






# Unify OpenScape Desk Phone CP

---


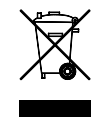
## Atos Unify OpenScape Desk Phone CP410

Atos Unify OpenScape Business  
User Guide HFA

## Important information

	<p>For safety reasons, the telephone should only be supplied with power:</p> <ul style="list-style-type: none"> <li>• using the original power supply unit.</li> <li>• over a LAN with PoE (Power over Ethernet), which complies with the IEEE 802.3af standard.</li> </ul>
	<p>Never open the telephone. Should you encounter any problems, consult your administrator.</p>
	<p>Use only original accessories. The use of other accessories is hazardous and will render the warranty, extended manufacturer's liability and the CE and other markings invalid.</p>

## Trademarks

	<p>The device conforms to the EU Directive as attested by the CE marking. The CE Declaration of Conformity and, where applicable, other existing declarations of conformity as well as further information on regulations that restrict the usage of substances in products or affect the declaration of substances used in products can be found in the Unify Expert WIKI at <a href="http://wiki.unify.com/">http://wiki.unify.com/</a> <a href="http://wiki.unify.com/">http://wiki.unify.com</a> in the section "Declarations of Conformity".</p>
	<p>The adjacent symbol indicates that any electrical and electronic products installed and sold in countries of the European Union to which the WEEE2 Directive 2012/19/EU applies should be disposed of separately from the municipal waste stream in appropriate collection systems.</p> <p>Information concerning the proper disposal of your Unify product in the business-to-business market segment is available from your local sales representative in Unify or partner sales.</p>

## Software update

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

## Care and cleaning instructions

- Never spray the phone with liquids as the penetrating fluids can lead to malfunctions or may damage the device.
- Do not use substances such as alcohol, chemicals, solvents or scouring agents, as these substances can lead to surface damage.
- Clean the phone with a soft and slightly damp cloth.

## Online documentation

This document along with additional information is available online at:  
<https://www.unify.com/> → Support.

Technical notes, current information about firmware updates, frequently asked questions and lots more can be found on the Internet at: <https://wiki.unify.com/>.

## Location of the telephone

- The telephone may only be operated using the LAN cabling internally in the building. The device should be connected to the IP infrastructure using a shielded LAN cable: Cat-5 for 100 Mbps or Cat-6 for 1000 Mbps. Make sure in the building installation that this cable shielding is earthed.
- When using the additional Wi-Fi dongle CP10 when connecting the phone to the network, make sure that the network security standards (e.g. encryption) and availability are met
- The telephone is designed for operation in a protected environment within a temperature range of 5 °C to 40 °C.
- 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 casing.
- Do not install the telephone in bathrooms or shower rooms.

## Product-oriented environmental protection

Unify is committed in terms of its product strategy to bringing environmentally friendly products to market, taking account of the entire product life cycle. Unify strives to acquire the relevant environmental labels for its products in the event that the environmental label programs permit qualification for individual Unify products.

### Energy Star



ENERGY STAR is a US Environmental Protection Agency voluntary program that helps businesses and individuals Save money and protect our climate through superior energy efficiency.

Products that earn the ENERGY STAR prevent greenhouse gas emissions by meeting strict energy efficiency criteria or requirements set by the US Environmental Protection Agency.

Unify is an ENERGY STAR partner participating in the ENERGY STAR program for Enterprise Servers and Telephony.

The Unify products OpenScape Desk Phones have earned the ENERGY STAR. Learn more at [energystar.gov](http://energystar.gov)

## License information

For further information about EULA (End User License Agreement) and Open Source licenses, consult your administrator or the web-based management (WBM).



# Contents

<b>Important information</b>	<b>2</b>
Trademarks	2
Software update	2
Care and cleaning instructions	3
Online documentation	3
Location of the telephone	3
Product-oriented environmental protection	3
License information	4
General information	13
About this manual	13
Displays for describing operation	13
Service	16
Intended use	17
Telephone type	17
Speakerphone quality and display legibility	17
Single-line telephone / multi-line telephone	17
<b>Remote configuration for cloud service providers</b>	<b>18</b>
Connect the telephone	18
From factory defaults to operational telephone	18
Entering the "Deployment PIN"	18
Starting the remote configuration	19
Cancelling the remote configuration	19
<b>Getting to know the OpenScape Desk Phone CP410</b>	<b>20</b>
The user interface of the phone	20
Function keys	21
Fixed function keys	22
Programmable function keys on the phone	22
Navigation keys	23
Audio controls	24
Dialpad	25
Display	28
Display brightness	28

Display contrast .....	29
Home screen .....	29
Displays on the status line for adjusting the volume .....	37
Voicemail .....	38
Adjusting the display angle .....	38
Different display interfaces .....	38
Context-dependent displays .....	41
Actions with function keys .....	41
Action via dialpad .....	41
Actions with navigation keys .....	42
Ports on the underside of the phone .....	43
Threading the connection cables .....	44
How to use network connections .....	44
Using the USB port .....	45
About key modules .....	45
Function keys on the key module .....	45
Key module KM410 .....	46
Key module KM710 .....	47
Updating the phone .....	48
<b>Operating the OpenScape Desk Phone CP410 .....</b>	<b>49</b>
Conversations .....	49
Opening details of a conversation or conducting a call .....	50
Creating or editing conversations .....	51
Searching for conversations .....	53
Filtering conversations .....	56
Displaying the history of a conversation .....	57
Deleting conversations .....	57
Marking all conversations as read .....	58
Telephony interface .....	59
Telephony view .....	59
Programmable function keys .....	60
Programmable keys on the key module .....	60
Answering machine ("Voicemail") .....	61
Inline notification .....	61
Display of the inline notification .....	62
Shortened inline notification .....	62

Cancelling inline notification .....	63
Settings menu .....	63
User settings .....	63
Administrator settings .....	64
<b>Configuring the phone default settings .....</b>	<b>66</b>
Adjusting the display brightness .....	66
DSS / keyset indication .....	66
Screen saver .....	67
Activating the screen saver .....	67
Uploading images for the screen saver .....	68
Setting the screen saver activation interval .....	68
Audio settings .....	69
Switching to a ringer beep .....	69
Pattern melody .....	69
Pattern sequence .....	70
Room character .....	70
Open listening mode .....	71
Setting the headset port use .....	71
Special ringers .....	72
Activating or deactivating the ringer .....	73
Tone and indication with unsecured voice connection .....	74
Presence .....	74
Presence status .....	74
Switching off status "Away" .....	75
Adjusting the default volumes .....	76
Adjusting the key clicking sound .....	77
Call settings .....	78
Call waiting .....	78
Allowing call waiting .....	79
Central speed dial numbers .....	80
Speed dial with extension .....	80
Individual speed dial numbers .....	80
Connecting to OpenScape UC .....	81
Switching night answer on .....	81

<b>Programming the function keys</b>	<b>83</b>
About programming a key	83
List of available functions	83
Programming a key	84
Labelling function keys	85
Setting up a selected dialling key	86
Resetting all assigned functions to keys	86
How to program a function key with "Send URL"	87
Deleting an assigned function from a key	87
<b>Making calls</b>	<b>88</b>
Incoming calls	88
Answering a call via the handset	88
Answering a call via the loudspeaker (speakerphone mode)	88
Answering a call via the headset	89
Answering a call with the DSS key	90
Accepting calls for a member of the team	90
Selectively picking up a call	90
Addressed via speakerphone (direct speaking)	91
Switch microphone on / off	91
Ending a call	91
Dialling / Calling	92
Dialling with handset off the hook	92
Dial with the handset on hook	92
Dialling with a connected headset	93
Choose from conversations	94
Calling with a direct station select (DSS) key	94
Redialling	95
Calling back a missed call	95
Using speed dial	96
Speaking to colleagues directly via loudspeaker	97
Leaving an advisory message	97
Deleting advisory messages	98
Automatic connection set-up / hotline	98
Assign phone number (not for U.S.)	98
Sending information (message)	99



Forwarding calls .....	99
Use variable call forwarding .....	100
Use CFNR .....	100
Using callback .....	101
Saving a callback .....	101
Accepting a callback .....	101
Checking or deleting a saved callback .....	102
During a call .....	102
Activating or deactivating the microphone .....	102
Changing the volume .....	102
Switching from handset to speakerphone mode .....	102
Switching from speakerphone mode to the handset .....	103
Switching from headset to speakerphone mode .....	103
Open listening to the room .....	103
Parking a call .....	104
Placing a call on hold .....	104
Being on hold .....	105
Call second participant (consultation) .....	105
Transferring a call .....	106
Accepting a second call (call waiting) .....	106
Carry out DTMF suffix / dial tone .....	107
Start a conference call .....	107
Rollover .....	108
Importing contacts via WBM .....	108

## Making calls via multiple lines (“multi-line”)..... 110

Trunks .....	110
Line Seizure .....	110
Automatic line seizure .....	110
Line or trunk keys .....	110
Meaning of LEDs on line keys .....	111
Accepting calls on the line or trunk keys .....	111
Dialling with line or trunk keys .....	112
Hold a call on a line or trunk key and then accept again .....	112
Alternately call on another line .....	112
MULAP privacy release .....	113
During a call .....	113

Holding calls on line keys.....	113
Holding and accepting a call on a line key.....	113
Exclusively holding and accepting a call on a line key.....	113
Directed line pick-up.....	114
Saved number redial for a particular line (stored phone number).....	114
Most recent extension number dialled for a particular line.....	114
Saving an extension number for redialling.....	115
Direct station selection (DSS) keys.....	115
Meaning of LED displays for DSS keys.....	115
Directly call team members.....	117
Transferring an existing call.....	117
Pick up call for another member.....	117
Forwarding calls for lines.....	117
Deactivate call forwarding.....	118
LED notifications for the key "MULAP forwarding".....	118
Switch calls directly to executive.....	119

## Group calls / hunt group..... 121

Switch group calls on or off.....	121
You belong to a hunt group or group call group.....	121
You belong to multiple groups.....	121
Accepting calls for a team member.....	122
Connecting call.....	122

## Other settings and functions..... 124

Connection costs.....	124
Display connection charges for your phone (not U.S.).....	124
Query connection charges for another phone (not U.S.).....	124
Calling with call charge assessment.....	125
Energy saving mode.....	125
Setting daylight saving time.....	126
Setting the difference between daylight saving and standard time.....	127
Enabling automatic daylight saving time.....	127
Displaying the date and time settings.....	128
Save appointments.....	128
Appointment function.....	128

Save reminders .....	128
Using timed reminders .....	128
Using a different phone for a call in the same way as your own .....	129
Identify yourself on another phone .....	129
Switch off identification on another phone .....	130
Managing avatar images .....	130
Assigning a contact avatar .....	131
Incoming fax message and messages on the answering machine .....	132
Resetting services and functions .....	132
Activating functions for another phone .....	133
Using system functions externally - DISA (Direct Inward System Access) .....	133
Controlling connected computers / programs / phone information service .....	135
Searching for people via pager (not U.S.) .....	136
Door opener .....	136
Programming the door opener .....	136
LED displays for door opener keys .....	137
Opening the door without receiving a call .....	137
Receiving a call from the door phone .....	137
Opening the door .....	138
<b>Special functions for parallel call (ONS) .....</b>	<b>139</b>
<b>Special functions with networking .....</b>	<b>140</b>
Leaving or entering a "hunt group" .....	140
Tracing call forwarding .....	140
Using night service .....	141
Ringing group .....	142
Releasing the door .....	142
<b>Privacy and security .....</b>	<b>144</b>
Activating or deactivating the idle function .....	144
Activating or deactivating "Do not disturb" .....	144
Enabling or disabling the speaker call protection .....	145
Caller ID suppression .....	145
Setting the user password .....	145
Deactivating the password prompt .....	147

Locking the phone.....	148
Protecting the phone from misuse.....	148
Locking a different phone to prevent misuse.....	149
Saving personal lock code.....	149
Dialling emergency numbers.....	150
<b>Local phone settings.....</b>	<b>151</b>
Volumes.....	151
Set local ringtones.....	152
Ringer mode.....	152
Secure call alert.....	152
Block dialling for outgoing calls.....	153
Using Microsoft® Exchange.....	153
Configuring the connection to UC.....	154
UC Journal.....	155
OpenScape UC Voicemail.....	156
Displaying network information.....	157
Resetting user data.....	157
<b>Web interface (WBM).....</b>	<b>159</b>
Launching the web interface.....	159
Administrator settings.....	159
Logging into the user settings.....	159
User menu.....	160
Licenses.....	160
Importing contacts via WBM.....	160
Exporting contacts via WBM.....	161
<b>Fixing problems.....</b>	<b>163</b>
Caring for your phone.....	163
Troubleshooting.....	163
Messages during remote configuration.....	164
<b>Functions and codes in overview (alphabetical).....</b>	<b>166</b>
<b>Index.....</b>	<b>172</b>

## General information

### About this manual

This User Guide is intended to help you familiarize yourself with the OpenScape Desk Phone and all of its functions. It contains important information on the safe and proper operation of the OpenScape Desk Phone. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your telephone.

This document contains general descriptions of the technical options, which may not always be available in individual cases. If a function is not available as described on your telephone, please contact your Administrator.

### Icons used in the manual

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



This icon refers to an operation or setting performed via the web interface.



This icon refers to an operation or setting performed directly on the phone.





Indicates important additional information in relation to handling.



Indicates required intervention by the Administrator.

### Displays for describing operation

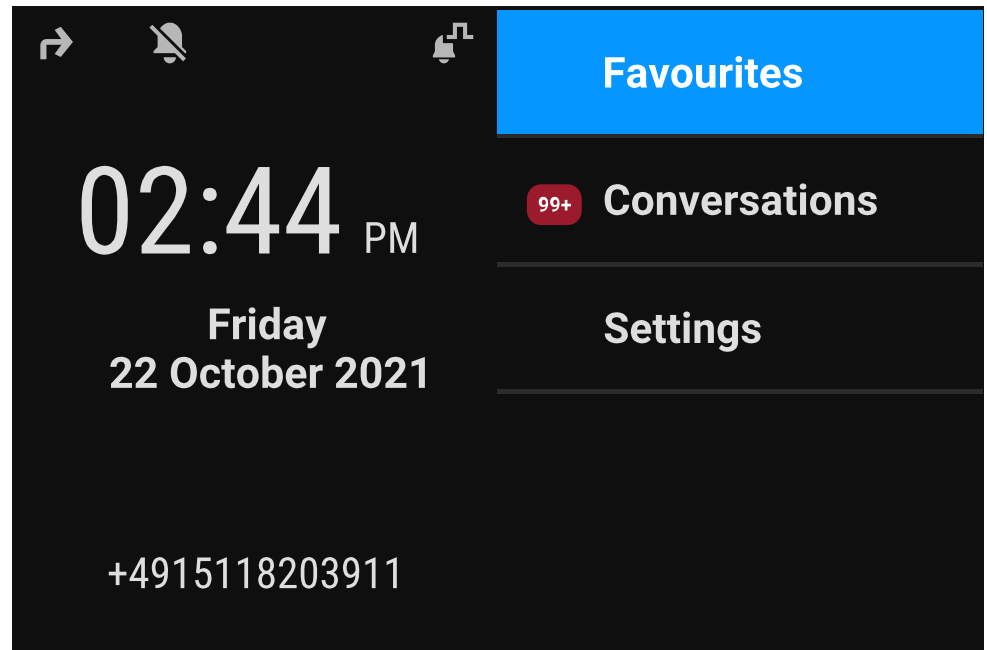
Keys required to perform an action, such as  or  and the associated display text, are shown in the highlighted column on the left. The action is described in the main column on the right.

To improve the legibility of the user guide, the operating steps are not always shown in full.

The option “Contrast” is configured in the following example.

## Selecting and confirming actions

### Original illustration on display



### Step-by-step illustration in the user guide

The action area on the right of the display changes colour according to the action required or the status.

When an action is selected, it will be shown right-aligned in blue.

The action is executed by selecting the corresponding function key.

The selected function can also be confirmed using the key "OK".

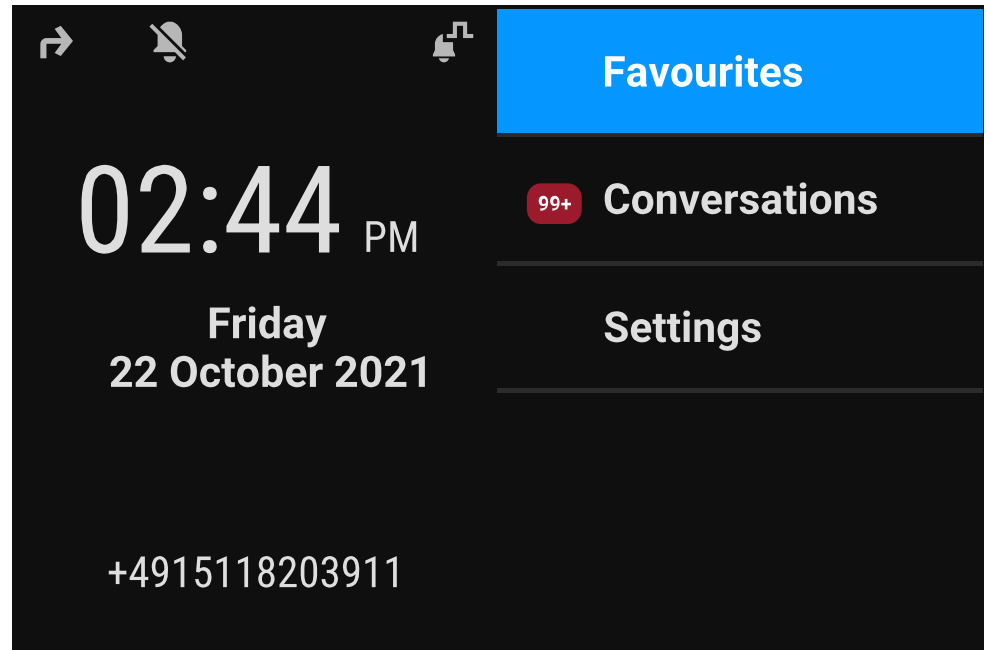
Settings

OK



Action not selected

Display illustrations



#### Step-by-step illustration in the user guide

When an action is not selected, it will be shown right-aligned in a dark grey colour. The corresponding key is also shown.

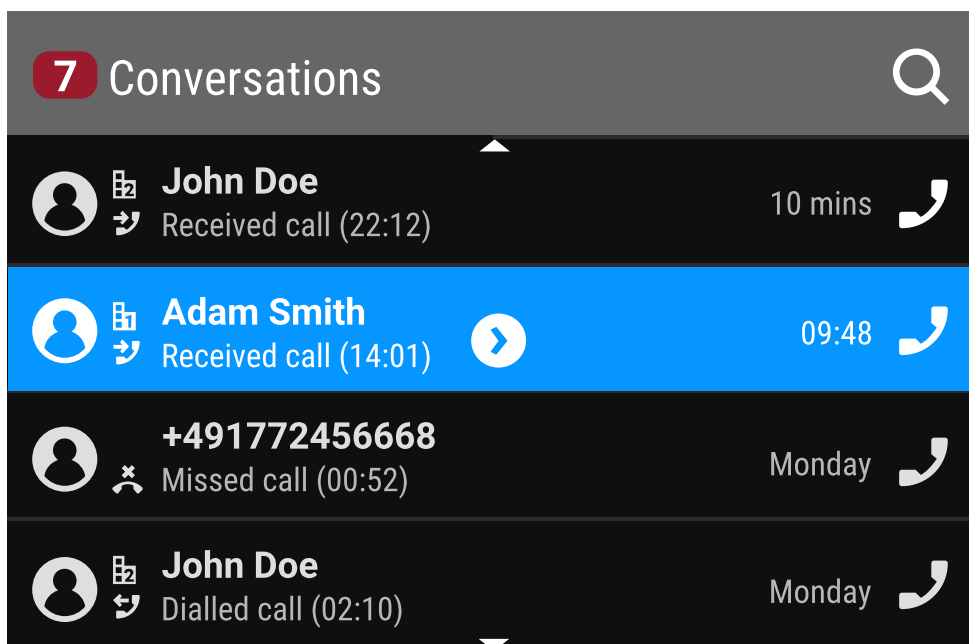
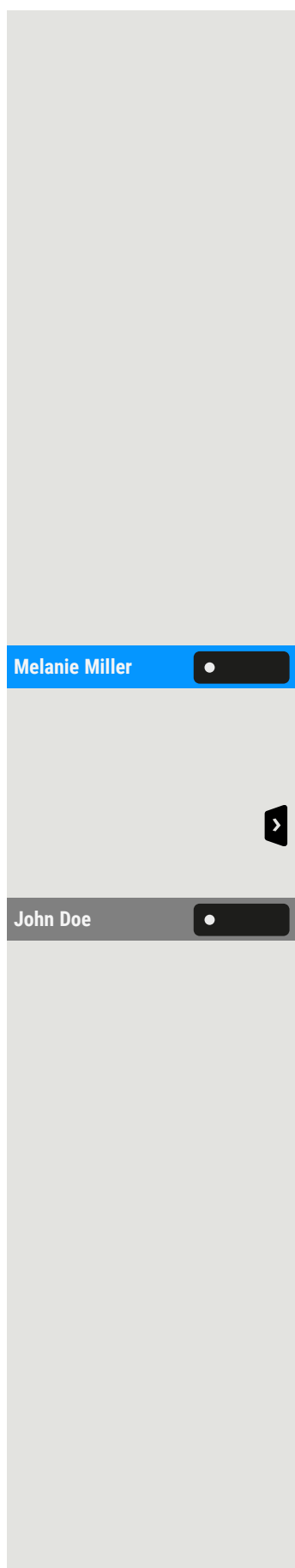
The action can be executed by pressing the key even if it has not been selected.

#### Conversation display

When the phone is idle, the first entry in the conversation list is highlighted and selected.

Favourites





#### Information displayed for a selected conversation

If a conversation contact is selected in the list, it will be highlighted in blue.

Accept and select the conversation by pressing the adjacent function key or press **OK** to establish the connection.

To open the context menu, press the navigation key.

#### Information displayed for a non-selected conversation

A conversation is displayed with a grey background if it is not selected.

Press the adjacent navigation key to establish the connection.

## Service

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

Should you have any questions regarding operation, your specialist retailer or Network administrator will be glad to assist you.

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



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

## Intended use

The OpenScape Desk Phone CP410 is a desktop unit designed for voice transmission and for connection to the LAN. It can also be used as a workstation device. The OpenScape Desk Phone CP410 can also be connected to Wi-Fi with the additional Wi-Fi dongle CP10.

Any other use is regarded as unintended.

## Telephone type

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



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 microphone (bottom right of the telephone front panel) should be kept clear. The optimum distance is approx. 50 cm.
- Proceed as follows to optimize display legibility:
  - Turn the phone to tilt the display to ensure you have a frontal view of the display and avoid light reflections.

## Single-line telephone / multi-line telephone

The OpenScape Desk Phone CP410 can be used as "multi-line telephone", i.e. multiple lines can be configured instead of a single line. Each line is assigned to an individual phone number you can use to make and receive calls.

The programmable keys are configured as line keys on multi-line phones ("[Programming the function keys](#)" → page 83).

All lines and their status is displayed in the screen Favourites, configurable with 4 available programmable keys. You can add more lines by attaching one or more key modules to the phone.




The screen Favourites is only available, when no key module is connected.

# Remote configuration for cloud service providers

## Connect the telephone

Connect the telephone to the LAN. If the power is not supplied by the LAN cable, connect a power supply if appropriate (the power supply is not needed with PoE). The telephone should now boot.

The telephone recognizes based on the stated conditions that a remote configuration is about to be performed and starts the process.

The start-up is finished when all LEDs are out and the key “Settings”  is flashing.

## From factory defaults to operational telephone

This section describes the Remote administration process, from the initial factory defaults to the operational telephone.

---

*If your telephone is already operational, continue reading from section ["Getting to know the OpenScope Desk Phone CP410"](#) → page 20.*

---

You can start up your new OpenScope Desk Phone yourself using a remote maintenance function. The prerequisites for this are:

- The administrator has provided you with a PIN for the initial start-up.
- You have a LAN connection with access to the internet.
- You have a new CP410 phone that you want to start up using the remote maintenance function.

## Entering the “Deployment PIN”

The first time you start up the telephone, it will automatically check the remote administration requirements. If the requirements are met, you are prompted to enter the “Deployment PIN” (**Cloud PIN**).



123





Enter the PIN you received from the administrator. Only numeric characters are accepted.

Confirm the entry.

## Starting the remote configuration

Once you have entered a valid PIN, the remote configuration of the telephone starts automatically.

Once the configuration is concluded, the telephone is operational with the required settings. You can now make calls.

New operating system software may be downloaded and installed during the remote configuration. If this happens, reboot the telephone after the remote configuration.

## Cancelling the remote configuration

You can stop the process in order to continue the configuration manually before entering the PIN or after entering an invalid PIN.

- The remote configuration is concluded once you enter a valid PIN. The process can no longer be cancelled at this stage.
- If an error still occurs even though a correct PIN has been entered, repeat the configuration by restarting the telephone.
- Likewise repeat the process following a cancellation by restarting the phone, assuming you have not already started the manual configuration.

Press the key. The following message is displayed:

Abort deployment

Press the key to confirm that the process is cancelled. The following message is displayed:

Deployment aborted

The telephone is set to the factory defaults and must be configured manually by you or the administrator. Optionally, repeat the remote configuration by restarting the telephone.



