

ⓞ **or** ◑◖   Setting contrast

⊛   Confirm the option shown.

⊙   Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

↰   Press the key shown.

Save

Confirm the option shown.

Adjusting displays on the OpenStage Key Module

If you have connected an OpenStage Key Module, you can adjust the key label contrast to suit your ambient lighting.

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

User

Confirm the option shown.

if nec. ⌨ Enter and confirm the user password → page 94.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Select the "Sidecar contrast" entry.

Confirm the option shown.

⊚ **or** ⊙⊙ Setting contrast

⊛ Confirm the option shown.

⊙ Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

↰ Press the key shown.

Save

Confirm the option shown.

Adjusting audio settings

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

Volumes

▌▌➡ Use the touch slider to adjust the current volume settings.

You can preset different volumes for the following microphones and signals in eight levels:
- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover
- Warning tone

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.

Select the entry you want (e.g. "Ringer").

Confirm the option shown.

Setting the volume.

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

Confirm the option shown.

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

Press the key shown.

Save

Confirm the option shown.
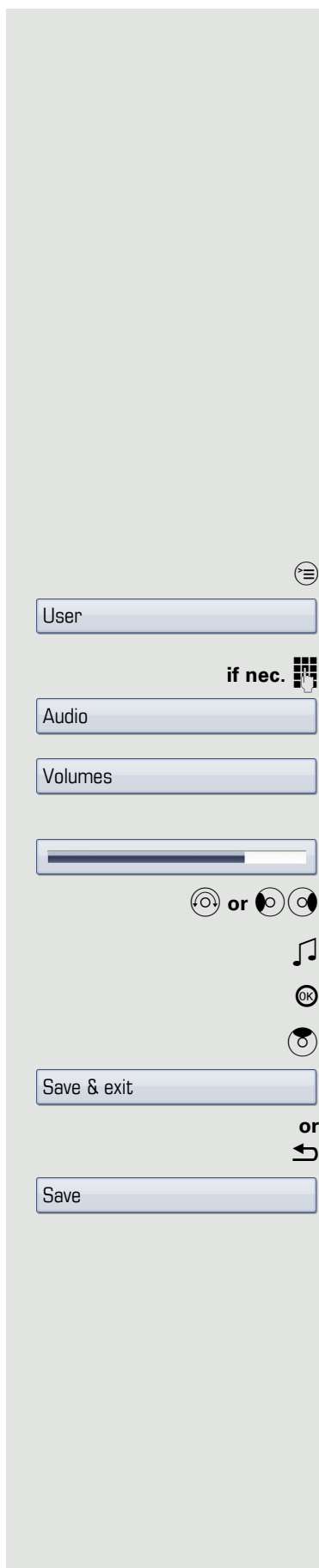
Room character

Configuring the appropriate acoustic settings for your environment:

• Normal
• Echoing
• Muffled

⊜   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.

Select the "Room character" entry.

Normal ➜

The phone displays the current setting.
Confirm the option shown.

Echoing

Select and confirm the required setting (e.g. "Echoing").

🎧   Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or
↰   Press the key shown.