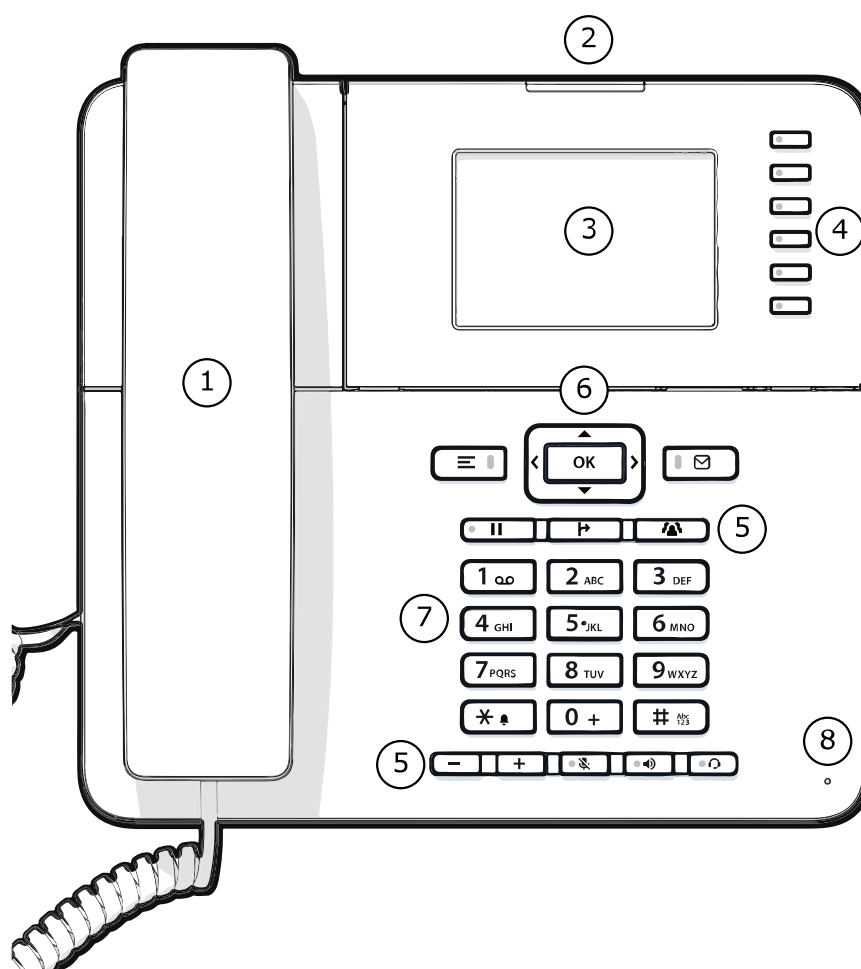
Note that all “No telephony possible” errors are hidden as long as Cloud Deployment is in progress.

When Cloud Deployment is complete then any error codes that are still relevant will be shown as error notifications.

## Getting to know the OpenScape Desk Phone CP410











The following sections describe the most frequently used controls and displays.

### The user interface of the phone



- |   |   |
|---|---|
| 1 | You can make and receive calls as normal using the <b>handset</b> .   |
| 2 | The <b>status LED</b> displays the phone connection status. Incoming calls and new voice mails are visually signalled via the notification LED. |
| 3 | The <b>display</b> shows information during telephone operation.  |




4	The <b>fixed function keys</b> on the right of the display correspond to the fixed functions on the display.
5	<p>The <b>function keys</b> (non-programmable) are assigned to the following functions:</p> <p>: Provides access to the user menu for locally controlling the phone settings.</p> <p>: Allows voice mails to be managed.</p> <p>: Hold or retrieve the active call.</p> <p>: Transfer a call to another contact.</p> <p>: Enable access to the conference functions.</p> <p>: Activate or deactivates the speakerphone during an active call.</p> <p>: Activates or deactivates the headset.</p> <p> : Increases or decreases the speaker or headset volume.</p> <p>: Activates or deactivates the microphone. This prevents the other party from listening in, e.g. when consulting with someone else in the room or in case of background noise.</p>
6	The <b>navigation keys</b> help you navigating through the various phone functions, applications and configuration menus.
7	The <b>dialpad</b> can be used to enter phone numbers and write text.
8	You can interact with calls with the <b>microphone</b> even when the handset is hung up.

## Function keys







Function keys on the phone can have the following options:

- “Soft keys” or with a function that is assigned through the settings (see ["Programming the function keys" → page 83](#))
- Function keys with predefined functions that cannot be changed, e.g. for “Favourites”.

Key	Function when key is pressed
	Function key next to the display: Activates the function shown next to the key on the display or opens an additional menu.  If there is no description on the display next to the key, the key is not active.

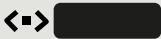
Fixed function keys

You can switch to the function applied to these keys.

Key	Function when key is pressed
	Switches between current screen and main menu (see "Different display interfaces" → page 38).
	Switches to Presence and back (see "To access the menu "Presence", press the key above the function keys to the right of the display. "Presence" can be used for the following functions:" → page 40).
	Provides access to the voice mail system
	Puts current call on hold, or retrieves from hold
	Transfer key: puts a call on hold and gives you dial tone to call another party
	Establishes a conference call

Programmable function keys on the phone

Your OpenScape Desk Phone has five function keys (with LED) to the right of the display when in the screen "Favourites", which you can program with different functions or phone numbers.



This key is used to edit the keys in the ""Favourites.

Each programmable function key has two levels and functions can be programmed on either level.

The status of a function is shown by the LED display for the corresponding function key. Depending on how they are programmed, you can use the keys as follows:

- Function keys, see ["Programming the function keys" → page 83](#)








Line and direct station selection (DSS) keys can only be programmed by the administrator via the program or service menu.

By default, the following keys are displayed:

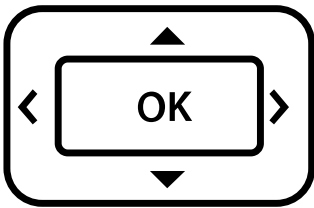
- Caller list
- Directory
- Call forwarding
- Redial
- Caller list
- Directory
- Call forwarding
- Redial

### Meaning of LEDs on function keys






LED		Meaning of function key
	Off	The function is deactivated.
	Lights up green	The function is activated.
	Lights up red	The line is busy (line or DSS key).
	Blinking green	A Group pickup call is available. A call is incoming (line or DSS key).
	Blinking amber	A recall is active (only line key). A call is on hold (only line key).

### Navigation keys

This control allows you to move between input fields and navigate in lists and menus.






The pictograms for the navigation keys in this manual do not look identical to the navigation keys on the hardware.



Key / pictogram	Functions when key is pressed
	<ul style="list-style-type: none"><li>• In lists and menus: One level up</li><li>• Entry selected: Cancel action</li><li>• In input fields: Delete character to the left of the cursor</li></ul>
	<ul style="list-style-type: none"><li>• In lists and menus: One level down</li></ul>
	<ul style="list-style-type: none"><li>• In lists and menus: Scroll up</li><li>• Press and hold: Skip to the start of the list or menu</li></ul>
	<ul style="list-style-type: none"><li>• In lists and menus: Scroll down</li><li>• Press and hold: Skip to the end of the list or menu</li></ul>
	<p>With entry selected:</p> <ul style="list-style-type: none"><li>• Perform action</li><li>• Confirm your selection</li></ul>

## Audio controls

### Audio keys

Key	Function when key is pressed
	Activates and deactivates the loudspeaker " <a href="#">Answering a call via the loudspeaker (speakerphone mode)</a> " → <a href="#">page 88</a> .
	Activates and deactivates the headset " <a href="#">Answering a call via the headset</a> " → <a href="#">page 89</a> .
	Activates and deactivates the microphone (also for speakerphone mode) " <a href="#">Activating or deactivating the microphone</a> " → <a href="#">page 102</a> .



Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x	13x	14x	15x	16x	17x
<b>4</b> GHI	g	h	i	4													
<b>5</b> JKL	j	k	l	5													
<b>6</b> MNO	m	n	o	6	ö												
<b>7</b> PQRS	p	q	r	s	7	ß											
<b>8</b> TUV	t	u	v	8	ü												
<b>9</b> WXYZ	w	x	y	z	9												
<b>* </b> (c)	.	*	1	#	,	?		'	"	+	-	(	)	@	/	:	-
<b>0 +</b>	0	+															
<b># </b> (d)																	




(a) Special characters (not in 123 mode)

(b) Space

(c) Extended character

(d) Toggle between uppercase and lowercase and number entry


## Multi-function keys

Key	Function during text input	Function when held down
<b>* </b>	Types special characters	<ul style="list-style-type: none"> <li>• 2 seconds: Ringer off</li> <li>• 3 seconds: Beep rather than ringer</li> </ul>
<b># </b>	Switches between uppercase and lowercase text and number entry: <ul style="list-style-type: none"> <li>• "Abc" mode</li> <li>• "ABC" mode</li> <li>• "123" mode</li> </ul>	Activates the telephone lock
<b>1 </b>	Types special characters (not in 123 mode).	Calls the answering machine.

## Input editor

Additional options are available in the text editor. This is used when programming a forwarding destination, for example. In this way, you can, for example, move the cursor freely and copy or insert text.



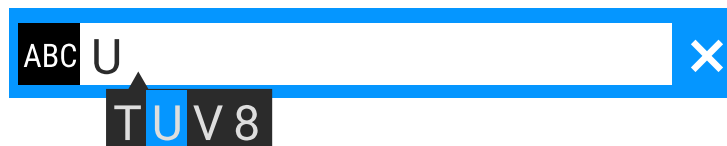
You can select further editor functions via the navigation keys and confirm each one using  :


- OK: Applies changes and closes the editor
- Delete: Deletes characters from right to left
- Cancel: Discards changes and exits the editor
- Mode (# can also be used here to switch):
  - 123: Digits only
  - ABC: Uppercase letters only
  - Abc: First letter in uppercase, subsequent letters in lowercase
  - abc: Lowercase letters only
- Move cursor left: Moves the cursor to the left
- Move cursor right: Moves the cursor to the right
- Copy: Copies the entire content to the clipboard
- Paste: Inserts the entire content from the clipboard at the cursor position

### Text input

Where text input is possible, you can use the dialpad to input text, punctuation and special characters in addition to the single-digit numbers 0...9 and the hash-tag (#) and asterisk (\*) symbols.

#### Example



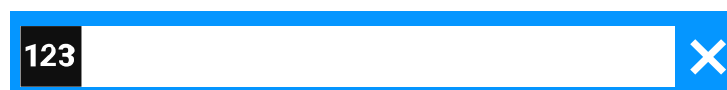
To enter the capital letter "U", press the hash key  on the dialpad. All available characters for this key are displayed during input below the input field.

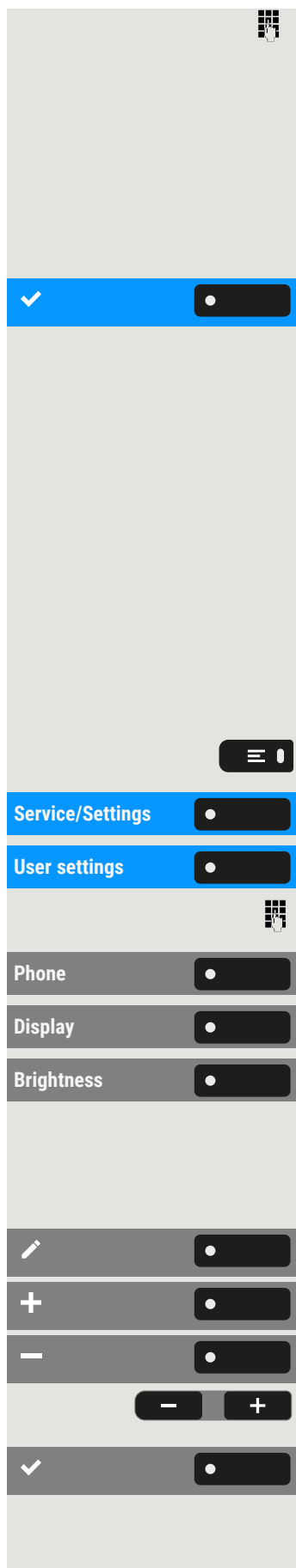
- Press the numerical keys repeatedly to enter the letter.
- To enter a digit in an alphanumerical input field, press the relevant key and hold it down.

Complete your input by pressing the corresponding function key.

### Number input

If you press a dialpad key when the phone is in idle mode, the screen displays an input field for entering single-digit numbers.





You can only enter the numbers 0...9 as well as the characters \* and # via the dialpad in 123 mode (indicated at the left-hand margin of the input field).



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

Complete your input by pressing the corresponding function key.

## Display



The various screens displayed in the following sections depend on the configuration by the administrator. Some items may not be displayed if not configured.

### Display brightness

You can adjust the display brightness to suit your ambient lighting.

Press the key to open the main menu.

Open "Service/Settings".

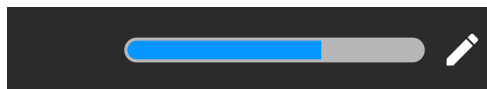
Open "User settings".

Enter and confirm the user password, if required.

Select "Phone".

Select "Display".

Select "Brightness". The current setting is displayed.



Select "Edit".

Use the function key to increase the value.

Use the function key to decrease the value.

- Optionally, use the keys on the dialpad.

Save the setting.

## Display contrast

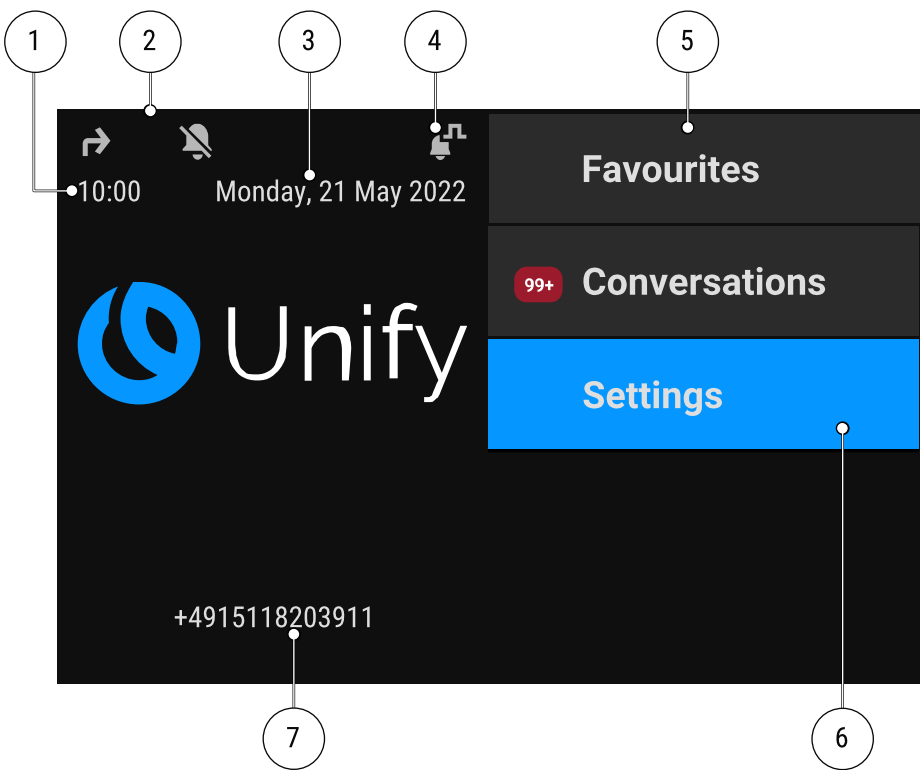
The OpenScope Desk Phone OpenScope Desk Phone CP410 comes with a high-resolution colour LCD display.



The contrast settings cannot be changed.

## Home screen

If no calls are taking place or settings being made, the phone is in idle mode.



1	Time screen
2	Status icons
3	Date and time
4	Presence status
5	Menu options (e.g. for other screens)
6	The selected menu option is highlighted
7	Phone number



Press this key to return to the home screen from a voicemail menu (see ["Voice-mail" → page 38](#)).



Press this key to return to the home screen from the **Program** or **Service** menu.

Icon overview

Icons for different situations and options are displayed on the phone screen.













Status bar

The status bar at the top of the screen displays the current time, phone status, presence status, and the phone number or name. Different icons represent different situations and status.

When the phone is idle, the status bar displays also the current date. The current date interchanges with Bluetooth sensor reading information, if a Bluetooth temperature sensor has been paired with the phone.



When the phone has a call, the status bar also displays information about the current call.











Icon	Meaning
	Deactivated ringer
	The ringer is set to a beep
	Function "Forwarding on all calls" enabled
	Recording is set to auto-start. Recording is flashing if a recording is in progress.
	Recording can be started manually.
	Remote access is activated. When active, the icon is flashing.
	Bluetooth keyboard is paired.
	Bluetooth remote device is paired.
	Bluetooth function activated

Icon	Meaning
	Bluetooth function is activated and a device is connected
	Battery level of the connected Bluetooth device.
	
	Battery level of the connected Bluetooth device, when the device has a call.
	
	Bluetooth temperature sensor reading.
	Bluetooth humidity sensor reading.
	Mobility function is activated and the mobility login is complete.
	Mobility data synchronization is in progress.
	A mobile user is logged on to the telephone.
	The function "Do not disturb" enabled
	Phone is locked

### Presence status






Various icons are displayed indicating the presence status.

















Icon	Meaning
	Available
	Away

Icon	Meaning
	Break, Be right back
	Call me
	Home
	Meeting
	Lunch
	Office
	Offline
	Out of office
	Sick
	Vacation

### Call status
















Various icons are displayed indicating the call status.

Icon	Meaning
	Active (connected) call.
	Active (connected) HD call.
	Active (connected) Bluetooth HFAG
	Active (connected) video call
	Call that has encountered a "Busy" condition.

Icon	Meaning
	Answered call (old)
	Missed call
	Dialled call
	Call on hold
	New voice mail
	Call you forwarded
	Call you forwarded unconditionally
	A call that has encountered "Unobtainable".
	Incoming call
	Incoming Bluetooth HFAG call. When busy, the icon is flashing.
	Ignored call waiting call
	Call back
	Unsecure call
	Secure call
	Ringer
	Call moved to mobile number

## Navigation












Various icons are displayed indicating the navigation options.

Icon	Meaning
	Expandable list
	Expanded list
	Options
	Scroll up or down in lists
	Cancel
	Information
	Back to previous entry or list
	Blacklist
	Call log
	Search
	Filter in lists
	Settings
	Mailbox
	Video available
	Phone is locked





## Communication





Various icons are displayed indicating the communication options, i.e. how to handle an incoming call.

Icon	Meaning
	Accept call
	Deflect call
	Call on hold
	Redial
	Repertory call
	Conference call
	Add caller to conference
	Transfer
	Select line
	Number of events (1...99, additional events are marked with a "+"-sign)
	Park a call

## Line status











Various icons are displayed indicating the line status.

Icon	Meaning
	Connection on line 1 (the digit displays the line number)
	Line busy

Icon	Meaning
	Line active
	Line on hold
	Line alert
	Unregistered line







### Availability status

Various icons are displayed indicating the availability status.

Icon	Meaning
	Busy
	Available
	Away
	Taking a break
	In group call or meeting
	Out for lunch
	In office
	Out of office
	On vacation
	Offline




### Connectivity status

Various icons are displayed indicating the connectivity status.

Icon	Meaning
	Mailbox
	Bluetooth available
	USB available
	Unsecure Wi-Fi connection. The strength of the signal is indicated by the "filling".
	Secure Wi-Fi connection. The strength of the signal is indicated by the "filling".
	Active Wi-Fi setting with no connection.

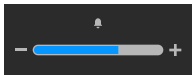
### Contact information

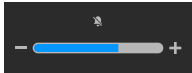
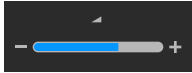
Various icons are displayed indicating the contact information type.

Icon	Meaning
	Work phone number. The small digit displays the primary or secondary work phone number.
	Mobile phone number
	Private ("home") phone number

### Displays on the status line for adjusting the volume

Use the keys to adjust the ringer, handset and speaker volume. The following status messages are displayed:


Display	Meaning
	Ringer volume in 10 levels

Display	Meaning
	Ringer volume in 10 levels when the ringer is switched off
	Handset or speaker volume in 10 levels after picking up the handset or switching to speakerphone mode.

Voicemail





Press the key shown.

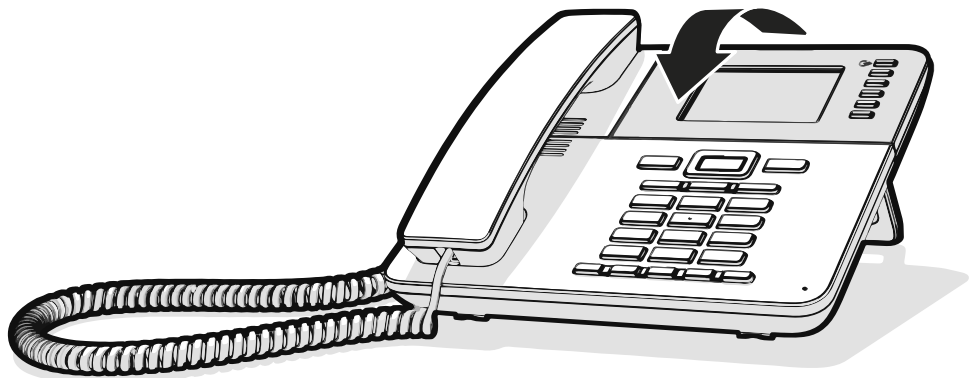
If your telephone is connected to a voicemail system (such as Smart Voicemail), the  key will light up in addition to the Notification LED to alert you to any messages that have arrived.

An corresponding message is displayed.



You cannot delete (new) voice messages that you have not listened to in full. To mark a message as "listened to", press   to jump to the end of the message.

Adjusting the display angle



You can tilt the display. Adjust the display unit for best readability. The display snaps into position.

Different display interfaces

Your OpenScape Desk Phone is fitted with a colour graphic display, in which different contents are displayed depending on the particular situation.


### Landing screen

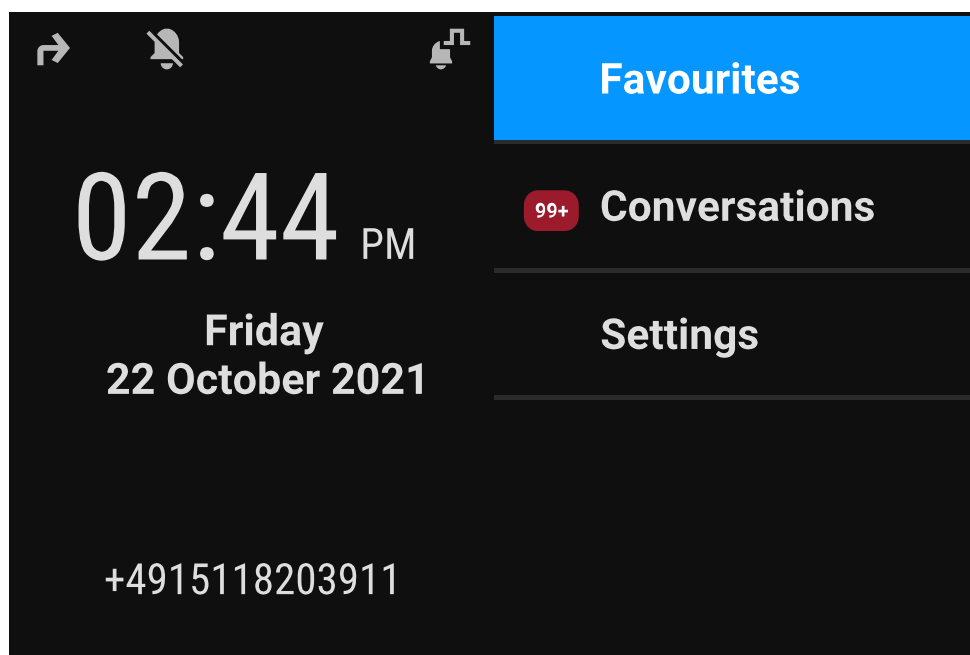
The landing screen displays the contents of the screen that is displayed by default. For changing the landing screen, see ["Setting the "Landing screen""](#) → page 1.

### Conversations

When set, the conversation list is displayed on the landing screen and is a collection of contact details and data from the call log.

### Main menu

You can access the main menu at any time using the key . The time of day, the day of the week and date, as well as your own name or phone number will be displayed.



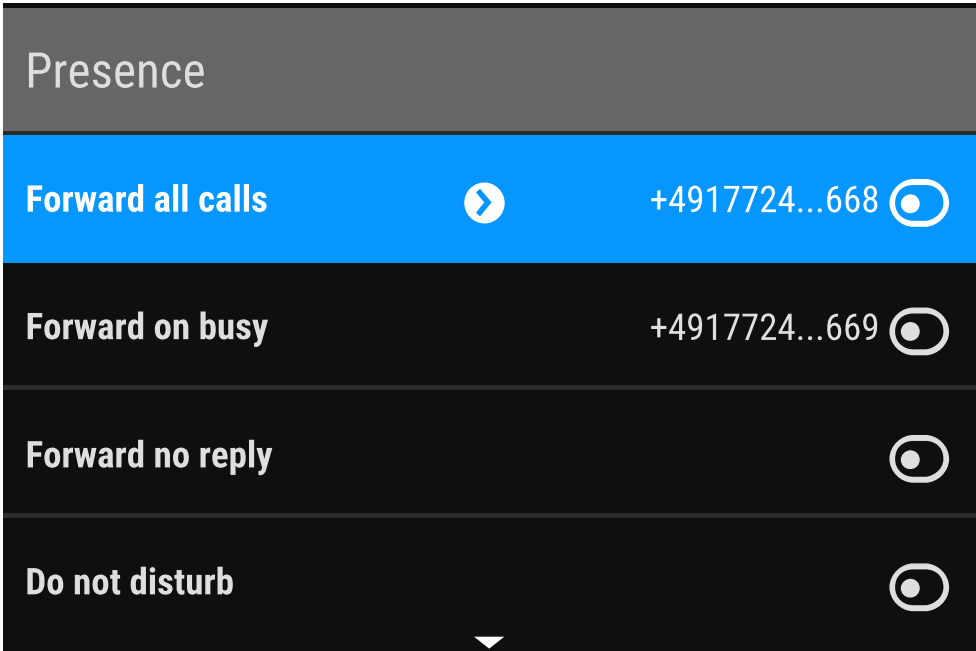
The main menu offers additional features and is the starting point for the menu tree. However, as telephony features take priority on a phone, the landing screen may be the conversation list or the display that you have configured.

If a voicemail number has been configured, the item "Voicemail" is displayed.

Start	First level	Second level
Main menu	Favourites	
	Conversations	
	Voicemail	
	Service / Settings	User settings

Start	First level	Second level
		Administrator settings

Presence



To access the menu "Presence", press the key above the function keys to the right of the display. "Presence" can be used for the following functions:

- Controlling call forwarding
- Controlling "Do Not Disturb"
- Enabling or disabling the phone lock
- Accessing the UC presence menu (if configured, see ["Setting up the OpenScape UC Presence state" → page 40](#))
- Mobility login or logout (if permitted by the DLS)

Setting up the OpenScape UC Presence state

**Prerequisite:** You are connected to the OpenScape UC service. Your current UC Presence state is indicated by an icon in the status bar at the top of the screen.

When configured, the UC Presence screen includes the following two optional lines:

- **UC Presence** shows the current phone state and when selected displays a screen that allows a single UC presence state to be set for the phone that will be seen by other UC users:
  - Available
  - Busy
  - Do not disturb

- Be Right Back
- In Meeting
- Offline
- Away
- **UC preferred device** shows the current device and when selected displays a screen to select a device that has been defined in the UC application.



The OpenScape UC Presence state can be also changed from the OpenScape UC web client.



Personal UC presence via the phone is temporarily suspended by call forwarding or "Do not disturb".

## Context-dependent displays

Depending on the current situation, the display on the phone displays different content.


## Actions with function keys

### Initiating the search function

Select "Search" to start an alphanumeric search (see "[Searching for conversations](#)" → page 53).

Use the function key adjacent to the conversation entry to dial the respective contact.



You can select a conversation by using the navigator keys for scrolling, and open the details of the conversation with the key  (see "[Opening details of a conversation or conducting a call](#)" → page 50).

## Action via dialpad

Press any key on the dialpad to start dialling a phone number with automatic phone number searching.

123



As soon as you enter the first digits, an input field opens for selecting the phone number and you will be shown conversations that match the input to date in the corresponding positions.








If the conversation is already shown in the list before your input is complete, you can dial the number immediately using the associated function key or start a call with a new number (see ["Opening details of a conversation or conducting a call" → page 50](#)).

## Actions with navigation keys

### Viewing details

You can open a selected conversation entry displaying a right arrow icon  by pressing the navigation key  to see the associated details.

### Activating an application

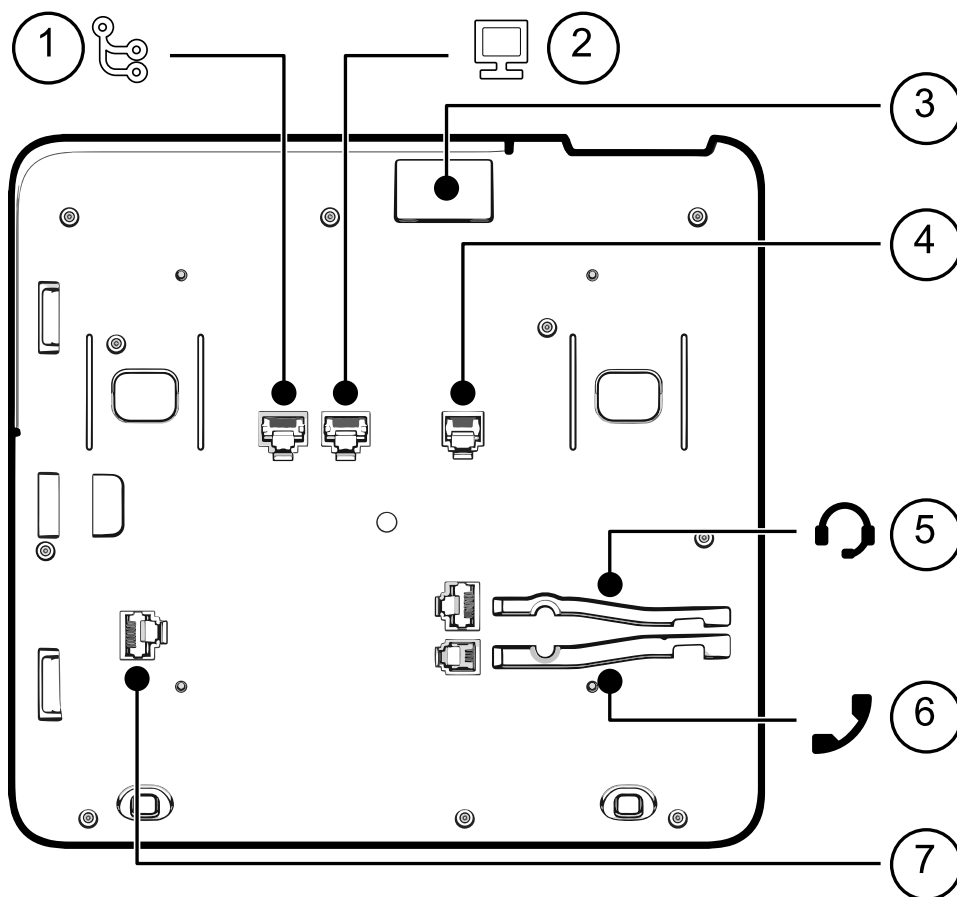
You can use the key "Settings"  to toggle, for example, between the main menu and the settings screen.

### Browsing lists

You can use the Navigator keys to scroll through entries and confirm the functions.



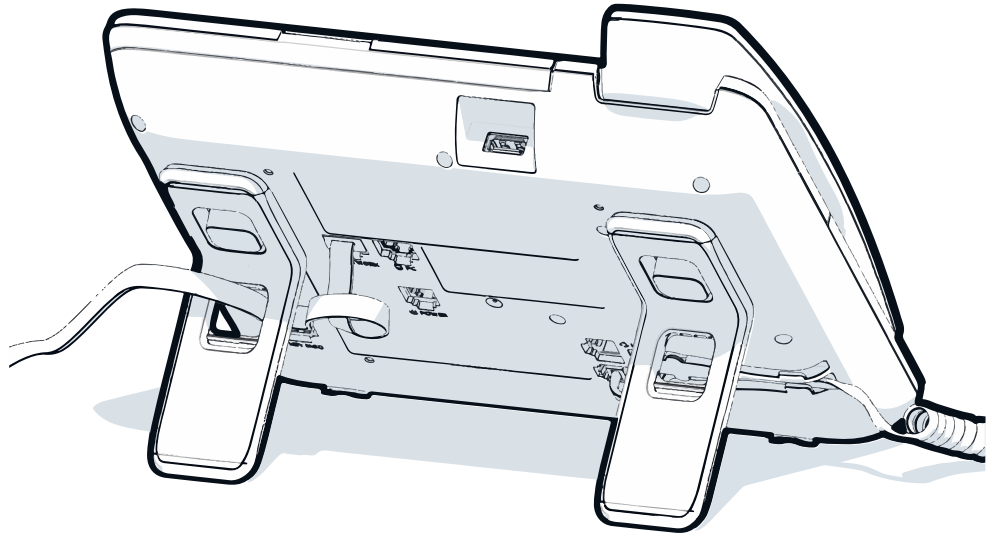
## Ports on the underside of the phone



1	Network LAN port	2	PC LAN port
3	USB-A port	4	Optional power supply
5	Headset port	6	Handset port
7	Key module port		

**Note** The key module is not “hot-swappable”: Always switch off the phone before removing or connecting a key module.

## Threading the connection cables



*The picture shows an example of the OpenScape Desk Phone series. Your actual phone may look different.*

Thread the connection cables on the back of the phone through the holes in the stand. Arranged in this way, the device always has a secure stand.

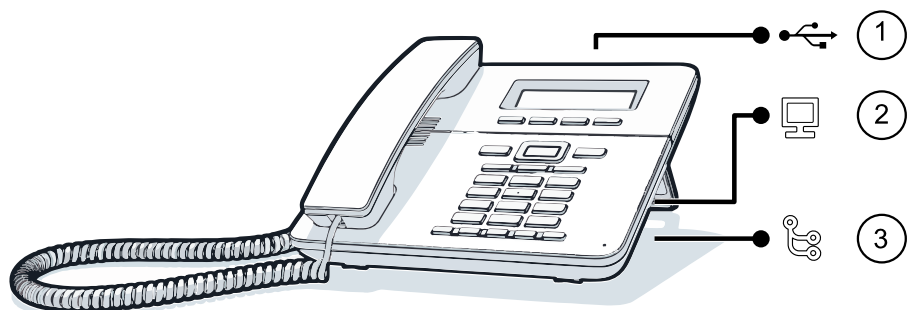
## How to use network connections

The OpenScape Desk Phone provides a 1 Gb/s Ethernet switch and a USB port. An internal Ethernet switch connects the PC LAN port of the phone with the network LAN port to the PC.



This option for connecting the telephone and PC must be activated on the telephone by the administrator.

Using this connection option saves one network port for each switch used and allows shorter network cables to be used when arranged correctly.



*The picture shows an example of the OpenScape Desk Phone series. Your actual phone may look different.*

<b>1</b>	USB port	<b>2</b>	PC LAN port
<b>3</b>	Network LAN port		

## Using the USB port

The USB type A port above the display can be used for connecting the following items:

- A USB headset, not included
- A mobile ION handset (DECT), not included
- The Wi-Fi USB dongle CP10 as a replacement for the LAN connection cable. A Wi-Fi network is required (see the Admin Guide for more information on how to set up the Wi-Fi connection).



Do not unplug the USB dongle during calls, as this disrupts the network connection.

## About key modules

The OpenScape Desk Phone CP410 can be extended with key modules that provide additional programmable function keys.

The key modules are attached to the right side of the phone and must be connected to the socket on the underside (see ["Ports on the underside of the phone" → page 43](#)).

The following types of key module can be attached:

- KM410
- KM710




Up to four key modules can be simultaneously attached to the OpenScape Desk Phone CP410, but they must be of the same type: either KM410 or KM710, not both.

## Function keys on the key module

When you have pressed the corresponding function key on the key module, the status icon on the key changes, and possibly also the information shown on the display.

### Key module KM710

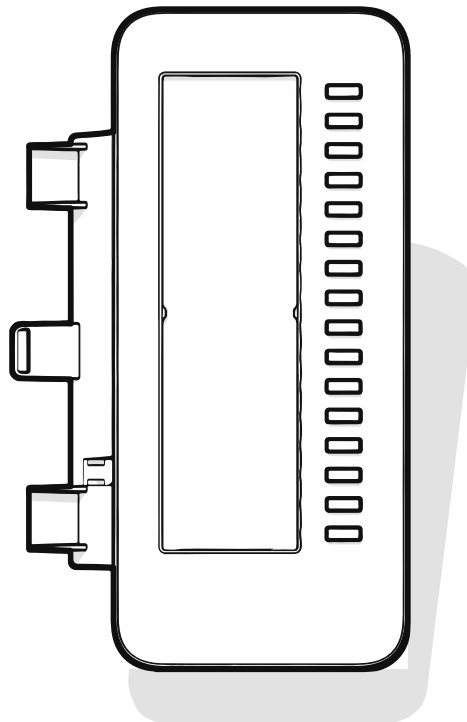
A function or selected dialling can be programmed on two levels ("normal" and "shifted") that can be invoked by pressing the key  below the function keys, thereby doubling the functions that can be assigned to the key module (see ["Programming the function keys" → page 83](#)).

An icon at the bottom of the lower display indicates the current level by a solid left bar for normal level or a solid right bar for shifted level.



Use this key on the key module to switch between levels.

### Key module KM410

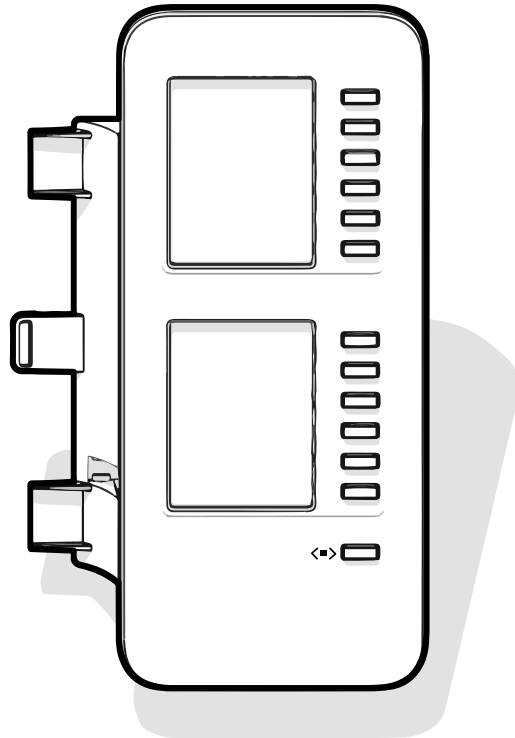


The KM410 is an optional key module attached and connected to the right side of the phone that provides an additional 16 illuminated and programmable function keys (see ["Programmable function keys" → page 60](#)).

The key module has a panel that can hold a hard paper label informing about the corresponding key assignments.

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

## Key module KM710



The KM710 is an optional key module attached and connected to the right side of the phone that provides an additional 12 illuminated and programmable function keys at two levels, i.e. additional 24 functions (see ["Programmable function keys" → page 60](#)).

The key module has display lines, each of which is assigned to a key. The name of the function or a destination, an action icon, and a status icon are displayed.

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

### Key module label brightness

If you have connected a key module KM710, you can adjust the label brightness to suit your ambient lighting.

Press the key to open the main menu.

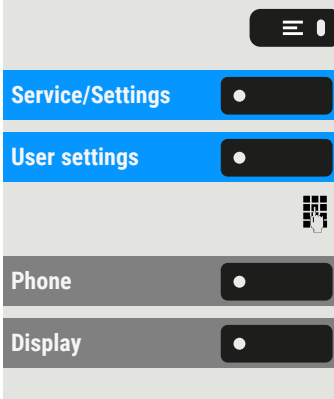
Open "Service/Settings".

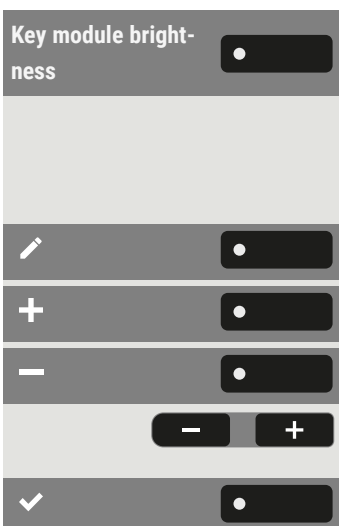
Open "User settings".

Enter and confirm the user password, if required.

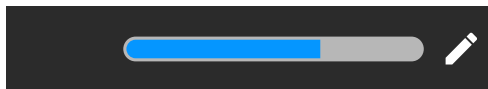
Select "Phone".

Select "Display".





Select “Key module brightness”. The current setting is displayed.



Select “Edit”.

Use the function key to increase the value.

Use the function key to decrease the value.

- Optionally, use the keys on the dialpad.

Save the setting.

## Updating the phone

The phone application (“software” or “firmware”) is regularly updated by the administrator to keep the safety and function of the software at the current level.



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

An update process is indicated by messages on the display and by flashing LEDs.

# Operating the OpenScape Desk Phone CP410

The following descriptions provide an overview of how to operate the phone.



Before operating, you should set up the user password to protect the phone against unauthorized use (see "[Privacy and security](#)" → [page 144](#)).

## Conversations

A conversation represents a contact and your call history with this contact. If a contact has not been involved in a call, they have no call history.

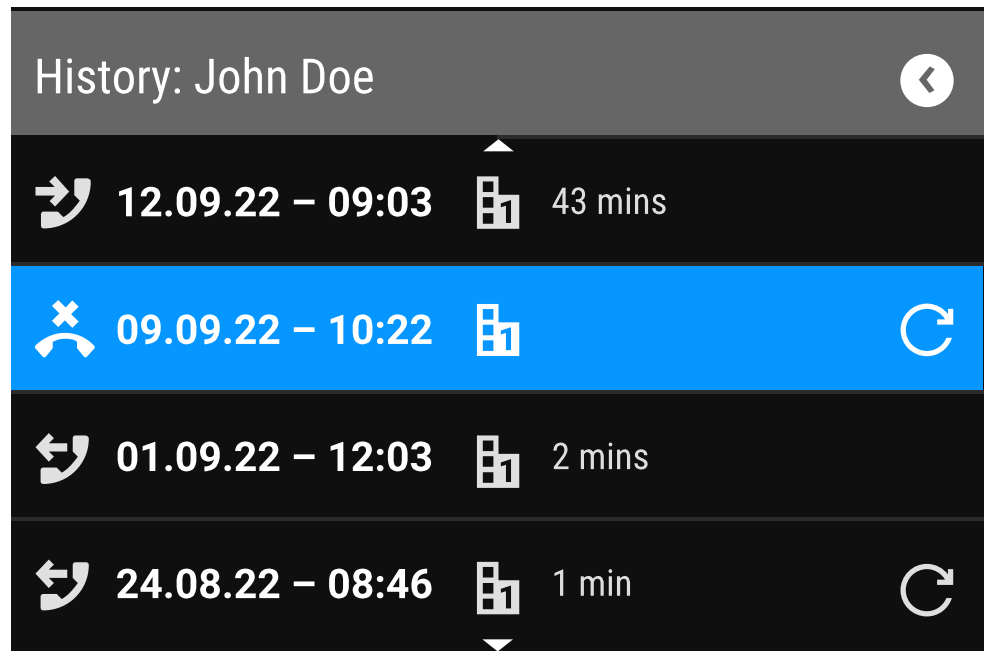
New conversations are available for the following conversation types:

- A previously answered call
- An outgoing call
- A dialled call
- A missed call
- An Exchange entry following automatic synchronization
- An entry from a corporate directory if a new number was used (LDAP)



Conversations can also be imported as CSV via the WBM (see "[Importing contacts via WBM](#)" → [page 160](#)).

The call history of a conversation is updated when the phone has been involved in a call with the contact. The contact details may be updated to match their LDAP directory entry (if configured by admin).



The status of a conversation is displayed with an icon and text.

The list is ordered chronologically based on the last event. The latest entry appears at the top of the list. Active calls are displayed before the historical conversations.

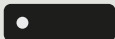


For the meaning of the various icons displayed on the screen, refer to ["Icon overview" → page 30.](#)

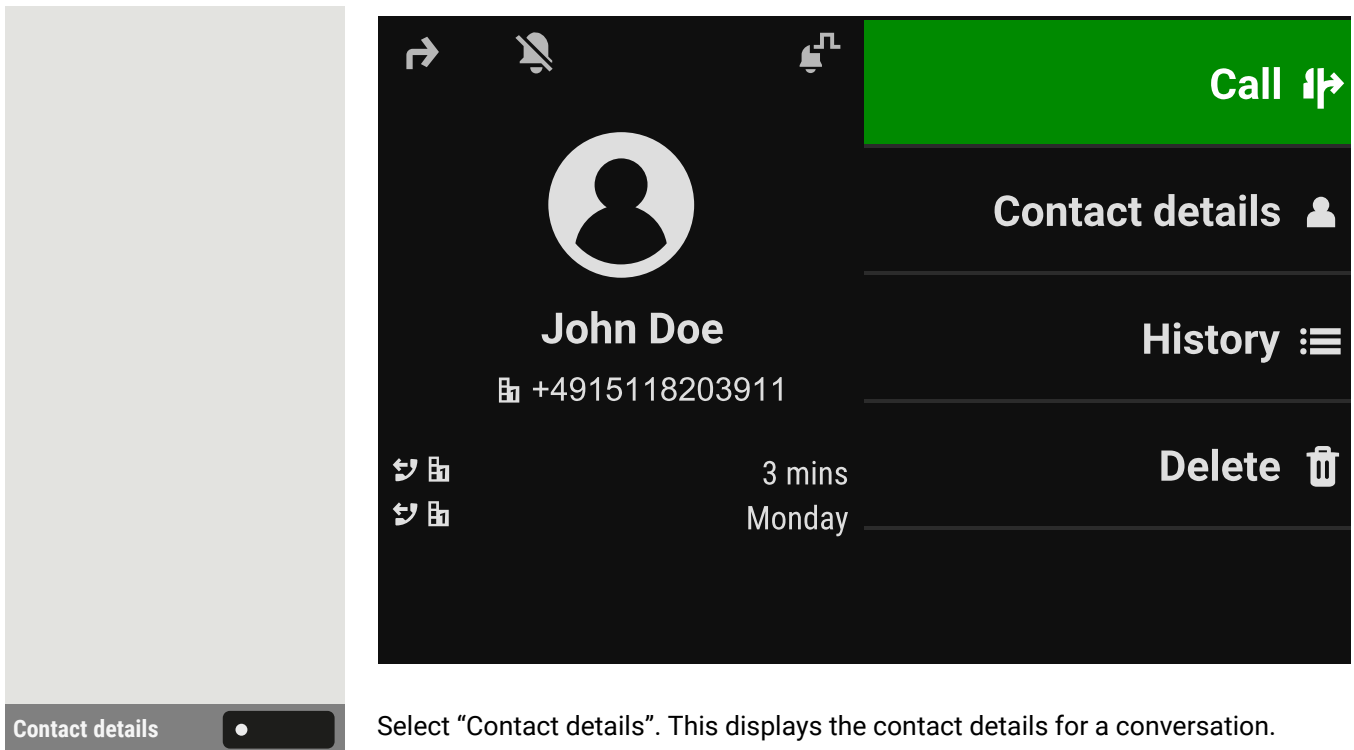
## Opening details of a conversation or conducting a call

You can open a selected conversation by one of the following methods:

- Using a navigation key
- Using the corresponding function key
- Using the navigation key for a selected conversation







Select "Contact details". This displays the contact details for a conversation.

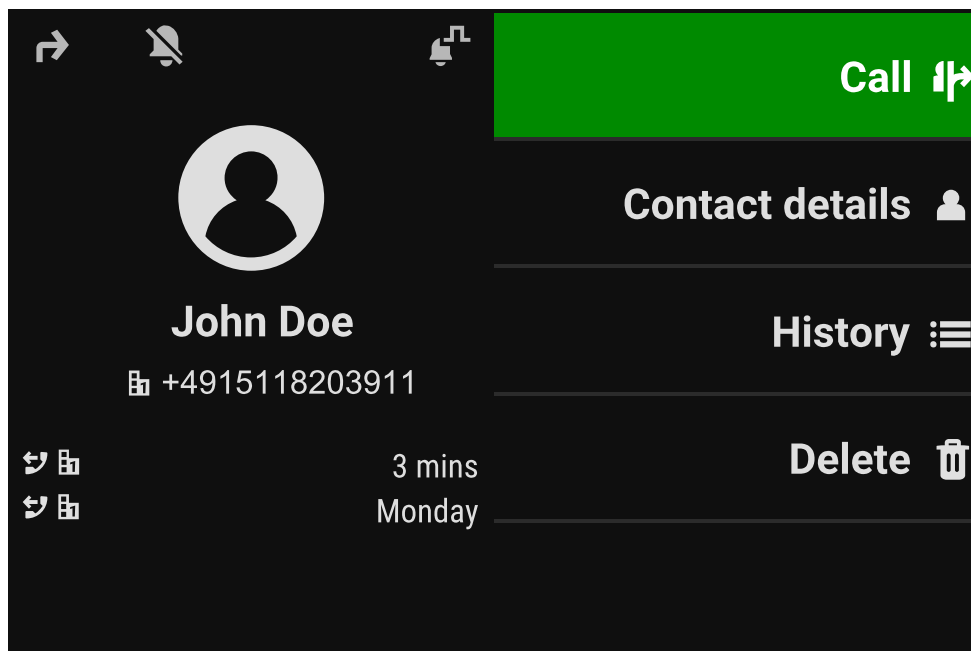
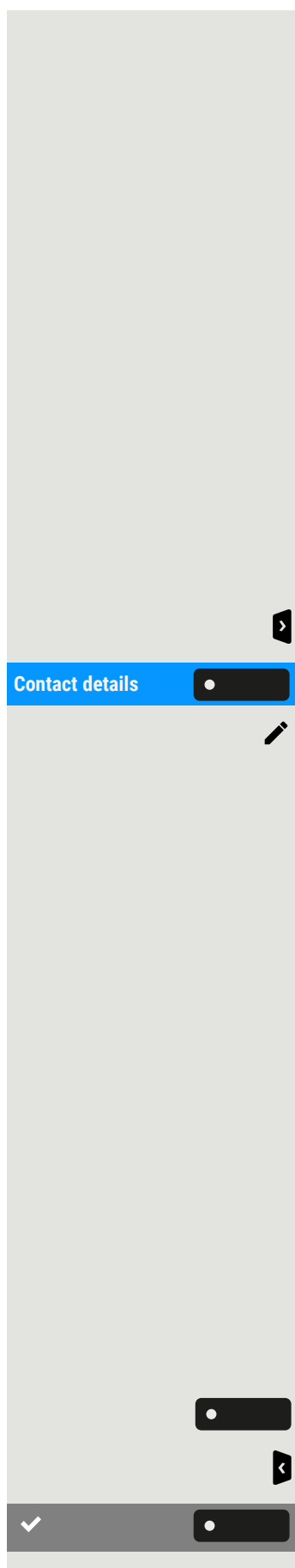
## Creating or editing conversations

Conversations are created based on dialled or received calls. New contacts are synchronized with the phone when connected to the Microsoft® Exchange server.