Save

Confirm the option shown.
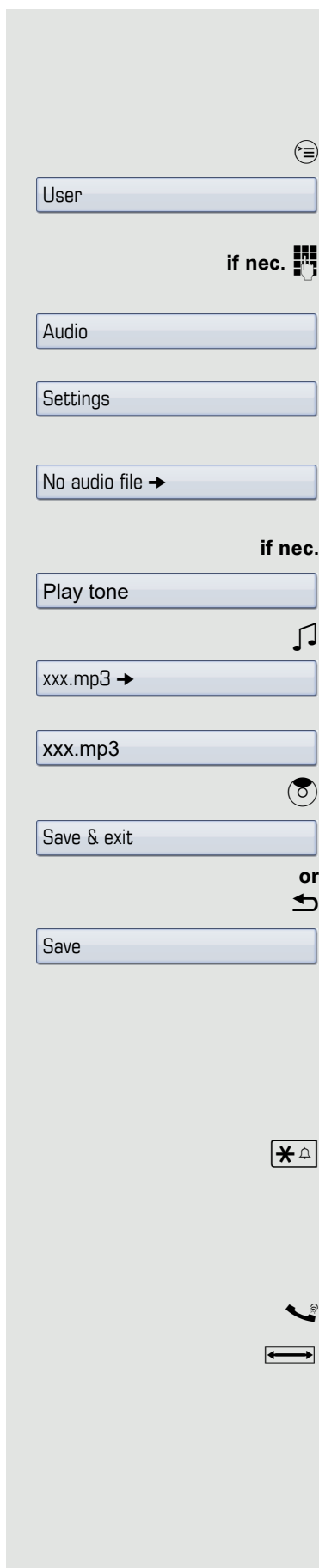
Ringer file

Select your preferred ringtone from the available audio files. To upload your own files in ".mp3" or ".wav" format, please contact 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.

Audio   Select and confirm the option shown.

Settings   Select and confirm the option shown.

Select the "Ringer file" entry.

No audio file ➜   The phone displays the current setting.
Confirm the option shown.

if nec.

Play tone   Select and confirm the option shown.

♫   The current melody is played back.

xxx.mp3 ➜   The phone displays the current setting.
Confirm the option shown.

xxx.mp3   Select and confirm the required file in the context menu.

⊙   Select the "Options" entry.

Save & exit   Select and confirm the option shown.

or

↰   Press the key shown.

Save   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 22.

∗♪   Hold down the key shown.

Adjusting the volume during a call

☎   You are conducting a call.

⟷   Set the volume using the TouchSlider ➜ page 16.

Configuring Bluetooth

⫷ Bluetooth is only available on OpenStage 60/80 T when the function is activated by your administrator.

You can use the following description to prepare your OpenStage 60/80 T for Bluetooth connection with another Bluetooth device.

For a brief explanation of function and key terms, see → page 133.

For sample applications, see → page 133.

Bluetooth settings

⊜ 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" page opens.

Activating/deactivating Bluetooth

Prerequisite: The "Bluetooth settings" page opens → page 127.

Select the "Active" entry.

No ➜ The phone displays the current setting.
Confirm the option shown.

Yes Confirm the option shown in the context menu.

Discoverability

Set whether your OpenStage should be discoverable for other Bluetooth devices.
For more information, see → page 133.

Prerequisite: The "Bluetooth settings" page opens → page 127.

Select the "Discoverable" entry.

No ➜ The phone displays the current setting.
Confirm the option shown.

Yes Confirm the option shown in the context menu.
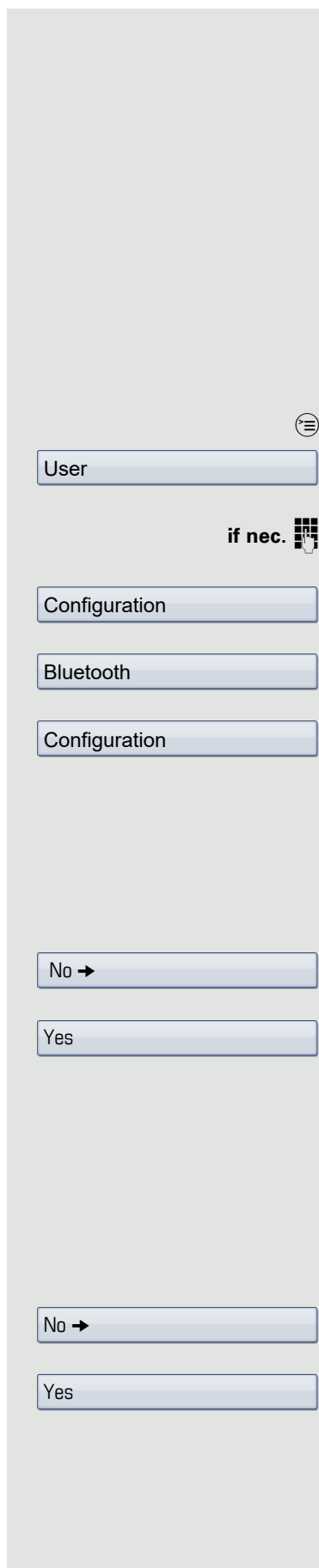
Bluetooth name

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

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

Prerequisite: The "Bluetooth settings" page opens → page 127.

	Select the "Phone name" entry.
OpenStage (08:0...	The phone displays the current setting. Confirm the option shown.
if nec. ↰	Delete preconfigured setting.
📱	Specify and confirm the required name.

Linking

Select how the linking should be implemented here.
For more information, see → page 133.

Prerequisite: The "Bluetooth settings" page opens → page 127.

Select the "Pairing mode" entry.

No ➜

The phone displays the current setting.
Confirm the option shown.

No

Select and confirm the option shown in the context menu,

or

Prompt

Select and confirm the option shown,

or

Automatic

select and confirm the option shown.

PIN

The PIN contains at least four alphanumeric characters.

Prerequisite: The "Bluetooth settings" page opens → page 127.

Select the "Pairing password" entry.

****

The phone displays the current setting.
Confirm the option shown.

if nec. ↰

Delete current entry.

📱

Enter and confirm the PIN.

⊙

Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

↰

Press the key shown.

Save

Confirm the option shown.
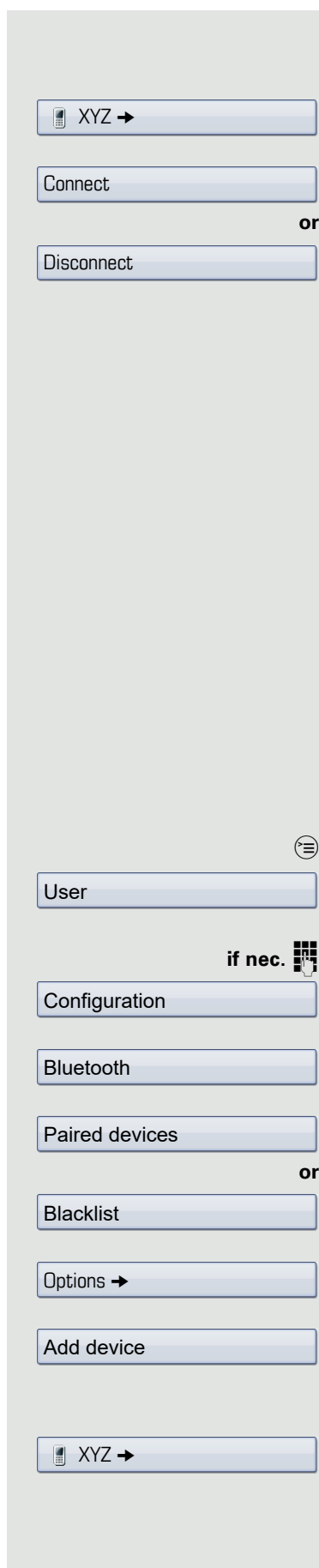
Connecting/disconnecting a Bluetooth device

Prerequisite: The linking manager list contains entries → page 129.

Select and confirm the required device.

Select and confirm the option shown in the context menu,

select and confirm the option shown.

Managing Bluetooth devices

Linking manager list

Once you have scanned the area for Bluetooth-enabled devices, you can link your OpenStage to another device → page 133. Once linked, these devices are added to the list.

Black list

Once you have scanned the area for Bluetooth-enabled devices, you can add Bluetooth-enabled devices that you do not wish to connect to your OpenStage to this list.

You cannot establish connections via Bluetooth with devices in this list, until they have been deleted from the list.

Create list/scan area

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

Select and confirm the option shown.

Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.

Confirm the option shown.

Select and confirm the option shown in the context menu.

The search starts automatically.
You receive a list of all Bluetooth devices in the area.

Select and confirm the required device.