When the LDAP has found a contact and you call that contact, this contact is transferred to conversations.

### Example

You receive a call from a contact for whom a conversation does not yet exist in the list. When you have hung up again, this contact appears in your conversation list with the phone number only unless it was matched to an entry in the LDAP directory.



Open the details of the conversation using the navigation key.

Select "Contact details".

Select the corresponding icon to open the edit mode. You can complete the following fields for a contact:

- Last name: Last name of the contact
- First name: First name of the contact
- Work x: Work phone number. Additional work phone numbers are displayed below the first entry.
- Mobile: Mobile phone number
- Home: Home phone number
- Company: The company the contact is working at
- Address x: 1: First address where the contact can be reached. Additional work addresses are displayed below the first entry.
- Role: Job title of the contact
- Email: Email address of the contact
- Avatar: Image of the contact



The avatar image must have been imported to the phone, either by an LDAP lookup or via WBM. The avatar field requires the name of the avatar file to be entered as text (see ["Managing avatar images" → page 130](#)).

Press the function key next to the input field to complete input.

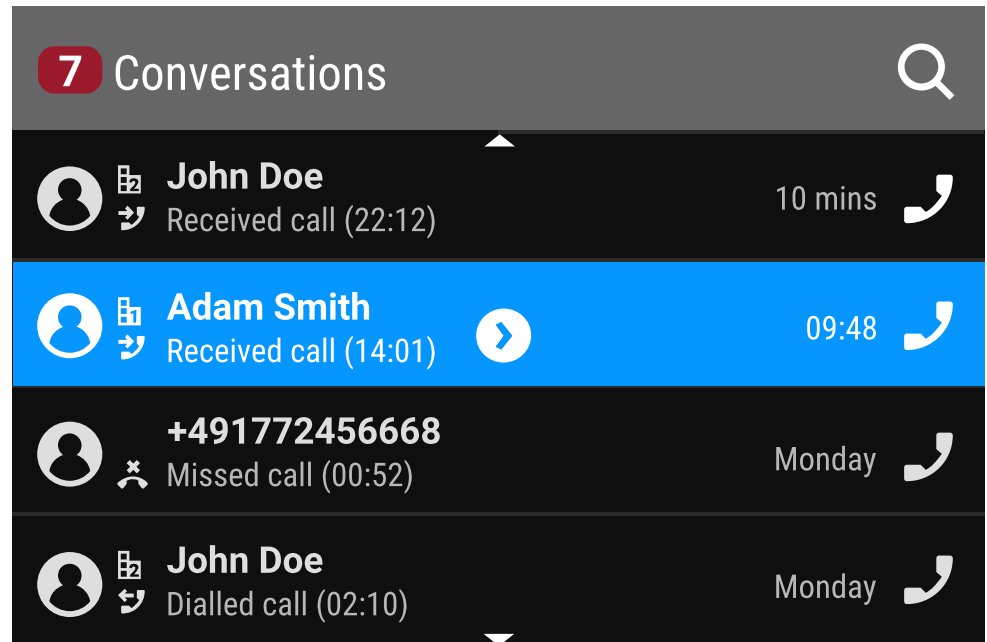
Press the navigator key.

Save the setting.

You can add missing fields values also at a later time. The information is shown on the display the next time you call this contact.

### Create a new contact from the conversation list

You can create a new contact from the conversation list with no previous history.



Scroll to the header row of the list "Conversations" using the navigation key.

Press the navigation key to access the list of conversation options.

In the "List options" select the option displayed. The new contact can be now created (refer to ["Creating or editing conversations" → page 51](#)).

Save the setting.

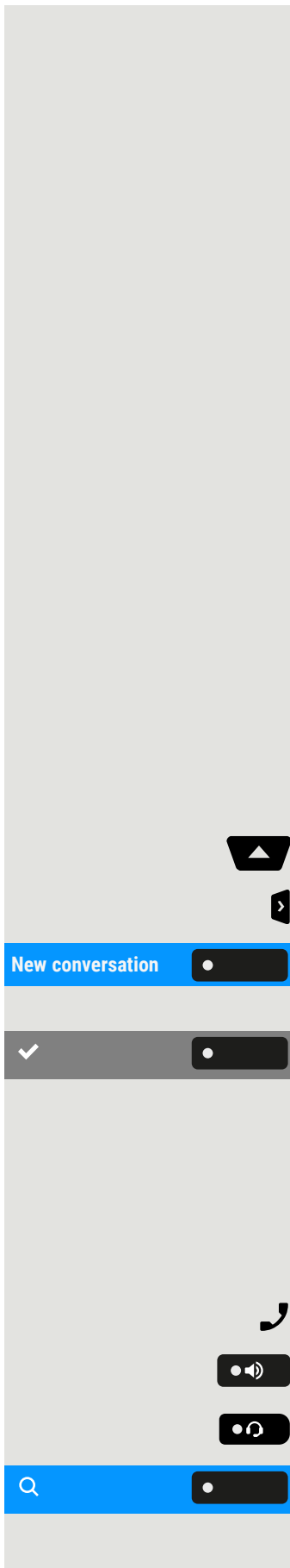
### Searching for conversations

You have a multiple options available for initiating a search for conversations. To call the contact for the conversation immediately and if you know the phone number you can do one of the following steps:

Lift the handset.

- Optionally, press the speaker key.
- Optionally, press the headset key.


To search in the conversations list, open an numeric input field by pressing the function key.



123

X

Enter the first digits of the phone number to see all phone numbers starting with the digits in the search box.

Use the key  to switch from numeric to alphanumeric input.

Press the function key next to a search result to call the contact.

Search for names (alphanumeric search string)

Searching for text strings (alphanumeric search) depends on the configuration of the LDAP. The LDAP is configured by the administrator to use common directories on the network.

LDAP is not configured

The phone searches in the local conversation list, e.g. for 'Am' and lists all conversations that contain the letter pairing 'am', such as "Ampere" or "Samara" chronologically.

LDAP is configured


If LDAP is configured, the search looks for LDAP entries with 'Am' in the last name by default, e.g. "Ampere", "Ambos", but not "Samara".

The results are shown below the local conversation matches and are sorted by name in the list.

Using special characters to control the search

Additionally to regular letters, you can use comma (,) and a hash (#) to control the search.

A single comma (,) is used to separate the last name from the first name. A hash (#) is used to search for an exact match.



To use a comma (,) or a hash (#) as part of the search input text, you must use a double comma (,,) or a double hash (##).

Examples

Search input	Functionality
AMBER	Matches any entries where the last name starts with "amber"

Search input	Functionality
AMBER,	Matches any entries where the last name is exactly "amber"
AMBER,,	Matches any entries where the last name starts with "amber,"
AMBER, P	Matches any entries where the last name is exactly "amber" and the first name starts with "p".
AMBER,, PETER	Matches any entries where the last name starts with "amber, peter". The double comma is used to indicate that the comma character is part of the search input text.
AMBER, P,	Matches any entries where the last name is exactly "amber" and the first name starts with "p," (i.e. the 2nd comma is part of the search).
AMBER, PETER#	Matches only entries where the last name is exactly "amber" and the first name is exactly "peter".
AMBER P	Matches any entries where the last name starts with "amber p".
AMBER P#	Matches any entries where the last name is exactly "amber p".
AMBER P#A	Matches any entries where the last name is exactly "amber p". The "a" following the hash is ignored.
AMBER, PETER##2	Matches only entries where the last name is exactly "amber" and the first name starts with "peter#2". The double hash is used to indicate that the hash character is part of the search input text.

### Order of conversations

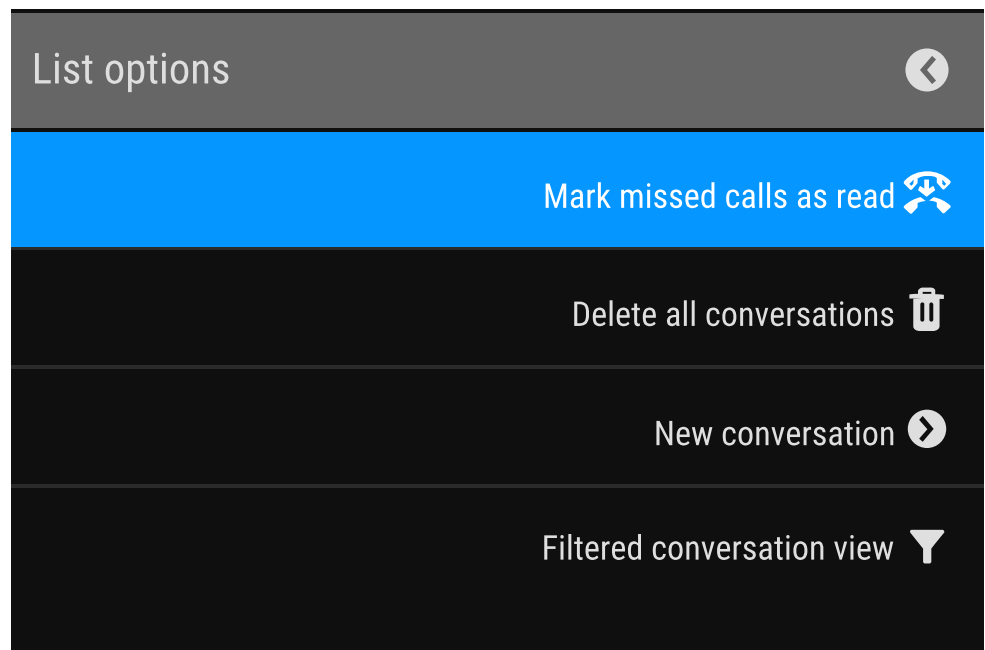
When entering search criteria, the local conversations are listed on top and ordered by their time stamp, the most recent ones are displayed on top.

The LDAP results are listed behind local conversations and are ordered alphabetically A to Z according to their conversation name.

"Alphabetical order" means A-Z ordering based on the first character in the name / names / topic of the conversation or contact. In the case of persons' names, the order is based on the first character of the first name or last name as displayed in the conversation list.

## Filtering conversations

When you want to filter conversations, it is possible to do so from the screen "List options".



Press the function key. Initially, a specific filter is not applied, so all conversation list entries of any call type are displayed.

Pressing the function key displays a list with the following filter options:

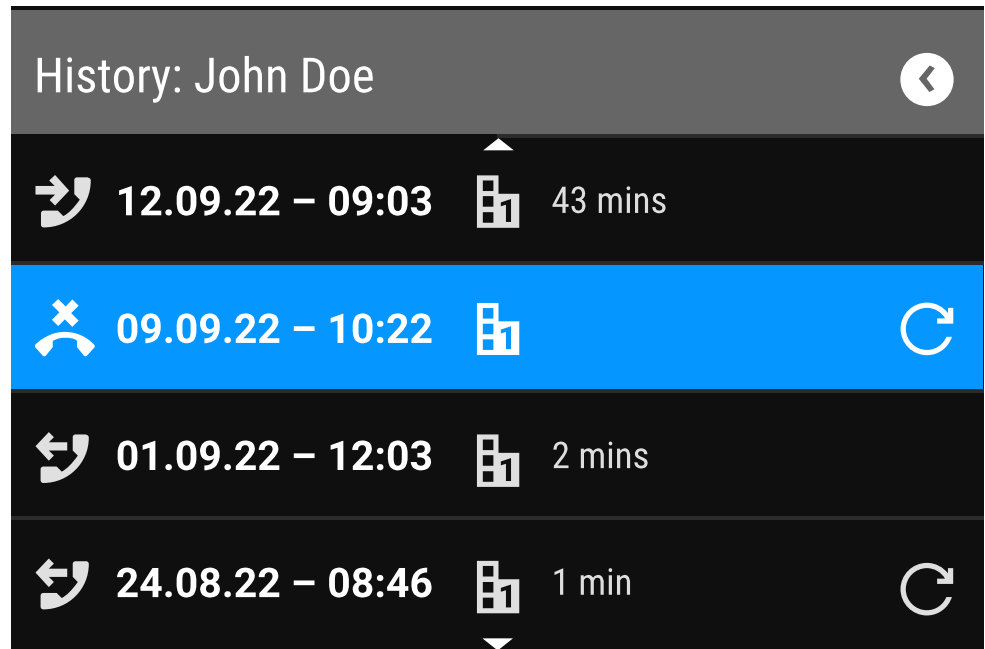
- All - all conversation list entries of any call type
- Missed - list of all missed calls
- Received - list of all received and forwarded calls
- Dialed - list of all dialled calls
- Contacts - contacts with no associated call records
- Other calls - active call, voice mails and ignored pick-up

Keep pressing the function key to cycle through the options and stop pressing to select a filter.

To clear the filter press the navigation key.

## Displaying the history of a conversation

The latest call of a conversation is shown directly in the conversation list. The history of other calls can be viewed during a call in the details or also directly within the history option.



Select the conversation by scrolling through the list using the navigation keys.

Open the details of the conversation using the navigation key.

The most recent entries are shown below the name and number of the contact.

Press the function key to view a list of the last ten conversations.

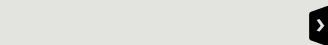
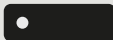
A history entry may have additional information. To toggle between the normal and the additional information, press the adjacent function key.

## Deleting conversations

If you misdialled or cancelled dialling prematurely, an entry will still be created in the conversations list. You can delete this entry. Entries for incoming calls that you no longer need can also be removed from the list.

Open the relevant entry using the navigation key.

Press the function key to delete the entry. The entry is deleted immediately.



## Marking all conversations as read

You are able to mark all new missed calls in the conversation list as read in a single action.

By this, all conversations with new missed call events will change to show normal missed call events and the missed call counter is reset to zero.

Select “Conversations”.


Press the navigation key to enter the list options.


Conversations




List options



Mark missed calls as read 

Delete all conversations 

New conversation 

Filtered conversation view 



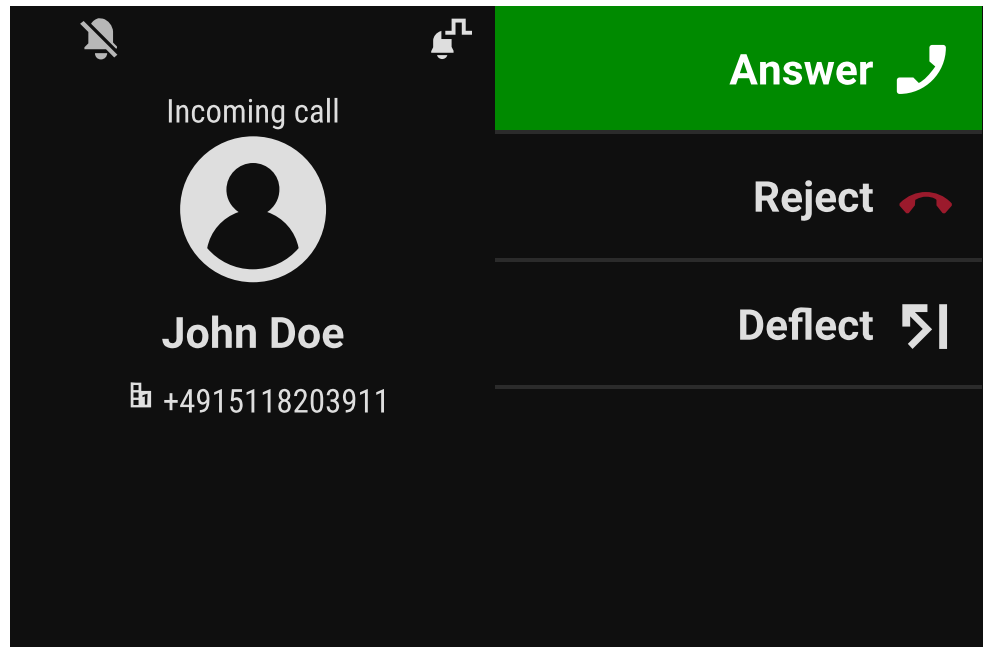
Select the option “Mark missed calls as read”. All missed calls are now marked as read.



## Telephony interface

### Telephony view

#### Incoming call



Your phone rings and the notification LED flashes. In addition to the common phone functions such as “Accept”, additional information and functions may be displayed.

#### Incoming call in multi-call scenarios

It is possible to have many incoming calls at the same time. The notification LED flashes and an alert is displayed for each call, based on their signalled priority. The alert is self-dismissed within 15 seconds unless another call appears; in this case the current alert is dismissed and replaced by the alert of the new call.



The alerting is never shown twice for the same call or while you are in the menu “Conversations”.

If accepted, the call is displayed as “Connected”.

All other incoming calls including the one displayed as “Incoming call” are available only in “Conversations”.

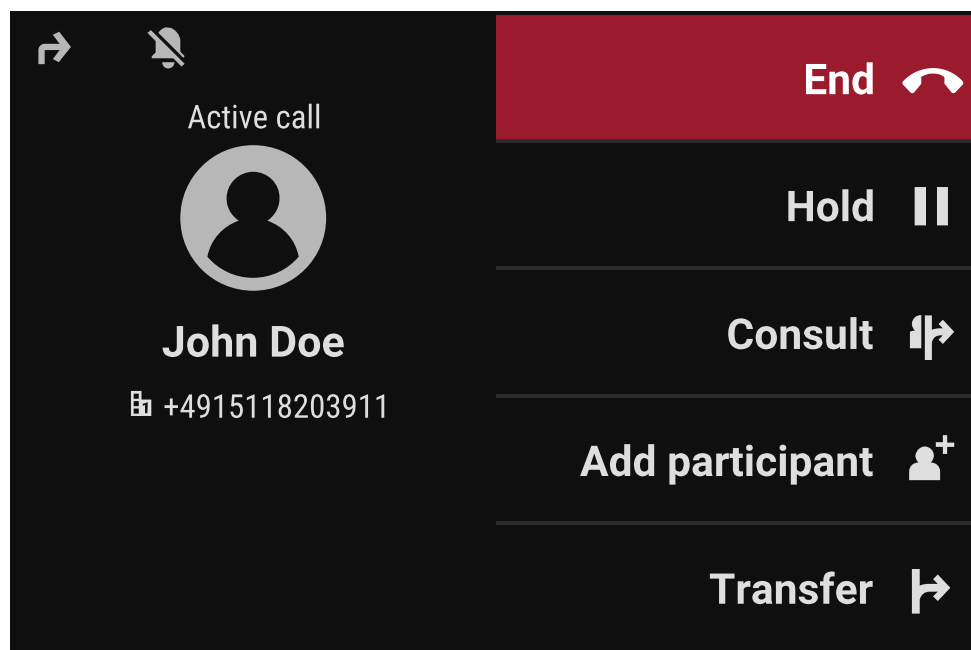
If the alert is ignored, the phone returns to the currently active call or shows another incoming call, if available. You can still answer an ignored or waiting call either when the ongoing call ends or by selecting the call from the list.



Call handling is very limited when the phone is locked. The menu “Conversations” is not accessible and there is no alert. Only incoming calls with high priority are displayed.

When another call is signalled, and the priority indicator changes, the incoming call switches to the current high priority call.

### When conducting a call



During a call, select any function key to perform the corresponding action such transferring the call.

### Switching to a different menu during a call



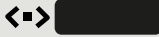
Use the key while on a call to switch to “Conversations”.

## Programmable function keys

Programmable function keys are situated in the “Favourites” or on an optionally connected key module (see [“Programmable keys on the key module”](#) → page 60).

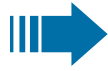
### Programmable keys on the key module

The key module has additional keys to which you can assign functions or numbers at two levels.



On the KM710, use the key on the key module to switch between the first and second level for the respective function.

When you have pressed the corresponding function key on the key module, the status LED colour on the key changes, and possibly also the information shown on the display (KM710).



The key module will return to the first level automatically after 15 seconds.



The administrator may have configured the switch action to affect all connected key modules and the keys on the phone.


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

- Function keys (see ["Function keys on the key module" → page 45](#))
- "DSS" keys (see ["Calling with a direct station select \(DSS\) key" → page 94](#))




Line and direct station selection (DSS) keys can only be programmed by the administrator (see ["Administrator settings" → page 64](#)).

## Answering machine ("Voicemail")

If configured, the option "Voicemail" in the main menu allows you to connect to your mailbox system. The **MWI key**  also provides access to the mailbox system.

Depending on the type and configuration of the communications platform, messages from configured services are displayed.

If new messages are available, they will be displayed at the top position in the list of conversations and highlighted. The **MWI key** will be flashing .

## Inline notification

### Prerequisites

- The administrator has enabled rollover visual alerts and determined how rollover calls are to be signalled.
- The phone is active (or held) in a call on a different line.

Inline notification can be activated for the following situations:

- **DSS calls:** Shown for an alerting DSS call (i.e. alerting the DSS monitored phone), even if a key module is plugged in or if the event is for the hidden

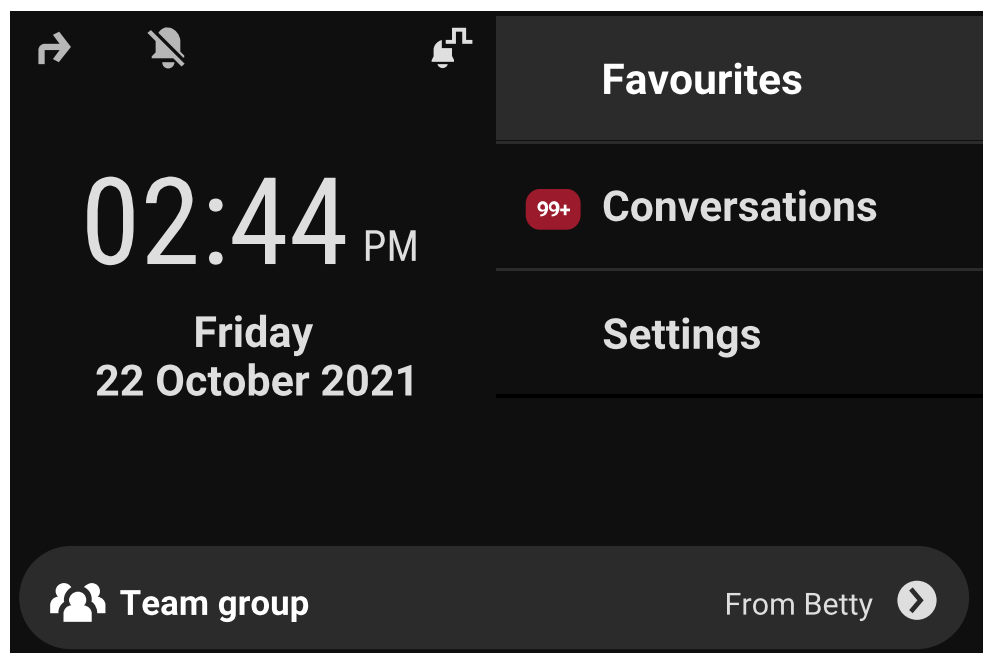
favourite menu.

- **MultiLine calls:** Conditions for calls as stated above. Also for lines marked as no ring (the phone does not need to be busy). Shown even if a key module is plugged in or if the event is for the hidden favourite menu.
- **BLF and Group pickup:** Notification is not shown if a key module is plugged in or if an alert screen for “Group pickup” is shown.

To see more information about the incoming call, press the function key next to the notification to switch to favourites.

When the notification is shown even when the screen “Favourites” is not displayed, the function key can be used to dismiss the notification.

## Display of the inline notification



An inline notification is shown in the following situations:

- On any screen except “Favourites” and editing screens. It is not shown when the phone is in the power saving state and locked.
- Whenever a “Group pickup” or BLF call is available to be picked up, provided the phone has not been configured for an on-screen alert.
- Whenever a DSS key is alerting.

## Shortened inline notification

A shortened notification is shown for a screen with menus (e.g. main menu, call screen), i.e. when the full length notification would overlay a highlighted menu option.

## Cancelling inline notification

The inline notification can be cancelled by pressing the function key adjacent to the notification. This will have one of the following consequences:

- Display the screen "Favourites": If you visit the screen when an inline notification is displayed, the notification is cancelled, i.e. removed and not shown again until the next new notification event.
- If the notification is displayed when the screen "Favourites" is not available, or the key is not displayed in "Favourites", the notification can be cancelled by pressing the corresponding function key.

## Settings menu



Use the function key to open the main menu and then switch to the settings.

The menu comprises a configuration area both for user settings and for administrator settings.

### Entering a user password

By default, a user password is not set and is not required to access the user settings on the phone. However, a user password is required to access the web interface (WBM) or lock the phone (see ["Privacy and security" → page 144](#)).

## User settings

### Menu

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

The menu structure consists of several levels.



You can also configure this setting via the web interface (see ["Web interface \(WBM\)" → page 159](#)).

### Control switches


The menus may contain switches (☐ / ●) for deactivating / activating functions.