Side menu buttons

- XYZ ➜
- Connect
- *or*
- Disconnect
- User
- if nec.
- Configuration
- Bluetooth
- Paired devices
- *or*
- Blacklist
- Options ➜
- Add device
- XYZ ➜
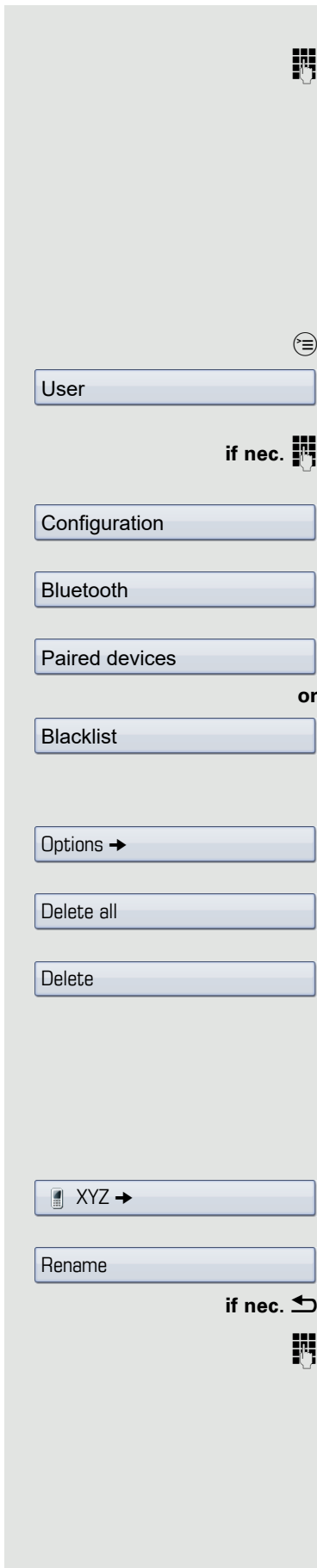
Only for the linking manager list

📟 Enter and confirm the agreed PIN → page 128.

If the linking request is confirmed on the corresponding Bluetooth device and the password entered, the link is performed and the device is permanently entered to the list.

Open the list

Prerequisite: The linking manager list or the black list contains entries → page 129.

⊜ 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.

| Bluetooth |

Select and confirm the option shown.

| Paired devices |

Select and confirm the option shown.

or

| Blacklist |

Select and confirm the option shown.

Delete all entries from the list.

| Options → |

Confirm the option shown.

| Delete all |

Select and confirm the option shown in the context menu.

| Delete |

Confirm the option shown.

Change an entry name

A Bluetooth device is entered in the list with the name set in the device. Often it is the name of a device type. You can change this name.

Open the required list → page 130.

| 📱 XYZ → |

Select and confirm the required device.

| Rename |

Select and confirm the option shown in the context menu.

if nec. ↰ Delete preconfigured setting.

📟 Enter and confirm the new name.

Deleting a specific entry from a list

Open the required list → page 130.

[▣ XYZ →] Select and confirm the required device.

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

[Delete] Confirm the option shown.

Context menu

Here you can define whether context menus → page 26 should close automatically, and define the display duration.

Closing automatically

(⌘) 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.

Select the "Auto hide allowed" entry.

[No →] The phone displays the current setting.
Confirm the option shown.

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

(◉) Select the "Options" entry.

[Save & exit] Select and confirm the option shown.

or

↰ Press the key shown.

[Save] Confirm the option shown.
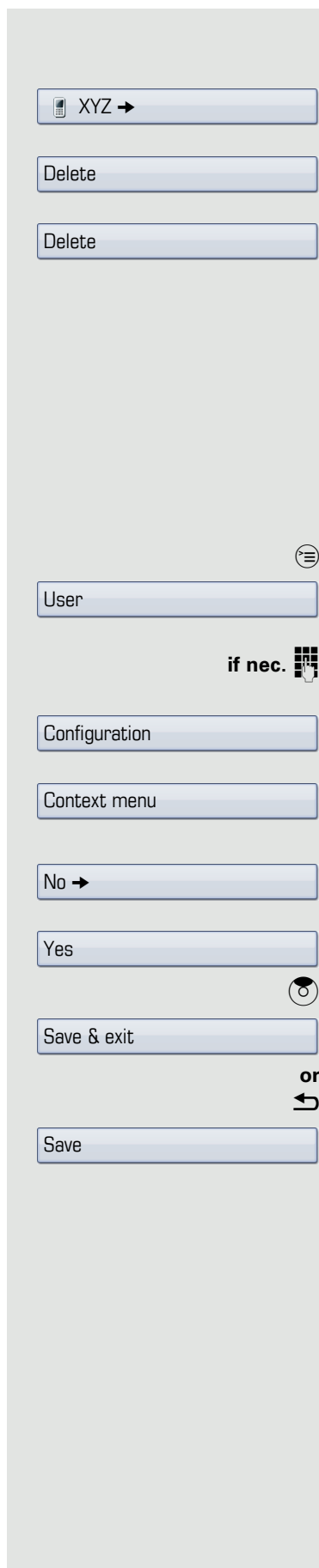
Setting the automatic display duration

Here you can define how long context menus should remain open.