### Example

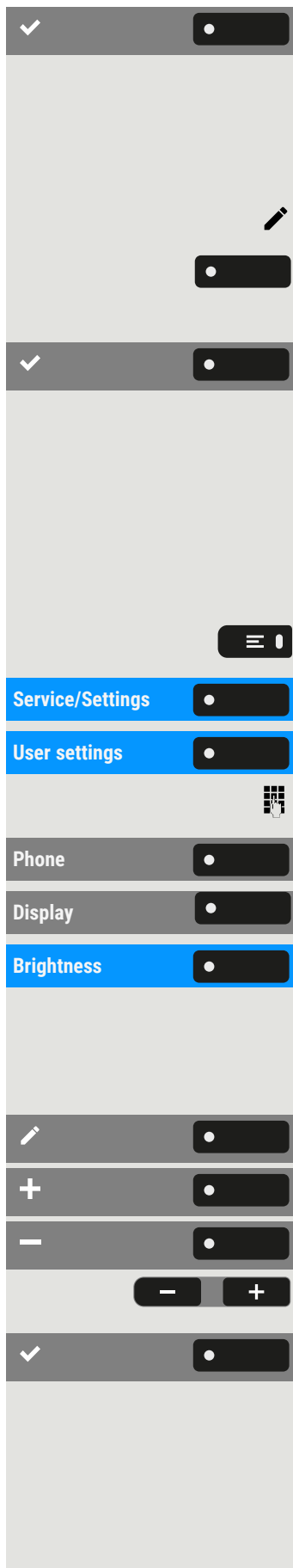
Allow call waiting



Press the function key "Allow call waiting" to enable the function. The "switch" ● is moved to the right.

- Alternatively, use the navigation keys to select the option and confirm with .





Save the setting.

## Parameters

You can set values in some submenus.

Press the function key to open the parameter setting.

Press the function key for the desired parameter value. The setting is changed and you return to the previous menu.

Save the setting.

## Adjusting a level

You can use menus with levels to adjust the volume or brightness, for example. An example of display brightness is given here.

### Example for setting the display brightness level

Press the key to open the main menu.

Open "Service/Settings".

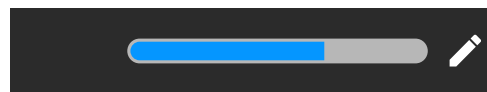
Open "User settings".

Enter and confirm the user password, if required.

Select "Phone".

Select "Display".

Select "Brightness".



Select "Edit".

Use the function key to increase the value.

Use the function key to decrease the value.

- Optionally, use the keys on the dialpad.

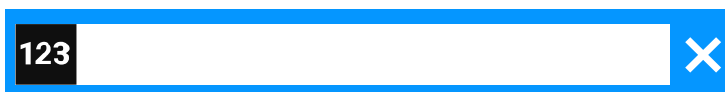
Save the setting.

## Administrator settings

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

### DLS security PIN

If the administrator has configured a DLS security PIN, the following pop up screen appears on your device.



Enter the PIN.


Save the setting.



# Configuring the phone default settings

## Adjusting the display brightness

You can adjust the brightness of the display to suit the ambient lighting.

 You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Phone".

Select "Display".

Select "Brightness".



Select "Edit".

Use the function key to increase the value.

Use the function key to decrease the value.


- Optionally, use the keys on the dialpad.

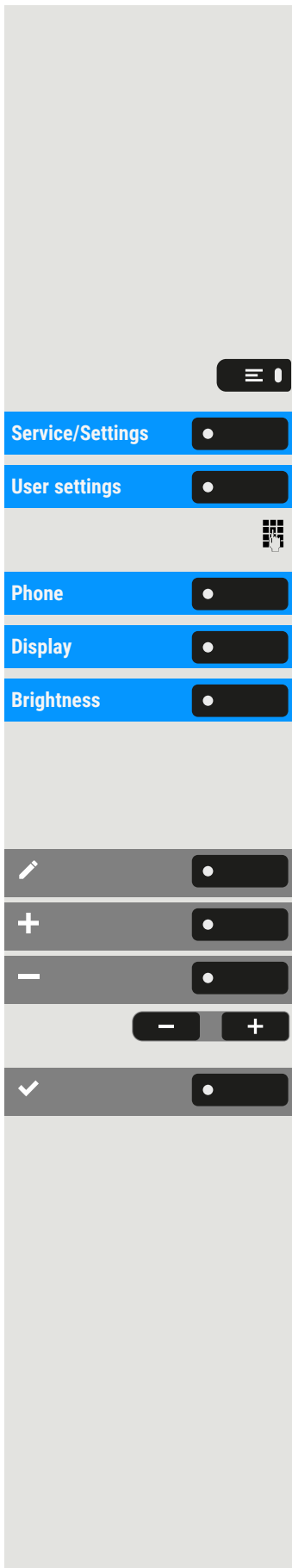
Save the setting.

## DSS / keyset indication

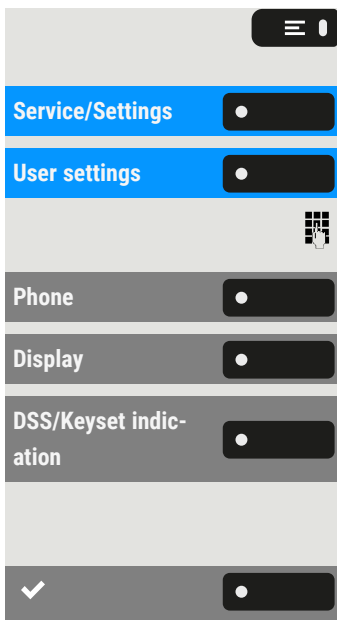
Every DSS key on your phone or on a connected key module has a LED indication to reflect the key status.

You can choose between two styles of the DSS / keyset indication: either the default "OpenStage style" style or the "CP style" (see "[Meaning of LED displays for DSS keys](#)" → [page 115](#)).

 You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).







Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Phone".

Select "Display".

Select "DSS/Keyset indication". Select the desired style

- OpenStage style
- CP style

Save the setting.

## Screen saver

Activate a screen saver for the phone's idle state.



The administrator can set a time of between two and eight hours defining how long the phone should be idle before the display backlight is deactivated.



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

## Activating the screen saver

**Prerequisite:** The administrator has uploaded images to the phone or you have uploaded your own images.

Press the key to open the main menu.

Open "Service/Settings".

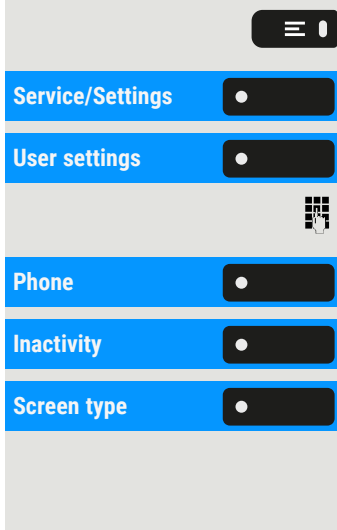
Open "User settings".

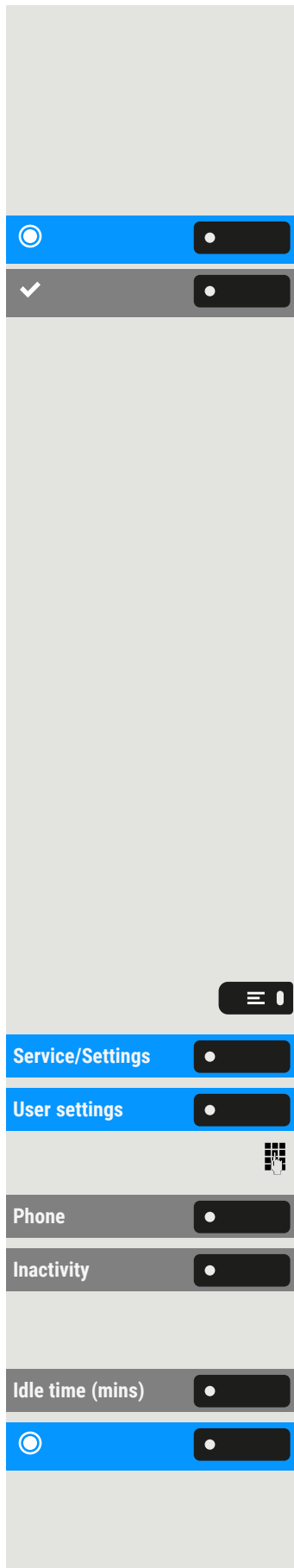
Enter and confirm the user password, if required.

Select "Phone".

Select "Inactivity".

Select "Screen type". The current setting is displayed. The following options are available:





- Menu screen: This option displays the default main menu screen after an idle period.
- Slideshow: This option displays the uploaded images as a continuous slide show. This is the default option.
- Time screen: This option displays a blank screen only displaying the current date and time of the phone.

Select the type of screen saver.

Save the setting.

## Uploading images for the screen saver

To install your own images for the screen saver, you have to transfer the images using the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

1. Open the WEB interface and select "Slideshow images > Choose the image file you wish".
2. Search for suitable images on your computer or in the network and save your search results. You can upload several images in succession.

Your new images are displayed the next time you start the screen saver.

## Setting the screen saver activation interval

Set how long the screen should be idle before the screen saver activates automatically.



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Phone".

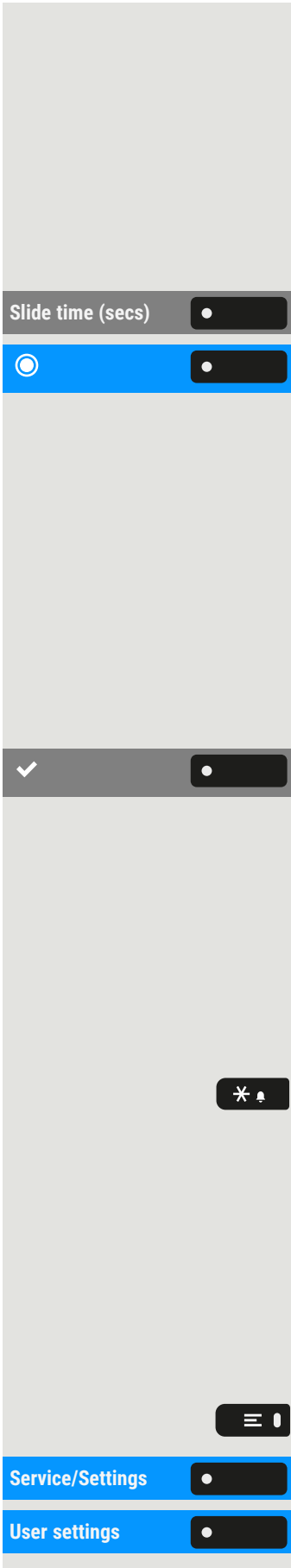
Select "Inactivity".

### Setting the idle time

Select "Idle time (mins)". The current idle time is displayed.

Select an idle time interval. The following options are available (in minutes):

- 0 (i.e. deactivated)
- 1 (default)



- 5
- 10
- 20
- 30
- 60
- 120

### Setting the slide time for the option "Slideshow"

Select "Slide time (secs)". The current interval for each slide is displayed.

Select a slide time interval.



This option is only available when the screen saver has been set to "Slideshow" (see ["Activating the screen saver" → page 67](#)).

The following options are available (in seconds):

- 5
- 10
- 20
- 30
- 60

Save the setting.

## Audio settings

### Switching to a ringer beep

You can turn the ringer off and select a short alert tone instead.



Hold down the key for three seconds until the notification and icon for "Ringer beep" is displayed.

### Pattern melody



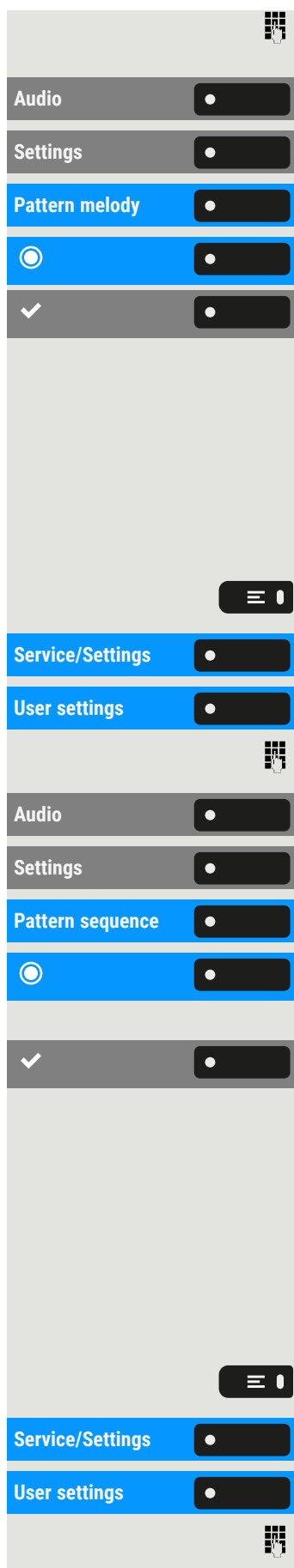
You can also configure this setting via the web interface (see ["Web interface \(WBM\)" → page 159](#)).

**Prerequisite:** You have selected the ringer "Pattern".

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".



Enter and confirm the user password, if required.

Select "Audio".

Select "Settings".

Select "Pattern melody". The current melody is displayed.

Select a pattern melody. You will immediately hear the associated melody.

Save the setting.

## Pattern sequence



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

**Prerequisite:** You have selected the ringer "Pattern".

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Audio".

Select "Settings".

Select "Pattern sequence". The current pattern sequence is displayed.

Select a pattern sequence. You will immediately hear the associated melody and sequence.

Save the setting.

## Room character

To ensure that the other party can hear you properly in speakerphone mode, you can adjust the phone to the room acoustics.



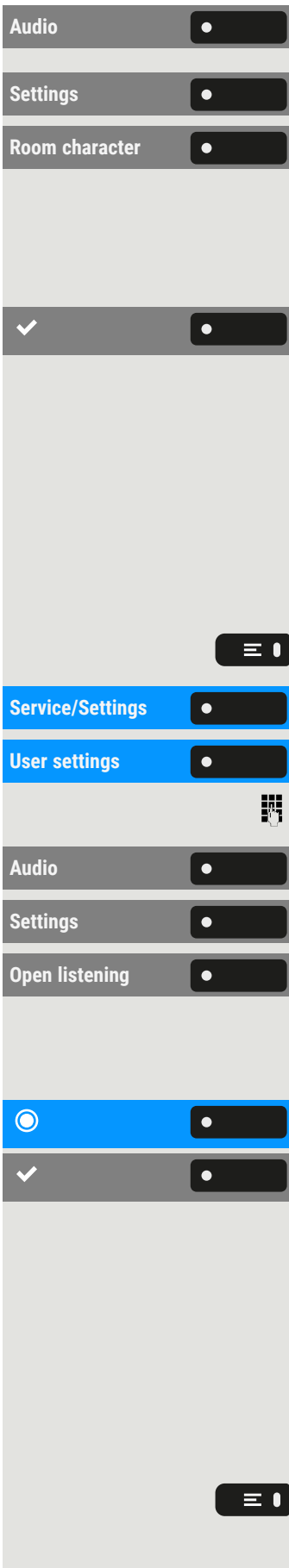
You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.



Select "Audio".

Select "Settings".

Select "Room character" and select one of the following options:

- Normal
- Echoing
- Muffled

Save the setting.

## Open listening mode

Select the mode that you prefer for open listening (see "[Switching from handset to speakerphone mode](#)" → page 102).



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → page 159).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Audio".

Select "Settings".


Select "Open listening". The following options are available:

- Standard mode
- US mode

Select the open listening mode. The current mode is displayed.

Save the setting.

## Setting the headset port use

This setting defines if a headset or a conference unit is activated when pressing the headset key .



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → page 159).

Press the key to open the main menu.



Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Audio".

Select "Settings".

Select "Headset socket". The following options are available:

- Wired headset
- Cordless headset
- Conference unit

Select an option.

Save the setting.

### Settings for other headsets

Multiple headsets of different types (Bluetooth, USB or ION) can be connected to the phone at the same time. You can control the priority order by which the phone selects a headset type for use.

**Prerequisite:** You have entered the audio settings.

Select "USB Headset" (or any other headset option). The following options are available:

- Option No. 1, first configured option, e.g. a conference unit
- Option No. 2, second configured option, e.g. a USB headset
- Option No. 3, third configured option, e.g. a remote conference unit
- Disabled
- Active

Select the required priority.

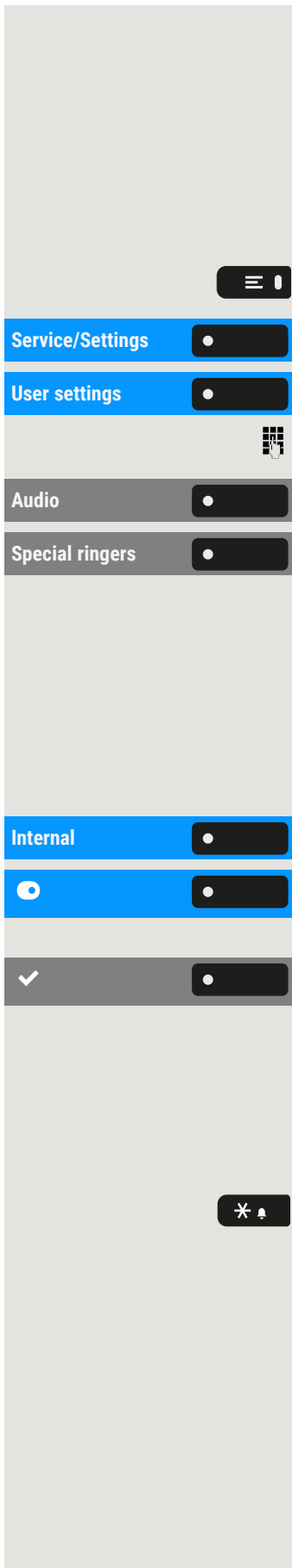
Save the setting.

## Special ringers

You can assign an individual ringer to incoming calls or events for identification of the type of call.



The administrator has activated the special ringers. Consult the administrator regarding the use of these ringers.



The user cannot change the ringer sound, pattern melody and pattern sequence for the emergency call type. This can be set only by an administrator. Emergency ringer is always played at maximum volume, regardless of ringer settings.



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Audio".

Select "Special ringers". The following options are available:


- Internal
- External
- Recall (Callback)
- Special 1
- Special 2
- Special 3

Select an option, e.g. "Internal".

Enable the selected option and configure the ringer, melody, and sequence for the selected option (see "[Audio settings](#)" → [page 69](#)).

Save the setting.

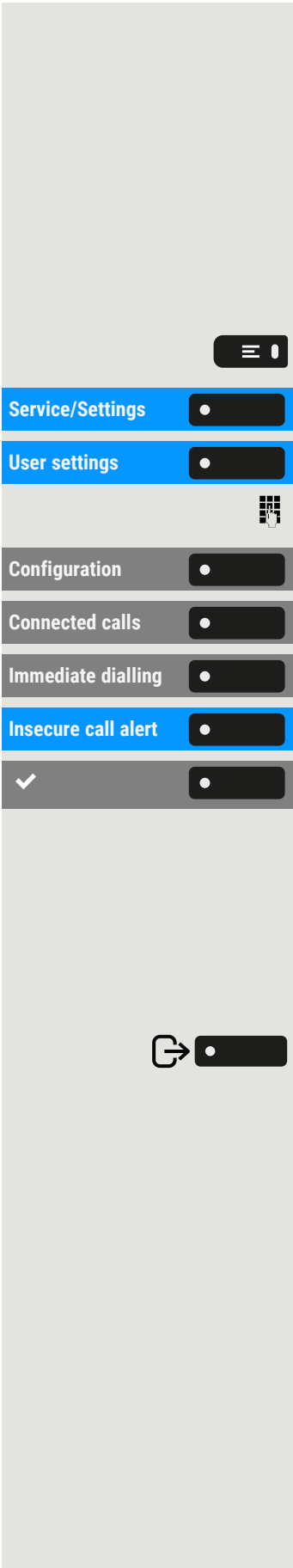
## Activating or deactivating the ringer

You can see if the function is activated or deactivated from the corresponding icon  in the status bar.

Hold down the key shown.


- A long press of this key will toggle the ringer on or off (a status bar icon is shown when the ringer is off).
- An extended long press (>2 sec.) can set the ring to be a beep instead of a continuous ring tone (a status bar icon is shown when the ringer is set to beep).


An information message pops up to indicate a change of the ringer.



## Tone and indication with unsecured voice connection

Use this option to activate an alert tone that you hear when a secure voice connection with the party you are currently talking to ceases to be secure. The message "Nonsecure connection" is displayed.

 Secure connection set-up is the preference set by the administrator.

 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 159).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Configuration".

Select "Connected calls".

Select "Immediate dialling".




Select "Insecure call alert".

Save the setting.







## Presence

### Presence status

Press the key. You can choose from the following options and set the duration.

	<ul style="list-style-type: none"><li>• Office<ul style="list-style-type: none"><li>▪ Select variant<ul style="list-style-type: none"><li>• Office</li><li>• CallMe</li></ul></li></ul></li></ul>		
	<ul style="list-style-type: none"><li>• Meeting<ul style="list-style-type: none"><li>▪ Meeting - Return after<ul style="list-style-type: none"><li>• 30 minutes</li><li>• 1 hour</li><li>• 2 hours</li><li>• All day</li></ul></li></ul></li></ul>		<ul style="list-style-type: none"><li>• Sick<ul style="list-style-type: none"><li>▪ Sick - Return after<ul style="list-style-type: none"><li>• All day</li><li>• 2 days</li><li>• 3 days</li><li>• 1 week</li></ul></li></ul></li></ul>



	<ul style="list-style-type: none"> <li>• Break           <ul style="list-style-type: none"> <li>▪ Break - Return after               <ul style="list-style-type: none"> <li>• 10 minutes</li> <li>• 15 minutes</li> <li>• 20 minutes</li> <li>• 30 minutes</li> </ul> </li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Out of office           <ul style="list-style-type: none"> <li>▪ Out of office - Return after               <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 45 minutes</li> <li>• 1 hour</li> <li>• All day</li> </ul> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Holiday           <ul style="list-style-type: none"> <li>▪ Holiday - Return after               <ul style="list-style-type: none"> <li>• All day</li> <li>• 1 week</li> <li>• 2 weeks</li> <li>• 3 weeks</li> </ul> </li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Lunch           <ul style="list-style-type: none"> <li>▪ Lunch - Return after               <ul style="list-style-type: none"> <li>• 20 minutes</li> <li>• 30 minutes</li> <li>• 1 hour</li> <li>• 45 minutes</li> </ul> </li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• At home           <ul style="list-style-type: none"> <li>▪ At home - Return after               <ul style="list-style-type: none"> <li>• All day</li> <li>• 2 days</li> <li>• 3 days</li> <li>• 4 days</li> </ul> </li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• Do not disturb           <ul style="list-style-type: none"> <li>▪ Do not disturb - Return after               <ul style="list-style-type: none"> <li>• 30 minutes</li> <li>• 1 hour</li> <li>• 2 hours</li> <li>• 4 hours</li> </ul> </li> </ul> </li> </ul>

If the status “Presence” is set to one of the following status, callers are redirected to a media server:

- At home
- Holiday
- Sick
- Do not disturb

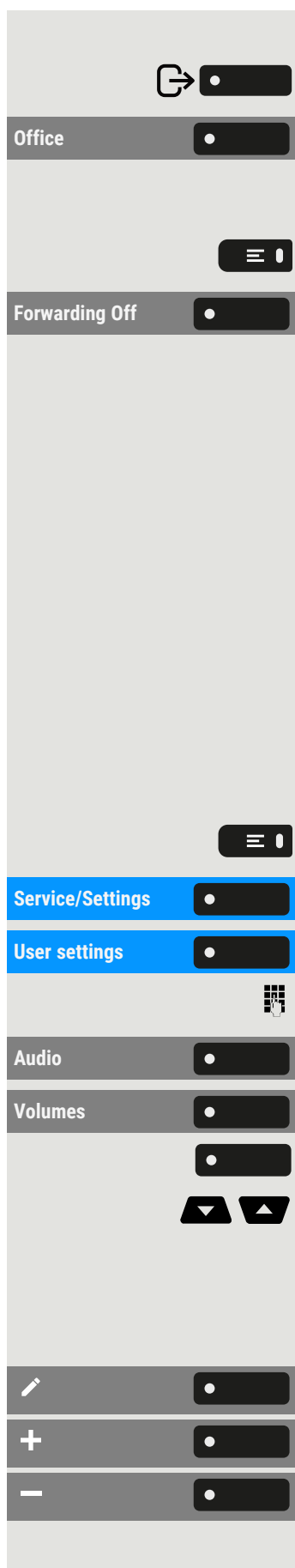
Depending on the status, a caller will receive a message with the reason for and duration of absence and will be offered the option to leave a message.

With one of the following status, there is no redirection and the caller will not receive a message:

- Meeting
- Lunch
- Out of office
- Break

## Switching off status “Away”

Delete your absence status and, if necessary, forward to the media server by setting the status “Presence” in the menu to “Office” or, if needed, by switching off



forwarding.

Press the **key**.

Select "Office". The setting is displayed. The Presence symbol in the status bar changes accordingly. The status in "MyPortal" is also adjusted and a forwarding function to the media server is enabled.

Press the key to open the main menu.

Select "Forwarding Off".

## Adjusting the default volumes

You can configure different default volumes for the following audio output:

- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover
- Alert beep
- Call waiting tone

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

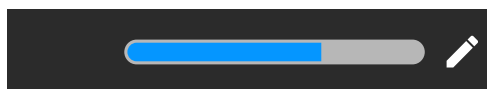
Enter and confirm the user password, if required.

Select "Audio".

Select "Volumes". The settings for the various volumes are displayed.

Select the audio setting.

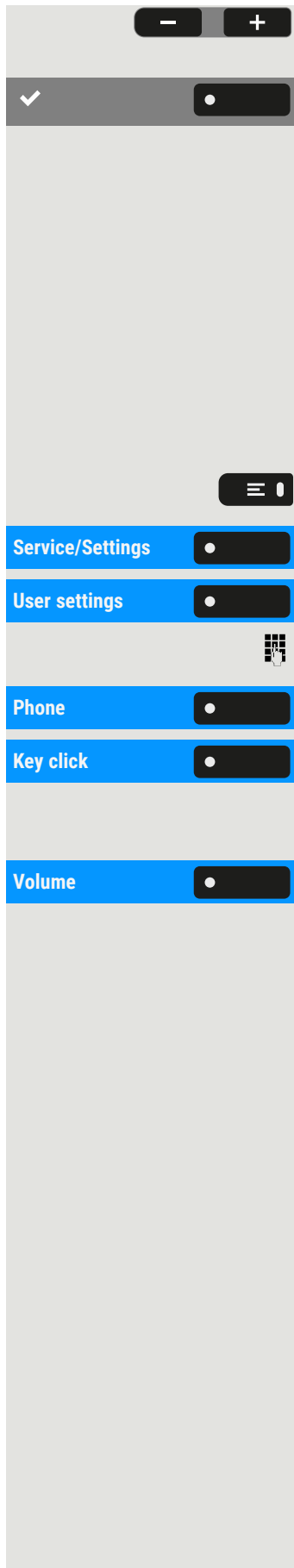
Use the navigation keys to scroll, if required.



Select "Edit".

Use the function key to increase the value.

Use the function key to decrease the value.



- Optionally, use the keys on the dialpad.

Save the setting.

## Adjusting the key clicking sound

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



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

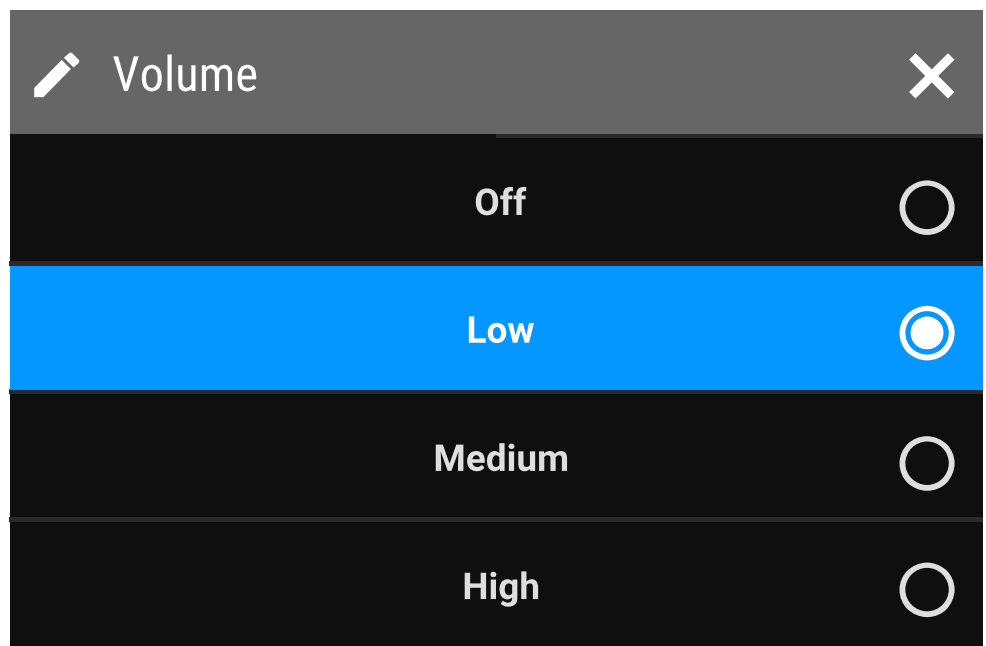
Enter and confirm the user password, if required.

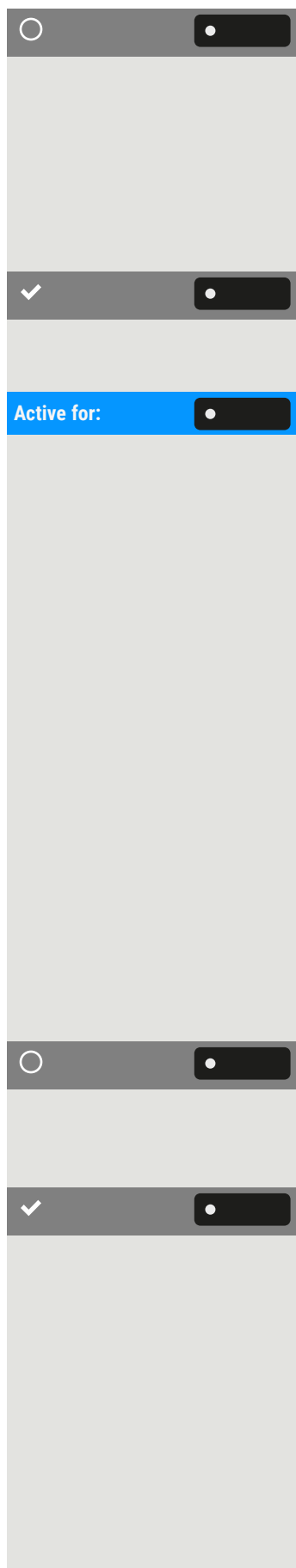
Select "Phone".

Select "Key click".

### Adjusting the volume

Select "Volume".





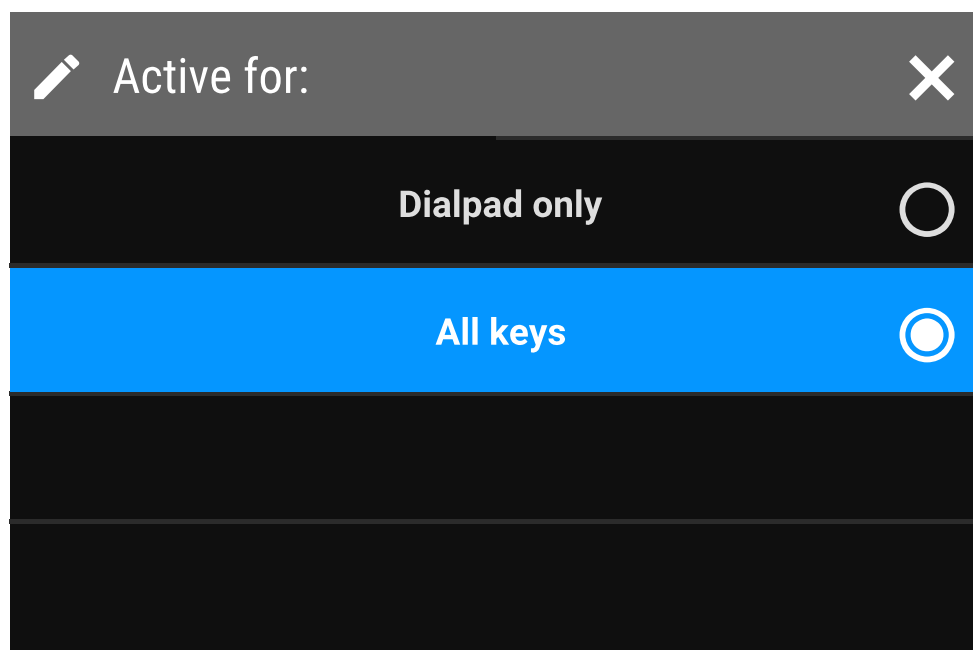
Select the default setting using the adjacent function key. You can choose between the following options:

- Off (no clicking sound)
- Low
- Medium
- High

Save the setting.

### Setting the key click scope

Select "Active for:".



Select the scope for the key clicking sound:

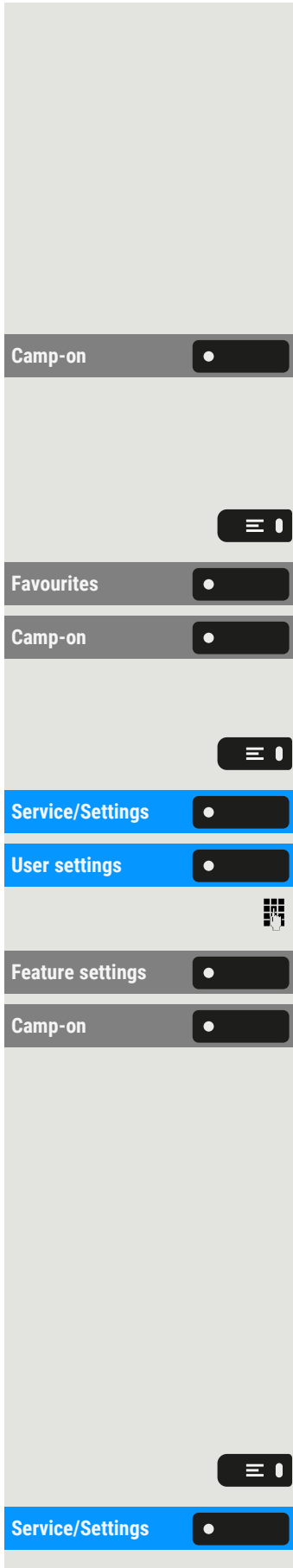
- Dialpad only
- All keys

Save the setting.

## Call settings

### Call waiting

You can determine whether or not you would like to accept second calls (call waiting) during a conversation.



If your phone belongs to an ONS group, in addition to triggering an alert tone on the engaged telephone, the second call is also signalled with a ring tone on the other phones in the ONS group.

#### Via a permanently displayed programmable key in the left panel or from a connected key module

**Prerequisite:** The key “Camp-on” is configured in the left panel or on a connected key module.

Select “Camp-on” in the left panel or on the key module.

#### Via “Favourites”

**Prerequisite:** The key “Camp-on” is configured in “Favourites”.

Select the key to open the main menu.

Select “Favourites”.

Select “Camp-on”.

#### Via the Service menu

Press the key to open the main menu.

Open “Service/Settings”.

Open “User settings”.

Enter and confirm the user password, if required.

Select “Feature settings”.

Select “Camp-on”.

Enable or disable the second call feature.

## Allowing call waiting



If the call waiting (second call) function is deactivated, a caller hears the busy signal if you are already conducting a call.



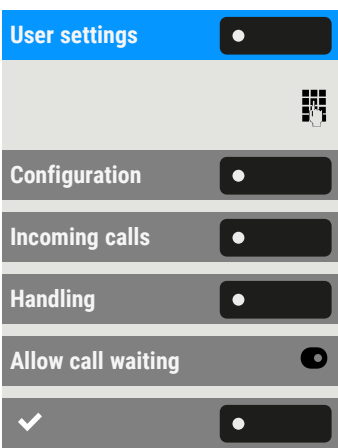
The option was programmed by your administrator.



You can also configure this setting via the web interface (see [“Web interface \(WBM\)”](#) → page 159).

Press the key to open the main menu.

Open “Service/Settings”.



Open "User settings".

Enter and confirm the user password, if required.

Select "Configuration".

Select "Incoming calls".

Select "Handling".

Enable or disable "Allow call waiting".

Save the setting.

Assuming "Call waiting" is enabled, you can toggle a configured function key to switch call waiting on or off.

## Central speed dial numbers



Speed dial numbers are set up by the administrator.

- Speed dial numbers are stored in the system.
- The central speed dial directory can be obtained, e.g. in printed format, from the administrator.

## Speed dial with extension



Speed dial numbers with sequences are set up by the administrator.

Functions including the dialling number and further access codes can be saved to a speed dial number.

Since the number of characters for a speed dial entry is limited, speed dial numbers (up to 10) can also be linked together in order to handle longer sequences.

### Example

When you leave the office, you want to block your telephone and simultaneously activate call forwarding. Both of these actions can be stored as a sequence using a speed dial number.

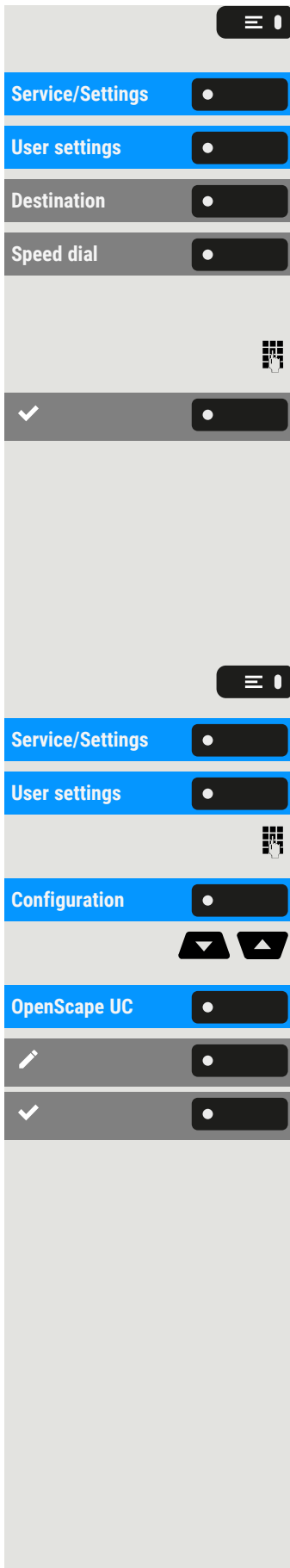
Likewise, in order to unlock the phone and cancel the call forwarding, a speed dial number can be stored.

## Individual speed dial numbers



This function must be set up by the administrator.

The keys **0 +** to can be assigned to 10 frequently used phone **9 WXYZ** numbers.



Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Select "Destination".

Select "Speed dial".

Press the required line key.

Enter the destination number.

Save the setting.

## Connecting to OpenScape UC



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Configuration".

Use the navigation keys to scroll, if required.

Select "OpenScape UC".

Enter the required login information.

Save the setting.

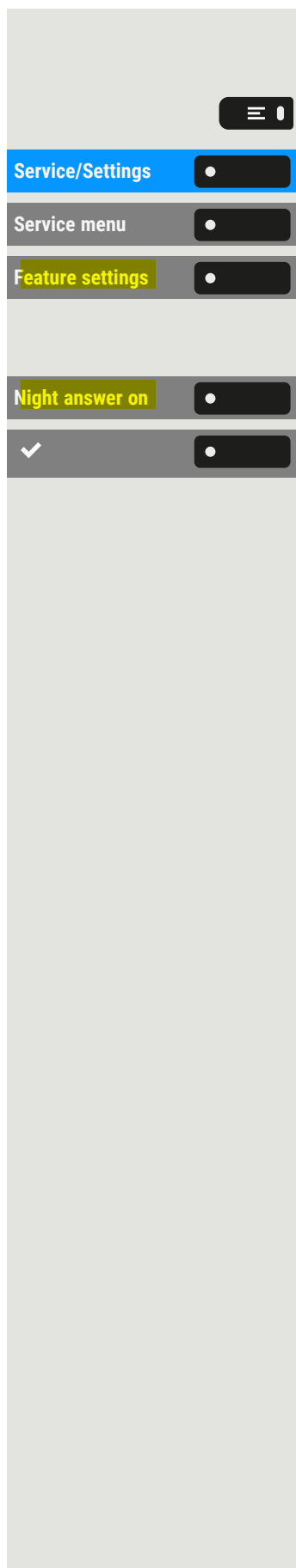
The phone will login using the given user credentials. If the data is incomplete, the phone will not login at all.



If you experience difficulties with the OpenScape UC configuration, contact the administrator.

## Switching night answer on

In night answer mode, for example, during lunch breaks or after office hours, all external calls are forwarded to a particular internal telephone (night station). The



night station can be defined by the relevant service engineer (= standard night answer) or by you (= temporary night answer).

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "Feature settings".

### Activating

Select "Night answer on".

Save the setting.



## Programming the function keys

The phone features a range of functions that can be attributed to the programmable function keys. The phone comes with programmable keys that can be programmed on two separate levels.

After programming a function key, a “label” must be assigned to each corresponding function.



This feature must be activated using the administrator access via the local phone or the WBM.



You can assign the “Shift” function to one of these keys to be able to switch between the two key levels or by pressing this key on the key module.

- The keys are preassigned in the as-delivered state (see ["Programmable function keys on the phone" → page 22](#)).
- The keys can also be programmed via the WEBM interface (see ["Web interface \(WBM\)" → page 159](#)).

## About programming a key

A programmable key (function key) can be programmed in the following ways:

- Directly via a long press on the respective function key. Key module keys are immediately available.
- Via the screen “Favourites” (if a key module is not attached).
- All function keys can also be programmed by Web Based Management (WBM).
- Optionally, the function keys are programmed via the “Settings”.



The selection of available functions depends on the configuration. Ask the administrator when you are missing a function.

## List of available functions

Unallocated	Conference
Selected dialling	Do not disturb
Redial	Group pickup
Forward all calls	Repertory dial
Forward no reply	Line

Forward busy	Feature toggle <sup>1</sup>
CF unconditional - any	Mobility
CF no reply - any <sup>1</sup>	Directed pickup
CF busy - any <sup>1</sup>	Release
CF unconditional - ext. <sup>1</sup>	Callback <sup>2</sup>
CF unconditional - int. <sup>1</sup>	Cancel callbacks <sup>2</sup>
CF no reply - ext. <sup>1</sup>	Consult
CF no reply - int. <sup>1</sup>	DSS
CF busy - ext. <sup>1</sup>	Call waiting
CF busy - int. <sup>1</sup>	Immediate ring <sup>2</sup>
Ringer off	Start recording <sup>2</sup>
Hold	AICS ZIP tone
Alternate	Server feature
Blind transfer call	BLF
Transfer call	Send URL
Deflect	2nd alert

1) The feature is not available on an OpenScope 4000 phone system.

2) This function may be available only if supported by the SIP server.

## Programming a key

### Via the function key

Hold down the function key in the left panel, in the menu "Favourites" or on a connected key module until the key programming menu is displayed.

Select "OK".

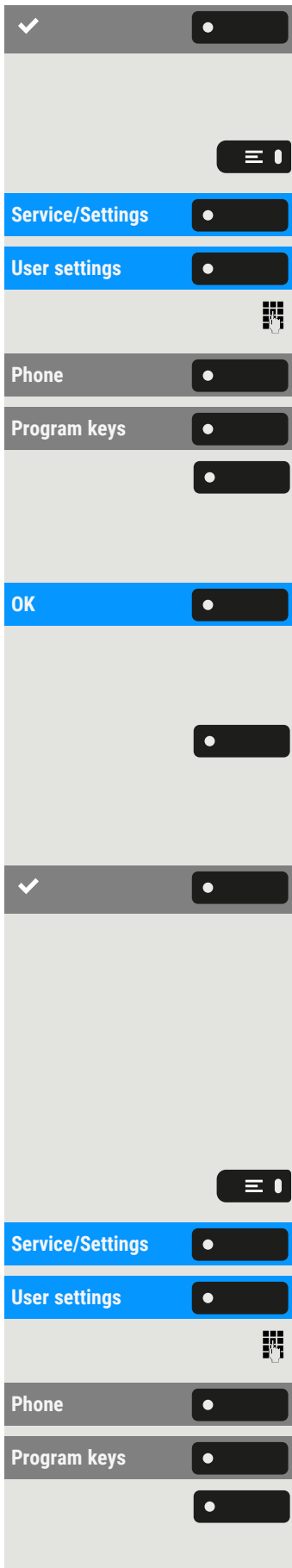


If the prompt is not displayed or a programmed function is not executed, you can launch key programming via the user menu (consult your administrator about the current setting).

Select the level and assign the options as well as the corresponding label (see "Labelling function keys" → page 85).

Select the function.

OK



Save the setting.

#### Via "Settings"

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Phone".

Select "Program keys".

- If a key module is connected, press the function key you want to program. The key LED on the key module lights up constantly.
- If no key module is connected, the screen "Favourites" is displayed.

Select "OK"

Select the level and assign the options as well as the corresponding label (see "Labelling function keys" → page 85).

Select the function (see "List of available functions" → page 83).

A default label name is attached automatically. To change the label, see "Labelling function keys" → page 85.

Save the setting.

## Labelling function keys

When programming a function key, the default label is used for the function, e.g. "Redial". This label is displayed on the screen next to the function key. However, the label can be changed according to your requirements at any time.

Press the key to open the main menu.

Open "Service/Settings".

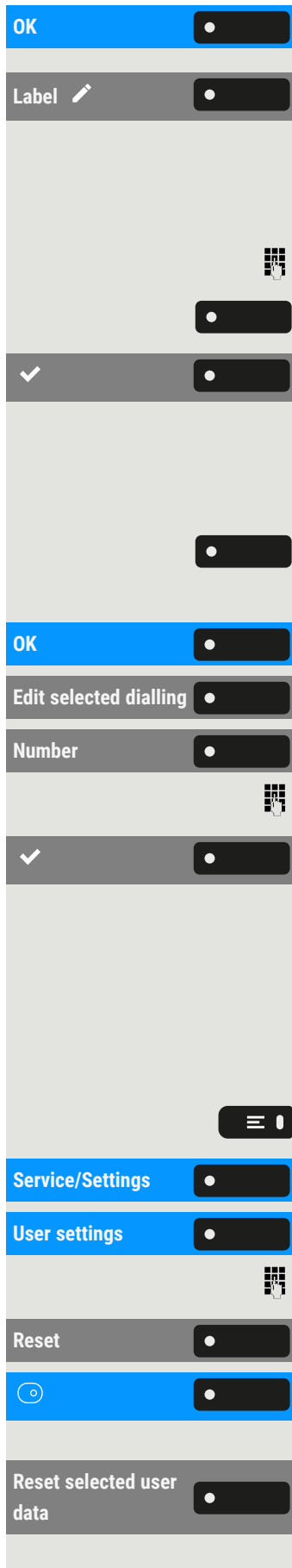
Open "User settings".

Enter and confirm the user password, if required.

Select "Phone".

Select "Program keys".

Press the function key you want to relabel. The key LED lights up constantly.



Select "OK"

Select "Label".

abc

Enter the label text.

Press the function key to conclude input.

Save the setting.

## Setting up a selected dialling key

Hold down the function key in the left panel, in the menu "Favourites" or on a connected key module until the key programming menu is displayed.

Select "OK".

Select "Edit selected dialling".

Select "Number".

Enter the phone number and confirm.

Save the setting.

## Resetting all assigned functions to keys

You can reset all keys you configured back to factory settings (see also ["Resetting user data" → page 157](#)).

Press the key to open the main menu.

Open "Service/Settings".

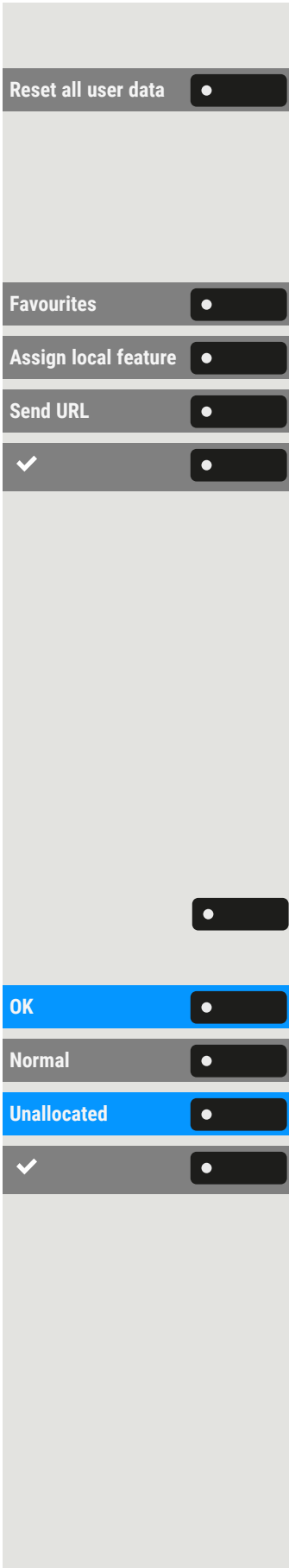
Open "User settings".

Enter and confirm the user password, if required.

Select "Reset".

Activate or deactivate the setting for "Key programming" to be included in or excluded from the reset. If included, all function key settings are reset.

Select "Reset selected user data" to **immediately** reset all function keys (if enabled previously).



Keys that can only be configured by the administrator are not reset.

Select "Reset all user data" to reset all user settings.

## How to program a function key with "Send URL"

### Configuration

Select "Favourites". Press and hold the function key to be programmed.

Select "Assign local feature".

Select "Send URL". The key is programmed.

Save the setting.

### Activation

- After the key is programmed, the LED lights amber to indicate that the key is busy, so another key press in that state will have no action.
- After successful HTTP response from the web server, the LED lights green for 3 seconds and a success notification appears. You can now control remote server actions from your phone.
- After unsuccessful HTTP response from the web server, the LED lights red for 3 seconds and a failure notification appears.

## Deleting an assigned function from a key

Hold down the function key in the left panel, in the menu "Favourites" or on a connected key module until the key programming menu is displayed.

Select "OK".

Select "Normal" (or select "Shifted" if the assigned function is on the second level).

Select "Unallocated".