(≡)   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.

Select the "Auto hide time" entry.

10 →

The phone displays the current setting.
Confirm the option shown.

20

Select and confirm the value you want in the context menu.

(◉)   Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or

↰   Press the key shown.

Save

Confirm the option shown.

Displaying service data

You can provide your administrator with the following information for service:
• the phone ID (phone group ID within your communication system) and
• software version OpenStage.

Prerequisite: The phone is in idle mode → page 24.

(≡)   Open the Program/Service menu → page 36.

Phone test?

Select and confirm the option shown.

Asset ID?

Confirm the option shown.

Firmware version?

Select and confirm the option shown.

Bluetooth

Bluetooth is an open standard for high-performance technology and allows wireless communication between PCs, PDAs, mobile telephones, etc.

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.

> For information on how to configure OpenStage for connection to a Bluetooth device → page 127.

Discoverability

When first enabling a connection to a Bluetooth device, this function must be switched on → page 127.

The OpenStage is discoverable for other Bluetooth devices by default.

To prevent unauthorized access, we recommend deactivating discoverability once you have enabled the connection to a new Bluetooth device.

> A connection is established for devices that are already connected even if the "Discoverable" function is deactivated.

Linking

Linking is the process used by two Bluetooth-enabled devices to "see" one another and to "recognize" that they can exchange data. It is therefore used for checking the access authorization of a Bluetooth device in a Bluetooth network. To do this, a 128 Bit linking key is created for subsequent identification.

> Linking is only performed the first time contact is established between a Bluetooth device and your OpenStage. If the Bluetooth device is successfully linked, no further access authorization checks are necessary. Instead, each subsequent check uses the previously created connection key.

Transferring contacts

The Bluetooth function on your OpenStage allows you to transfer contacts in **vCard format** (file extension: .vcf) from other Bluetooth devices to your OpenStage and save them in the phonebook. You can also send phonebook entries as vCards to other Bluetooth-enabled devices.

> Due to the diverse range of PCs, mobile telephones and PDA devices currently available, we are unable to provide universal instructions on how to transfer vCard files in this manual.
>
> The instructions for data transfer via Bluetooth provided in the relevant manufacturer documentation should be observed.

Receiving a vCard

Prerequisite: The Bluetooth connection is configured between your OpenStage and one other device → page 127. A vCard file is saved on the other device.

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.

Confirm the option shown.

Accept

Confirm the option shown.

OK

The data is automatically added to the phonebook → page 86.

Sending a vCard

Prerequisite: The Bluetooth connection is configured between your OpenStage and one other device → page 127. A vCard file is saved on the OpenStage.

In the phonebook (→ page 86), select the entry you wish to send.

🕮   Press the key until the "Personal" tab is active.

🗐 Niels, Bohr

Select a phonebook entry.

➜   Open the context menu.

Send

Select and confirm the option shown.

The "Send vCard via Bluetooth" page is displayed.

Sending to a linked device

Select and confirm the option shown.

Paired devices ➜

Select and confirm the option shown in the context menu for device.

🗐 XYZ ➜

Sending to an unlinked device

or

Select the option shown.

Options ➜

Select and confirm the option shown in the context menu.

Search

A search is started and detected devices listed.

Select and confirm the relevant device in the list.

🗐 XYZ ➜

The vCard is sent.

Perform the necessary steps on the destination device to save the vCard data.

Detected devices are then deleted from the list.

Using a Bluetooth headset

You can use any commercial Bluetooth headset with your OpenStage 60/80 T.

Prepare your Bluetooth headset for connection with your OpenStage by following the instructions in the relevant user manual.

Proceed as following to prepare your OpenStage:

- Activate the Bluetooth function → page 127.
- Enter the headset in the linking list. [1] → page 129.
- Establish the connection → page 129.

Testing a Bluetooth headset

Prerequisite: OpenStage and the Bluetooth headset are connected (see procedure above).

Press the headset key.

You hear the on-hook signal.

Enter the station number.

The connection is established as soon as your input is complete.

if nec. Set the call volume.

---

1. Only required during first-time use

Data backup to USB memory stick

You can save your OpenStage 60/80 T user settings and personal phonebook entries as files on a USB memory stick and download (restore) all or, where applicable, selected data to your or another OpenStage 60/80 T.