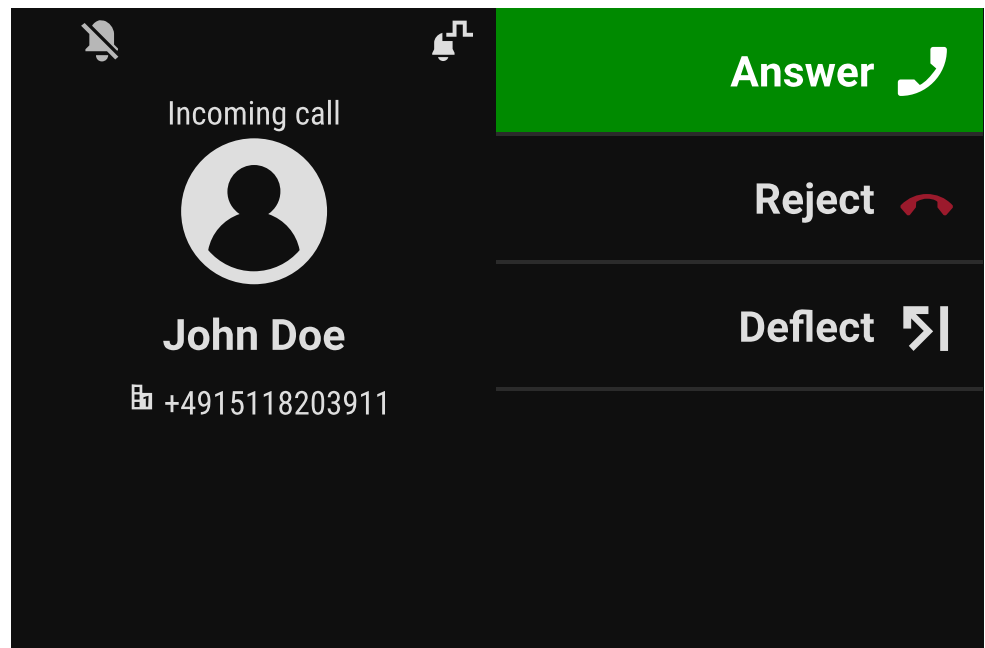
Save the setting.

The function assigned to the key and the corresponding label are deleted.

## Making calls

### Incoming calls

The phone rings if the ringtone is active. The notification LED also flashes. The calling party information (e.g. name, phone number) is displayed in the status bar and in the information section on the central part of the display.



Any settings currently made on the phone are interrupted by an incoming call.



Use the key "Settings" at any time to return to the point in the menu structure where you were interrupted, unless the time interval for the password has expired.

### Answering a call via the handset

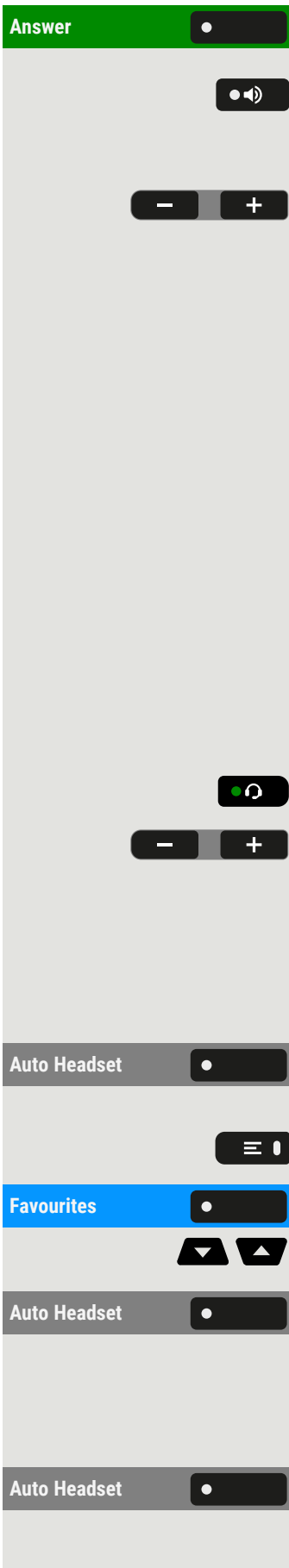
The phone rings. The caller is displayed. The notification LED flashes.

Lift the handset.

Adjust the call volume, if necessary (see "[Volume](#)" → [page 25](#)).

### Answering a call via the loudspeaker (speakerphone mode)

The phone rings. The caller is displayed. The notification LED flashes.



- Select “Answer”.
- Optionally, select the key shown.

The key lights up . The speakerphone function is activated.

Adjust the call volume, if necessary (see “Volume” → page 25).

### Suggestions for using the speakerphone mode

Adjust the call volume while speakerphone mode is active.



The ideal distance between the user and the phone in speakerphone mode is 50 cm.

## Answering a call via the headset

**Prerequisite:** A headset is connected and set up correctly (see “Setting the headset port use” → page 71).

### Answering calls via the headset key

The phone rings. The caller is displayed. The LED on the key  flashes.

Press the key shown. The key lights up.

Adjust the call volume, if necessary (see “Volume” → page 25).

### Answering calls automatically via the headset

**Prerequisite:** The administrator has additionally configured a function key with the function “AICS ZIP tone” (see “Programming the function keys” → page 83).

- Press the function key to activate automatic call answering mode. The key LED and the headset key illuminate.
- Optionally, press “Settings”.

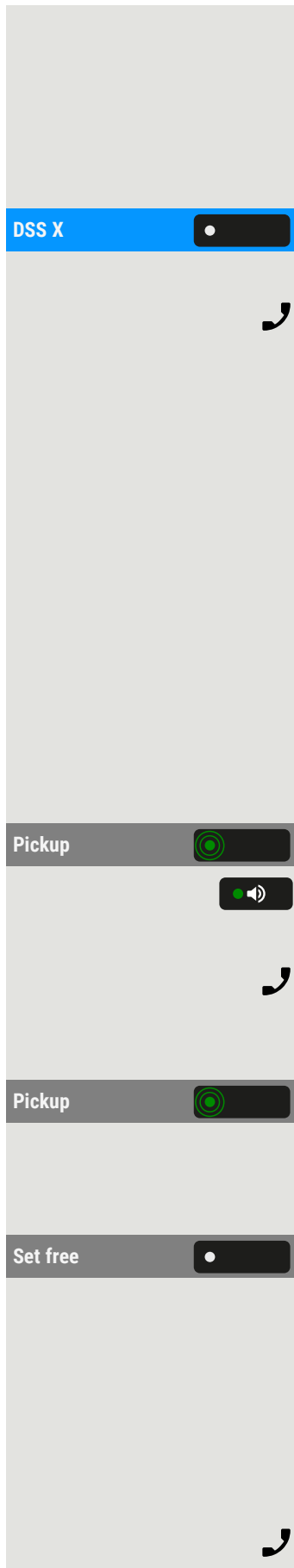
Select “Favourites”.

Use the navigation keys to scroll, if required.

Select “Auto Headset” to activate automatic call answering mode. The key LED and the headset key illuminate.

When there is an incoming call a short acoustic signal is heard on the headset for a call and the connection is established.


To deactivate the automatic headset answering function, press “Auto Headset”. The LEDs of the function and the headset keys are off.



## Answering a call with the DSS key

**Prerequisite:** You have configured a DSS key on your phone, for example a key with label “DSS X”. For more information, see .

The phone rings.

Press the corresponding DSS key. The LED  lights up. You can speak hands-free.

- Optionally, lift the handset and set the volume, if required.

## Accepting calls for a member of the team



You can pick up calls for other members in your team (“Call pickup group”) also during a call.

The text “Call for” is displayed on the screen along with the phone number or name of the called party. If a team member does not take the call within 15 seconds (depending on the set-up), you will also hear an alert tone.

**Prerequisite:** The pick-up key is configured in the left panel, in the “Favourites” or on a connected key module.

### In idle mode

Select “Pickup”. You have picked up the call.

- Optionally, press the speakerphone key. The LED is lit. You can speak hands-free.
- Optionally, lift the handset.

### During the call

Press the flashing “Pickup” key. The first call is on hold while you are connected to the second call.

### Ending the second call and returning to the first

Press “Set free” to disconnect.

## Selectively picking up a call

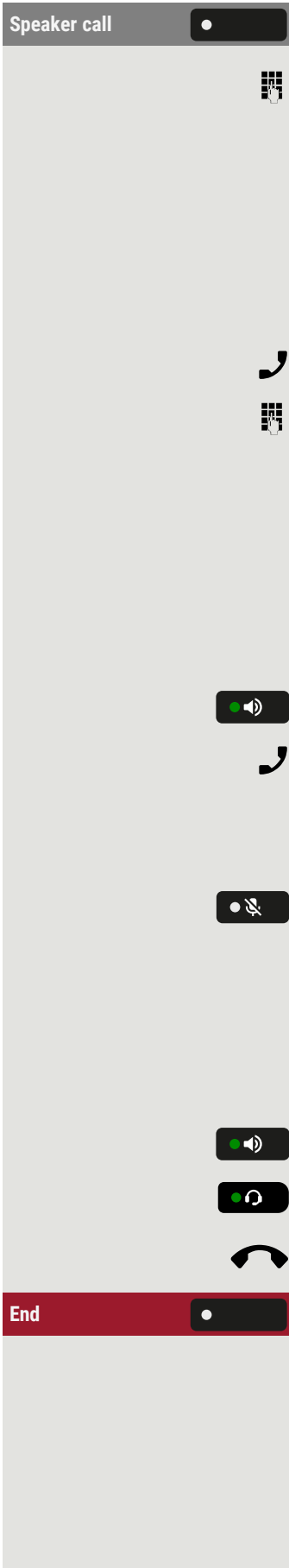


The direct call pick-up key must be configured by the administrator.

**Prerequisite:** You hear another phone ringing, whose number you know, or a colleague invites you to take over a call on a particular phone.

Lift the handset.





Select "Speaker call".

Enter the telephone number on which you wish to take over the call. You can then accept the call.

### Display called extension

When the call number is not shown in a call pick-up group in which you want to take over a call (display is deactivated by default for pick-up group), you can enter the code for "Display on request" after picking up the phone.

Lift the handset.

Enter the system code for "Display on request".

Once you have entered the code, the phone number is displayed.

### Addressed via speakerphone (direct speaking)

You are being spoken to directly by a colleague over speakerphone. Hands-free and open listening are automatically activated.

The speaker key light up. Answering in hands-free mode is immediately possible.

Lift handset and answer.

### Switch microphone on / off

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

### Ending a call

Press the illuminated key. The key is no longer lit.

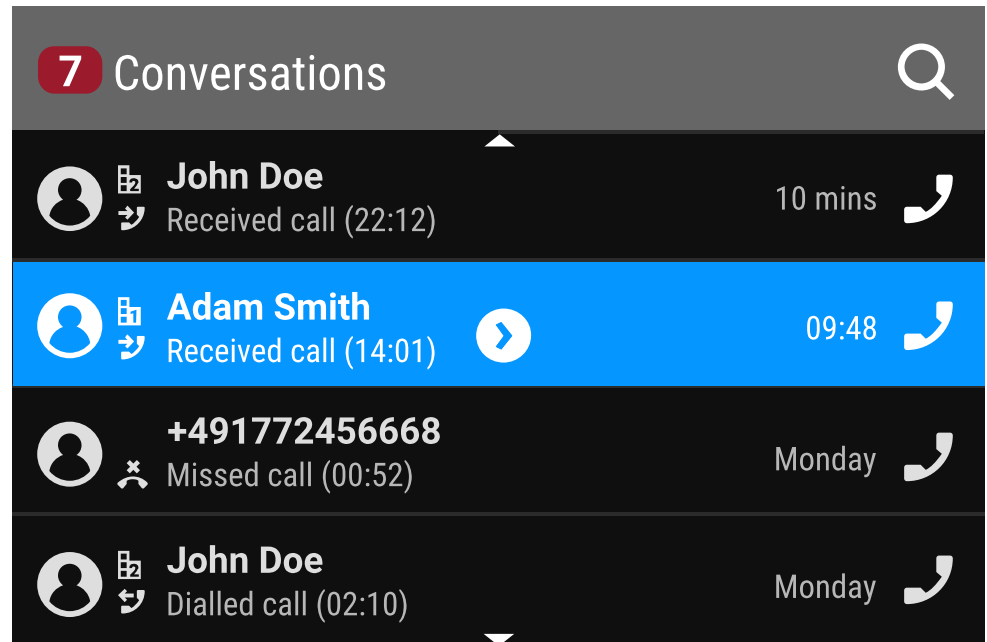
- Optionally, press the illuminated key. The key is no longer lit.
- Optionally, hang up the handset.
- Optionally, select "End".

After the call has ended (either by you or the remote party), end of call notification with duration of the call will be shown in "Conversations".

## Dialling / Calling

### Dialling with handset off the hook

Lift the handset.



The input field in “Conversations” is opened in numeric mode.

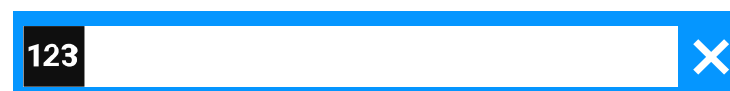
- Internal: Enter the phone number.
- External: Enter external code and phone number.

Confirm when the complete number has been entered.

- Optionally, select a contact from the list of previous calls and press the corresponding function key.

### Dial with the handset on hook

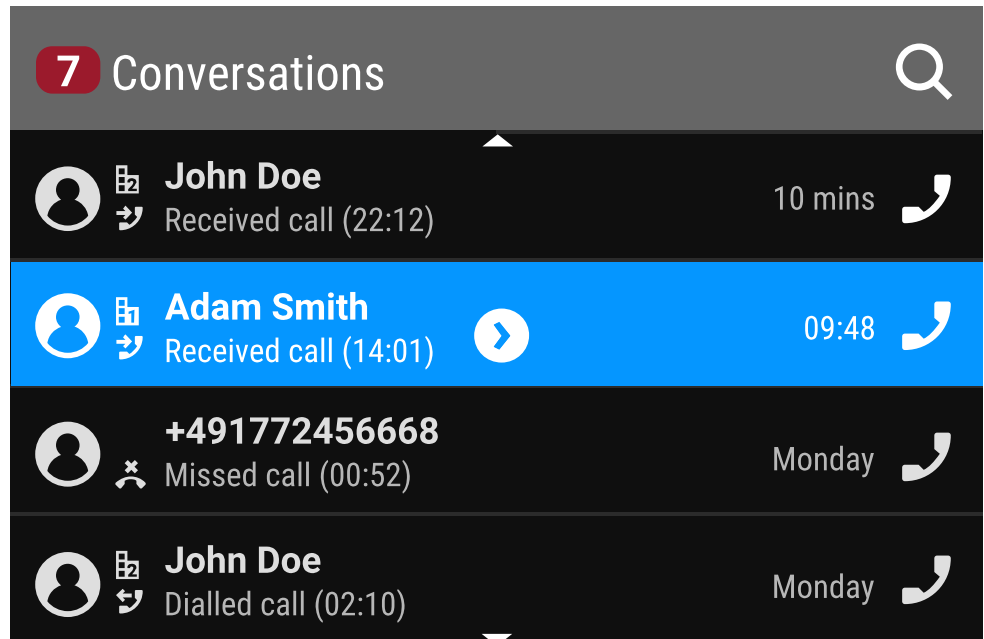
The connection is set up with on-hook dialling via a connected headset or via the loudspeaker (speaker mode). The line is seized before dialling.



Enter phone number via the dialpad without lifting the handset and confirm when finished.

Press the key if a headset is connected.

- Optionally, press the speakerphone key.



The input field in “Conversations” is opened in numeric mode.

- Internal: Enter the phone number.
- External: Enter external code and phone number.

Confirm when the complete number has been entered.

- Optionally, select a contact from the list of previous calls and press the corresponding function key.

### Participant answers over loudspeaker

Select speakerphone mode.

- Optionally, lift the handset.

### Participant does not answer or is busy

Press key. LED goes out.

Select “Callback”.

## Dialling with a connected headset

**Prerequisite:** The headset is connected.

- Internal: Enter the phone number.
- External: Enter external code and phone number.

Conversations

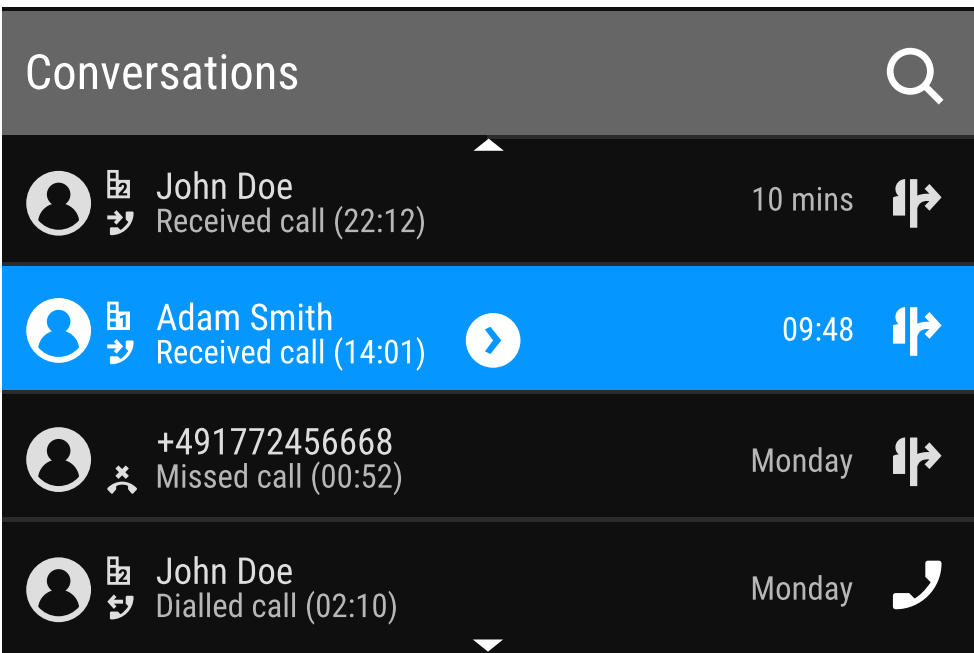
Linus Blanket

DSS X

The key  illuminates.

## Choose from conversations

Select "Conversations".



The conversations list is displayed on the screen. If the contact you want is not visible, select with the navigation keys or search by entering the phone number or contact name.

Confirm the selected contact with the corresponding function key. The phone number is dialled.

## Calling with a direct station select (DSS) key

**Prerequisite:** A DSS key is configured on your phone, e.g. a key with label "DSS X" (see ["Setting up a selected dialling key" → page 86](#)).

Select the corresponding function key.

When the participants answer, enter speakerphone mode.

- Optionally, lift the handset.



For the meaning of the LED displays on the direct call keys, see ["Meaning of LEDs on function keys" → page 23](#).

## Redialling



No history is created for contacts if the call log or Microsoft® Exchange is deactivated. Conversations that have been dialled manually or searched for via LDAP are also not created. Previous entries are deleted.

**Prerequisite:** A programmable key has been configured with the redial function.

### From the conversation list

You can use conversation list to call your last connected party via the history of a previous conversation or you can call via the contact details (see "[Opening details of a conversation or conducting a call](#)" → page 50).

### Redialling from a connected key module

If "Redial" is not displayed on the key module, press the key to change the level.

Select "Redial".

### Redialling via "Favourites"

Press the key to open the main menu.

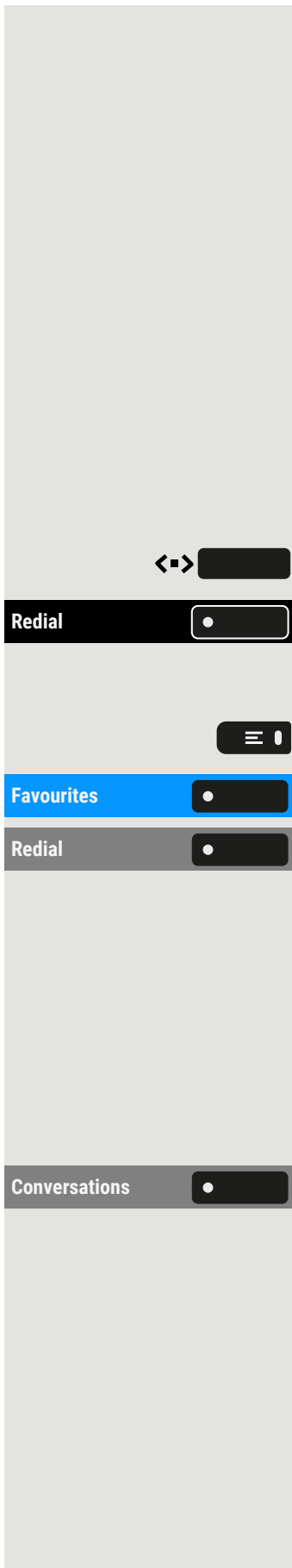
Select "Favourites".

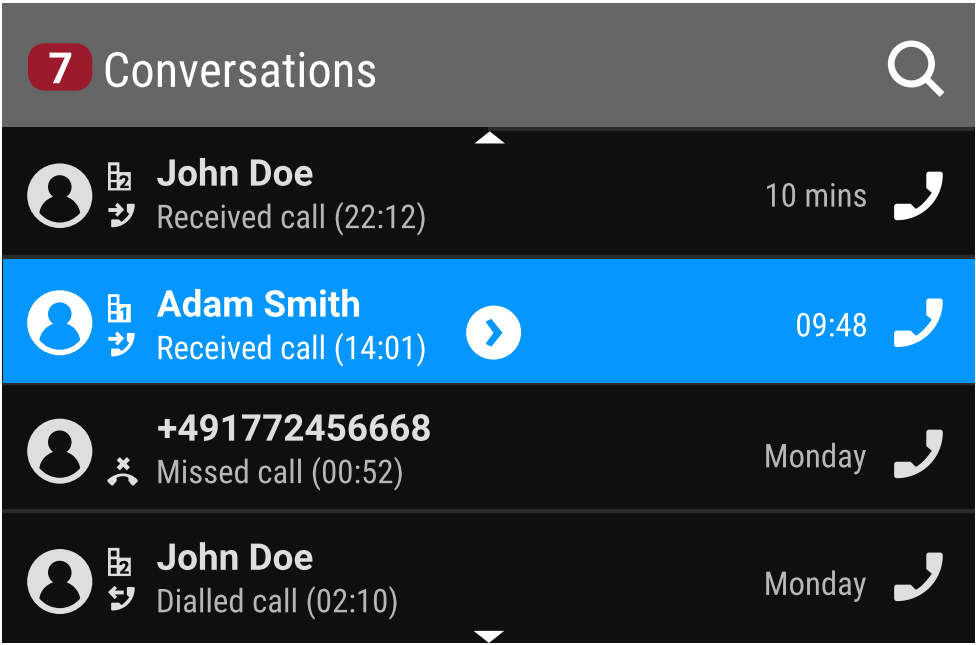
Select "Redial".


## Calling back a missed call

When a call is missed the LED on the phone lights up (if configured by the administrator). In addition to the menu name, i.e. the number of missed calls is displayed on the landing screen with a red background in the tab "Conversations" (see "[When set, the conversation list is displayed on the landing screen and is a collection of contact details and data from the call log.](#)" → page 39).

Select "Conversations".





Calls you have missed are indicated with .

Select the contact and confirm. The call is set up with the number displayed.

## Using speed dial



This function must be configured by the administrator.

Speed dial numbers can also contain command or access code sequences and may be linked with other speed dial numbers (see ["Central speed dial numbers"](#) → [page 80](#)).

### Dialling with central speed dial numbers

**Prerequisite:** You know the speed dial number.

Press the key to open the main menu.

Open "Service/Settings".

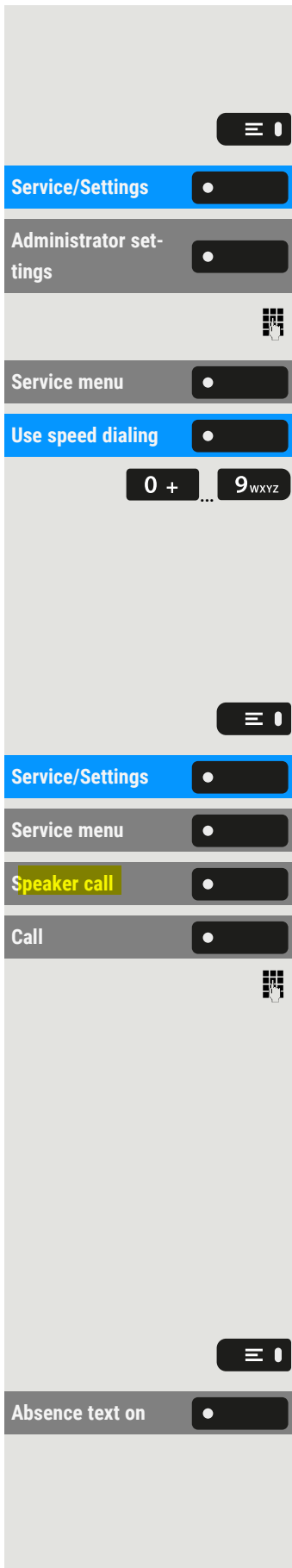
Select "Administrator settings".

Enter and confirm the admin password.

Select "Service menu".

Select "Use speed dialing".

Enter the speed dial number. The connection is immediately established.



### Dialling with individual speed dial numbers

**Prerequisite:** You have set up individual speed dial numbers.

Press the key to open the main menu.

Open "Service/Settings".

Select "Administrator settings".

Enter and confirm the admin password.

Select "Service menu".

Select "Use speed dialing".

Press the required speed dial key. The connection is immediately established.

### Speaking to colleagues directly via loudspeaker

You can speak to an internal party directly using the loudspeaker on their telephone.

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu"

Select "Speaker call".

Select "Call".

Enter the phone number.



For answering to a speaker call, see "[Addressed via speakerphone \(direct speaking\)](#)" → page 91.