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.

Backup scope

• Entries and referenced data (e.g. image) from the personal phonebook
  → page 31
• Call list entries → page 33
• User menu settings → page 36
• Screensavers → page 120
• Photos
• Ringtones
• Call forwarding instructions with default destinations → page 63

The settings must be enabled for your phone.

Connecting a USB memory stick

Use a USB extension cable to connect the USB memory stick to the USB master port on the underside of the phone → page 14. The following message appears briefly.

New USB detected

The phone returns to idle mode after a few seconds and you can start to back up/restore your data → page 137, → page 138.

The following steps are only necessary if you respond to the pop-up menu before the automatic timeout.

Backup/Restore   Confirm.

if nec. ⌨   Enter and confirm the user password.

You can remove the USB memory stick by simply pulling it out.

Saving user data

Prerequisite: The USB memory stick is correctly plugged in → page 136.

⌦	Press the key shown until the "Settings" tab is active.
User	Confirm.
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 ➜	Confirm.
New	Select and confirm the option shown in the context menu.
◉	Select and confirm the entry "Backup name".
▦	Enter and confirm a name for the backup.

or

Replacing an existing backup

17.08.07 14:42 3770 ➜	Select and confirm the required phone number.
Replace	Select and confirm the option shown in the context menu.
◉	Select and confirm the entry "Backup password".
▦	Enter a password.
◉	Select and confirm the entry "Confirm password".
▦	Re-enter the password.
Start backup ➜	Select and confirm the option shown.

You can follow the transfer status on the display. A confirmation message appears in a pop-up window when the transfer operation is complete.
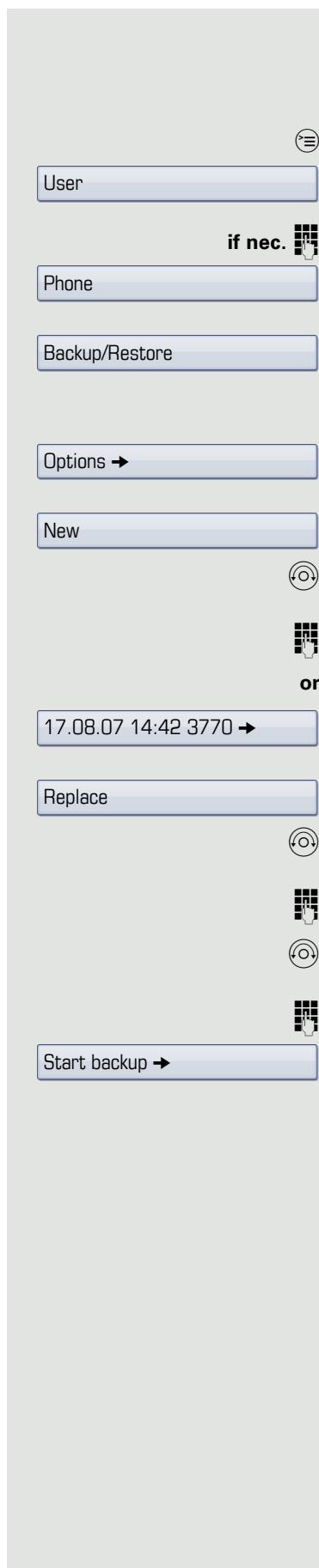
Restoring user data

Selecting a backup

Prerequisite: The USB memory stick is correctly plugged in → page 136 and you have created at least one data backup → page 137.

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

User

Confirm.

if nec. Enter and confirm the user password.

Phone

Select and confirm the option shown.

Backup/Restore

Select and confirm the option shown.

17.08.07 14:42 3770 →

Select and confirm the backup you want.

Restoring all user data

This operation overwrites all current user settings → page 136 - irrespective of the status set → page 139 - with the selected backup.

This can result in the loss of settings made since the last backup.

Prerequisite: You have selected a backup and opened the context menu → page 138.

Restore

Confirm the option shown in the context menu.

The "Restore {1}:" page is displayed.

Select and confirm the entry "Backup password".

Enter the password set during the backup.

Restore all →

Select and confirm the option shown to start the data transfer.

Restoring selected user data

This operation only overwrites data in "Restore" status with the selected backup.

Prerequisite: You have selected a backup and opened the context menu → page 138.

Restore

Confirm the option shown in the context menu.

The "Restore {1}:" page is displayed.

Select an entry, such as "Phone book":

Ignore ➡

The phone displays the current setting.
Confirm.

Restore ➡

Select and confirm the option shown in the context menu to replace the phone-book data with the data backup.

Set or check the status for all other options:

– "Call logs" (for call lists)
– "Menu data" (for the user menu, incl. call forwarding)
– "Screensaver images"
– "All clip images"
– "All ringer tones"
– "All midlet data"[1]

Select and confirm the entry "Backup password".

Enter the password set during the backup.

Restore selected ➡

Select and confirm the option shown to start the data transfer.

You can follow the transfer status on the display. A confirmation message appears in a pop-up window when the transfer operation is complete.

Checking backups

Check which backups are stored on the USB memory stick.

Prerequisite: You have selected a backup and opened the context menu → page 138.

Full ID

Select and confirm the option shown in the context menu.

The available information is indicated in a pop-up message.

---

1. No midlets available yet.

Deleting backups

You can delete invalid or old backups on your USB memory stick.

Prerequisite: You have selected a backup and opened the context menu
→ page 138.

Select and confirm the option shown in the context menu.

| Delete |

A security prompt is displayed:

| Delete |

Confirm.

Backup deletion is the responsibility of the user and is therefore not password-protected.

Fixing problems

Responding to error messages on the screen

Time exceeded

Possible cause:

Maximum input time exceeded.
Handset not replaced.

Possible response:

Make entries more quickly, avoid long pauses between key presses.

Please try later

Possible cause:

System is overloaded, no line free, queue full.

Possible response:

Wait and try again later.

Currently not accessible

Possible cause:

a) Function is currently not available.
b) The phone number dialed is not in service.

Possible response:

a) Wait and try again later.
b) Enter the number correctly or call the exchange.

Possible cause:

Not possible

or

Incorrect input

Speed dial number not available, reminder entered incorrectly, blocked or invalid entry, prerequisite not met (e.g. second call not waiting in the case of alternating), incomplete number dialed.

or

Nothing stored

Possible response:

Correct entry, select permitted option, and enter phone number in full.

Not authorized

Possible cause:

or

Not allowed

a) Disabled function selected.
b) Incorrect PIN entered.

Possible response:

a) Apply for authorization for disabled function from administrator.
b) Enter correct PIN.

Not available

Possible cause:

Incomplete phone number entered, star or hash key not pressed.

Possible response

Enter phone number or code correctly or as instructed.

protected

Possible cause:

Data transfer in process.

Possible response:

Wait and try again later.

Contact partner in the case of problems

Contact your administrator if a fault persists for more than five minutes, for example.

Troubleshooting

Pressed key does not respond:

Check if the key is stuck.

Telephone does not ring:

Check whether the "Do not disturb" function is activated on your telephone ("Do not disturb" appears on the screen → page 22). If so, deactivate it.

You cannot dial an external 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 administrator. If the administrator is unable to correct the problem, they must contact Customer Service.

Caring for your telephone

- Never allow the telephone to come into contact with coloring, oily or aggressive agents.
- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use aggressive or alcohol-based cleansers on plastic parts. The use of scouring agents is also forbidden.

Index

Display icons

Application tab	
⊟	Telephony interface → page 29
📖	Phonebooks → page 30
⟨⇄	Call logs → page 33
✉	Messages → page 35
☰	Menu → page 36
?	Help function → page 38
Status bar	
🔇	The ring tone is deactivated → page 126
✋	The "Do not disturb" function is activated → page 96
⊸	The phone lock is activated → page 95
＊	The Bluetooth function is activated → page 127
Messages	
✉	You have received one or more new messages
⟨⇄	One or more new entries have been added to the call lists
↳	Call forwarding is active
Connection status	
📞	The call is active
⌒	The call has been disconnected
⊣ ⊢	You have placed the call on hold (e.g. consultation hold)
⊢	Your call partner has placed the call on hold
Phonebook entries	
🏢	Primary business number
🏢	Secondary business number
📱	Mobile phone number
🏠	Private phone number
☎	The phone number is not saved in the personal phonebook