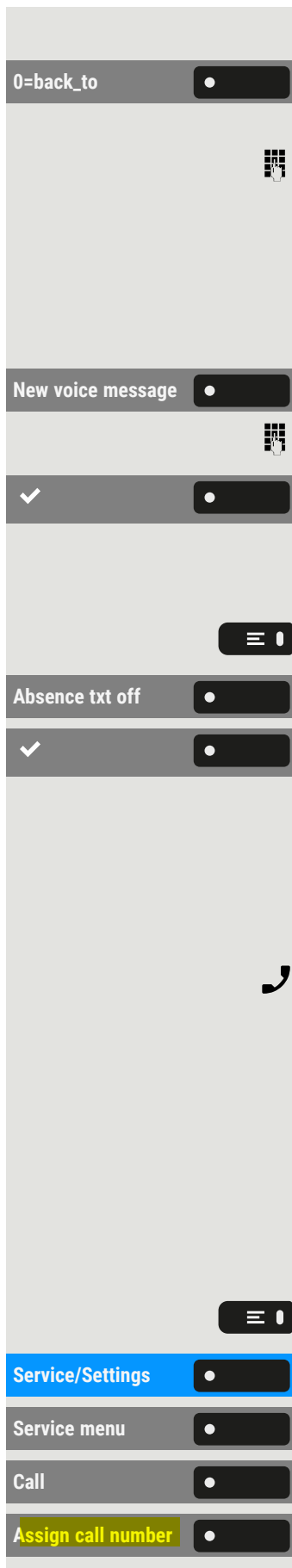
### Leaving an advisory message

You can leave an advisory messages on your phone's screen for internal callers who want to reach you in your absence.

When a call is received, the message appears on the caller's display.

Press the key to open the main menu.

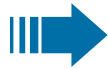
Select "Absence text on".



### Entering a predefined message

Select and confirm the predefined message (can be changed by the administrator).

Optionally, enter the code for a predefined message directly (if known).



Predefined messages with a double point can be supplemented with a numerical input, e.g. 12:30 (enter a double point with #).

### Entering your own text

Select "New voice message".

Enter text (up to 24 characters).

Save the setting.

### Deleting advisory messages

Press the key to open the main menu.

Select "Absence txt off".

Save the setting.

### Automatic connection set-up / hotline

If configured, after lifting the handset the connection to an internal or external destination is automatically made.

Lift the handset.

According to the set up, the connection is made **immediately** or **after** a specified **time**.

### Assign phone number (not for U.S.)

If configured, you can assign a specific number (dial-up number) to your telephone line before dialling an external number. The assigned number then appears on the called party's screen.

Press the key to open the main menu.

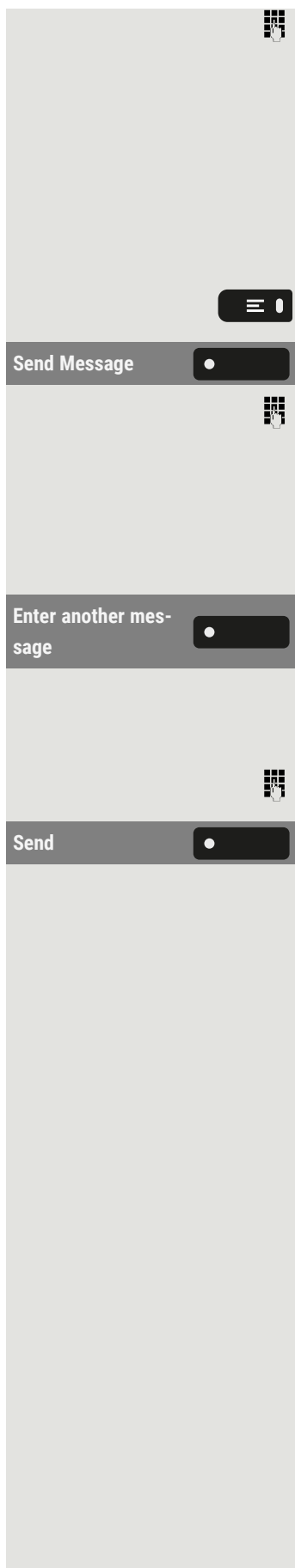
Open "Service/Settings".

Select "Service menu".

Select "Call".

Select "Assign call number".





Enter the number.

## Sending information (message)

You can send short text messages to individuals or groups of participants.

### Creating and sending messages

Press the key to open the main menu.

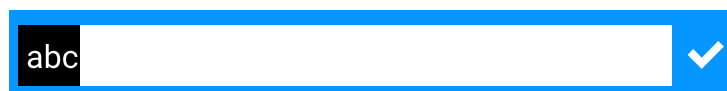
Select "Send Message".

Enter the internal phone number of recipient or group. Select a predefined text and confirm.

- Optionally, enter code directly. The display shows codes with relevant text.

Select the appropriate text.

Optionally, select "Enter another message".



Enter text (maximum 24 characters). To enter text, refer to ["Text input" → page 27](#).

Select "Send".



On recipient phones without display, impulse or tone dial telephones, sent text messages are saved as callback requests.

## Forwarding calls

You can program several types of call forwarding on your line. Fixed call forwarding type is **All calls**.

FWD-VAR-ALL-BOTH ON	All calls are forwarded to the stored phone number, and the call number is deleted when the call is disconnected.
FWD-FIXED ON	All calls are forwarded, the stored phone number is not deleted when the call is disconnected.
FWD-VAR-ALL-INT ON	Only internal calls are forwarded.

FWD-VAR-ALL-EXT ON	Only external calls are forwarded.
FWD-VAR-BUSY-BOTH ON	If your connection is busy, all calls are forwarded.
FWD-VAR-RNA-BOTH ON	If you do not pick up a call, all calls will be forwarded after a certain amount of time.
FWD-VAR-BZ/NA-BTH ON	If your connection is busy, or you do not pick up a call, all calls will be forwarded following a certain period.

### Use variable call forwarding

You can immediately forward internal or external calls to different internal or external telephones (destinations) (external destinations are also possible if the system is configured accordingly).



- If call forwarding is activated, a special dial tone sounds when the handset is lifted.
- If DTMF dial-in is active, you can also divert calls there. Destinations: Fax = 870, Direct inward dialing = 871, Fax-Direct inward dialing = 872.
- If you are the end caller of a forwarded call, you can see the call number or the name of the forwarding party in the notification area of the display (first line) and those of the caller below it.

If your telephone is connected to a system network, pay attention to any specific features (see "Tracing call forwarding " → page 140).

### Use CFNR

Calls that you cannot answer after ringing three times (the default setting that can be modified by the administrator) or any calls you receive while currently on the phone, can be automatically forwarded to a defined phone of your choice.

Select "CFNR". The LED is illuminated.

Press the key to open the main menu.

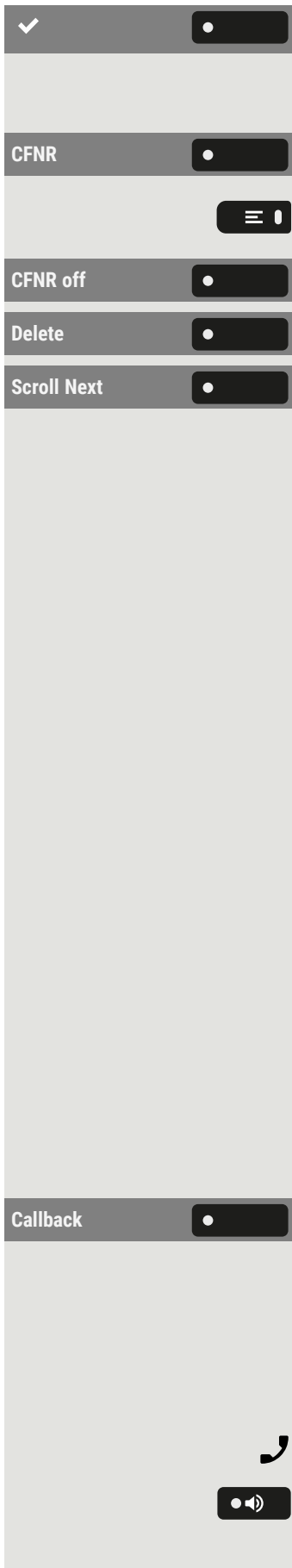
Select "CFNR on".

Enter the destination number.

- Enter internal number for internal destinations.
- Enter the external code and the external number for external destinations

The number or the name of the forwarding destination is displayed in the notification area.





Save the setting.

## Switch off call forwarding after time

Select "CFNR". The LED goes out.

- Optionally, press the key to open the main **menu**.

Select "CFNR off".

Select "Delete".

Select "Scroll Next" to return to the idle state and to not turn off call forwarding.



If call forwarding is activated after a certain period of time, "CFNR on" is displayed for a short time after the handset has been put down.

## Using callback

You can request a callback if the individual called is busy or if nobody answers. This also applies to external calls via switching centres. This will Save you from repeatedly attempting to call someone.

You receive a callback:

- when the other party's line becomes free, or
- as soon as the party who did not reply has held another conversation.



If configured by the administrator, all callback requests are automatically deleted overnight.

## Saving a callback


**Prerequisite:** The line is currently busy or nobody answers.

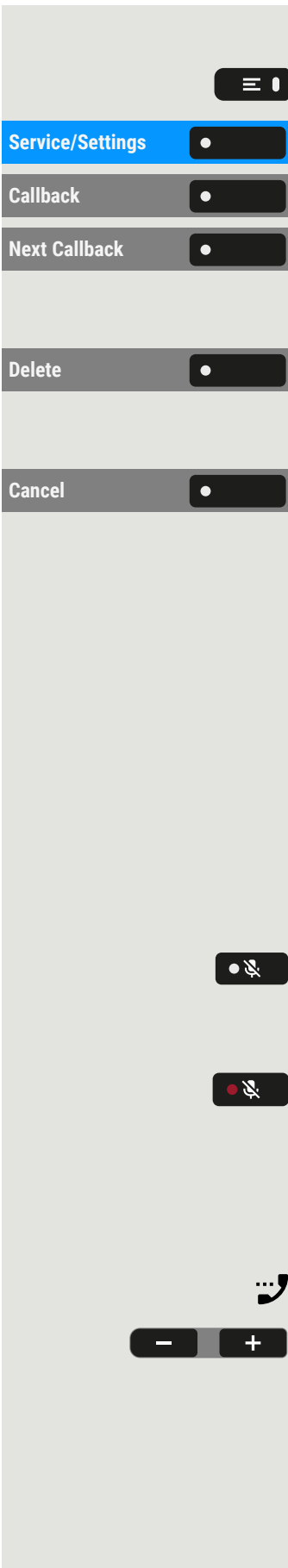
Select "Callback".

## Accepting a callback

An participant for whom a callback was saved is now no longer busy or has phoned in the meantime. Your phone now rings.

Lift the handset.

- Optionally, press the key. The LED lights up .



## Checking or deleting a saved callback

Press the key to open the main menu.

Open "Service/Settings".

Select "Display Callback".

Select "Next Callback" to display additional entries if applicable.

### Deleting an entry that is displayed

Select "Delete".

### Ending a query

Select "Cancel".

## During a call

### Activating or deactivating the microphone

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

**Prerequisite:** You are conducting a call.

#### Deactivating the microphone

Press the key shown.

#### Activating the microphone

Press the key shown.

### Changing the volume

You can change the volume of the handset or the loudspeaker during the call.

You are conducting a call.

Adjust the volume using the toggle key.

### Switching from handset to speakerphone mode



Note that there are two different modes (US and Standard) and you can activate your preferred setting as appropriate.

**Prerequisite:** You are conducting a call via the handset.



The microphone and loudspeaker functions are activated by the administrator.

### Listening in standard mode



To open listening in standard mode, hold down the key.



Hang up the handset.



Release the key and proceed with your call.

### Listening in US mode



To open listening in US mode, press the key.



Hang up the handset.

Proceed with your call.

## Switching from speakerphone mode to the handset

**Prerequisite:** You are conducting a call in speakerphone mode.



Lift the handset. The  key is no longer illuminated.

## Switching from headset to speakerphone mode

### Switching in standard mode



Press and hold the key (open listening is activated).

Hang up the handset.

### Switching in US mode



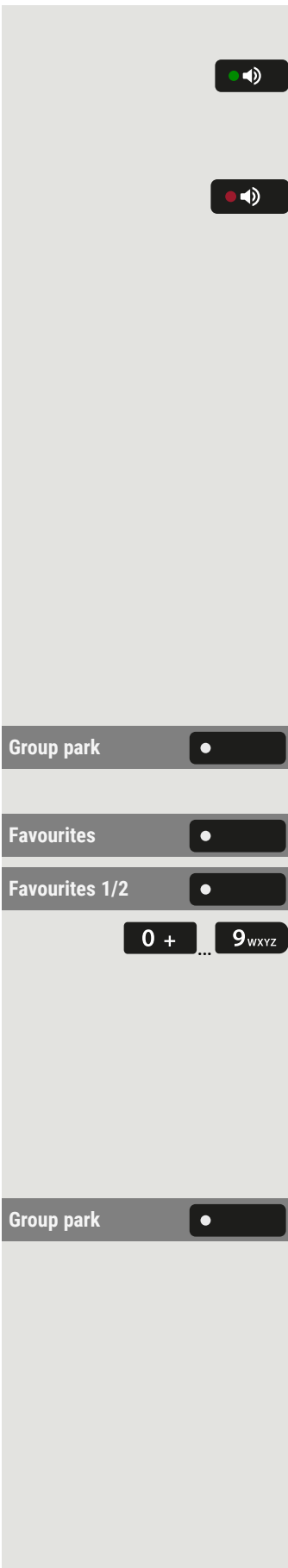
Press the key.

Hang up the handset.

## Open listening to the room

You can let other people in the room join in on the call. Let the other party know that you have turned on the loudspeaker.

**Prerequisite:** You are conducting a call via the handset.



### Activating open listening

To activate open listening, press the key shown.

### Deactivating open listening

To deactivate open listening, press the illuminated key.

## Parking a call

There are three ways to park a call:

- System park
- Directed call parking
- Call parking within Pick-up group



For system settings ask the administrator.

The following is an example how to park a call if you are a member of Pick-up group.

**Prerequisite:** You are conducting a call.

Press the flashing function key in the left panel or on a connected key module, if configured.

Select "Favourites".

Select the required **page** using the corresponding function key.

Enter and note a parking position number between 0 and 9. If the entered parking position number is not accepted, it is already busy. In that case enter a different number.

### Retrieving a parked call

**Prerequisite:** One or more calls have been parked. The phone is idle and Group Park LED key is flashing.

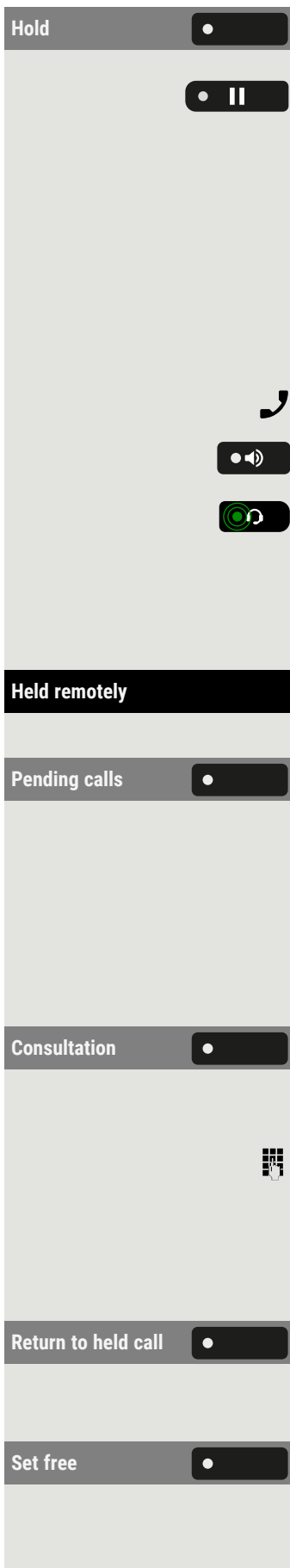
Press the flashing function key in the left panel or on a connected key module, if configured.

A parked call will ring back automatically.

## Placing a call on hold

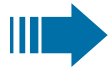
You can use this function to place an ongoing call on hold, e.g. to prevent the another party hearing a conversation with a colleague in the same room.

**Prerequisite:** You are conducting a call.



Select and confirm the option shown.

- Optionally, press the key shown. The key illuminates.



If you do not retrieve the held call after a defined time interval, a reminder beep sounds three times and a prompt to retrieve the call or disconnect appears on the display.

### Recall

If you have hung up, a recall occurs after a set time.

Lift the handset and set the volume, if required.

- Optionally, press the key.
- Optionally, press the key if a headset is connected to confirm recalling the party.

## Being on hold

You have been placed on hold by your call partner and are informed accordingly in the notification area.

Select “Pending calls” to receive information about the call partner in “Conversations”.

## Call second participant (consultation)

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

Select “Consultation”.

### Calling a second participant

Enter the phone number of the desired participants.

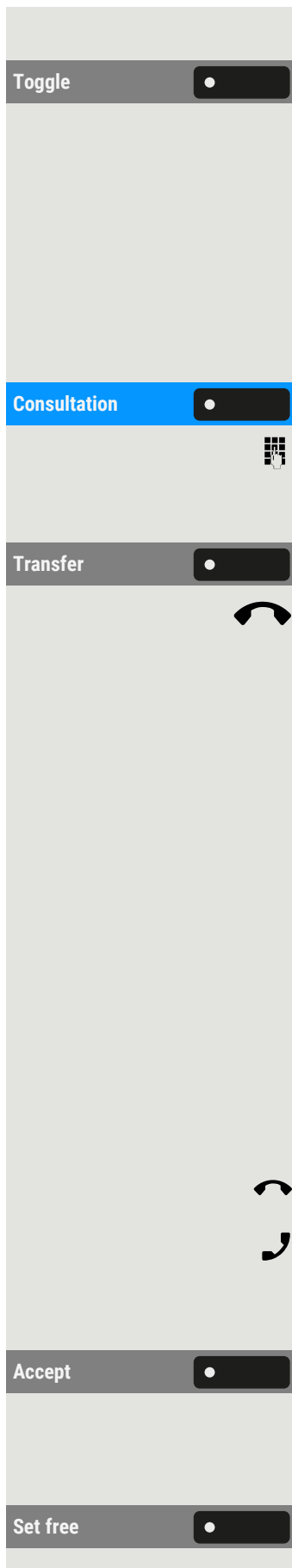
- Optionally, select one from the conversations list.

### Returning to the first participant if the second participant does not answer

Select “Return to held call”.

### Ending a consultation call

Select “Set free”.



### Switching to the held party (alternating)

Select "Toggle".

## Transferring a call

If the person you are speaking to wishes to be forwarded to one of your colleagues, you can transfer the call.

**Prerequisite:** You are conducting a call.

Select "Consultation".

Enter the phone number of the desired participants.

Announce the call to the third party.

Select "Transfer".

- Optionally hang up the handset.

## Accepting a second call (call waiting)

You are still available to other callers, even though you are on the telephone. A warning tone and the notification "Call for: X" in the display indicates the waiting call.

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

You can also block the second call or the signal tone (see ["Call waiting" → page 78](#)).

**Prerequisite:** You are on the phone and hear a warning tone (approx. every six seconds).

### Ending the first call and answering the second call

Hang up the handset. Your phone rings.

Accept second call. Lift the handset.

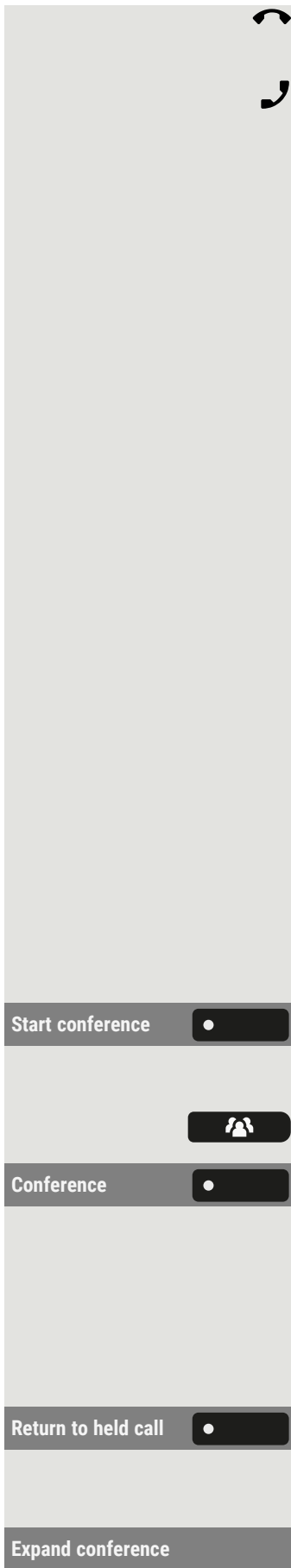
### Place first call on hold and answer second call

Select "Accept". You are connected to the second caller. The first party is placed on hold.

### Ending the second call, resuming the first call

Select "Set free".





- Optionally, hang up the handset.
- Optionally, lift the handset.

## Carry out DTMF suffix / dial tone

In order to control devices, such as answering machines or automatic information systems, you can send out DTMF signals.



Ask the administrator to send the codes for the DTMF tones.



Ending the call also deactivates DTMF suffix dialling. Your system can also be configured in such a way that you can start the DTMF dial-up immediately after establishing the connection. You can also set-up a key for DTMF dialling.

## Start a conference call



You can initiate a conference with "Start conference" in the context menu of either the active or held call.

You can talk to up to seven other call partners at the same time during a conference call. These can be external or internal participants.



Only the conference call initiator can connect and disconnect participants.

Call the first participant.

Select "Start conference".

Call the second participant. Announce the conference call.

Press the Conference key.

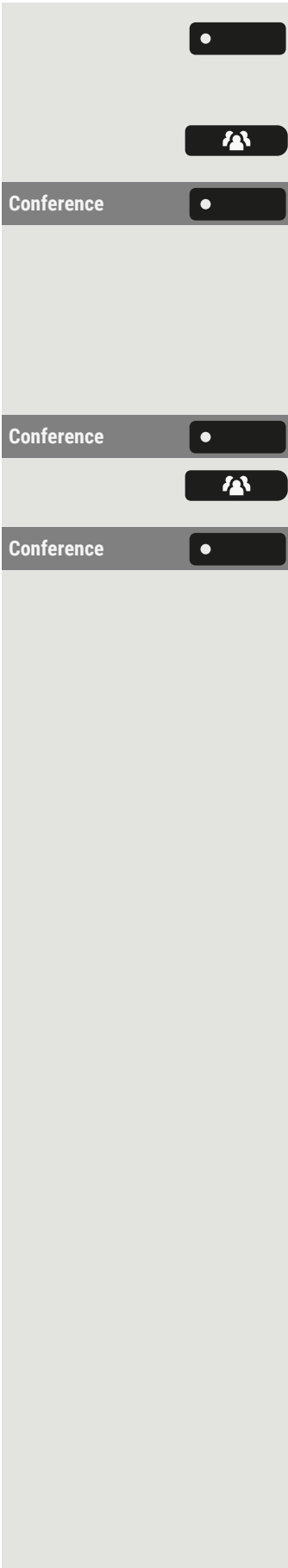
- Optionally, select "Conference" in the left panel or on the attached key module, if configured.

A notification tone sounds every 30 seconds (can be switched off by the administrator), to signal a conference call is taking place.

### The second participant does not answer

Select "Return to held call".

### Expand conference for up to five participants



Select "Expand conference".

Call the new party. Announce the conference.

- Optionally, press the Conference key.
- Optionally, select "Conference" in the left panel of the phone or an attached key module.

### Connect call partner to a conference

**Prerequisite:** You are on a consultation call (see "[Call second participant \(consultation\)](#)" → page 105).

Select "Conference".

- Optionally, press the Conference key.
- Optionally, select "Conference" on the phone or an attached key module.

## Rollover

You can set up the volume for all notification, which occur during your call. For more information (see "[Volumes](#)" → page 151

## Importing contacts via WBM

You can import your contacts into the phone through WBM interface. The contact file can be exported from Outlook or OSM.



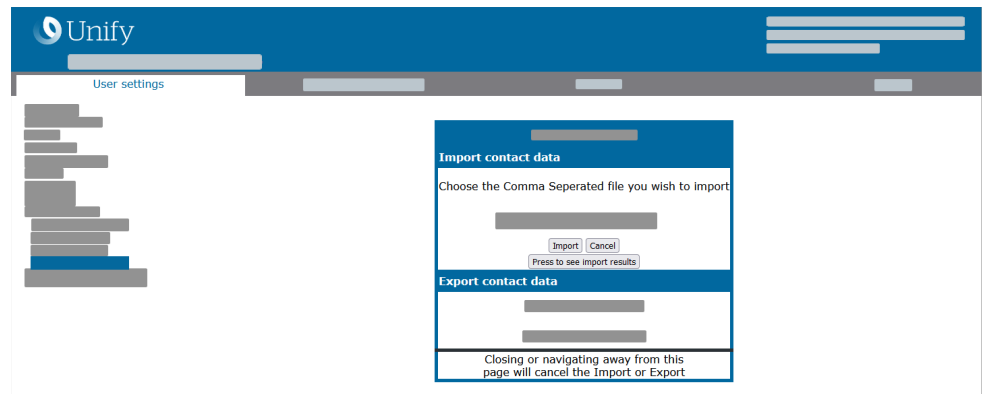
See the product documentation for instructions on how to export contacts from an Outlook client or OSM.



Files previously exported by this or another phone may also be imported.



Log on to the user pages on WBM using your password (see "[Web interface \(WBM\)](#)" → page 159).



A contact list can be downloaded on your phone via browser:

1. Open the "User settings".
2. Enter the user password, if required.
3. Open "File transfer > Contacts transfer".
4. Select "Browse" and navigate to a local or remote folder.
5. Select a file to be imported.
  - The default format is ".csv"
  - You can use comma or a semi-colon as a value separator for the imported CSV file
  - When exporting from Outlook, do not change the mapped header field names.
6. Select destination and confirm.
7. The path to the file is displayed when selecting the destination and closing the window.
8. Select "Import".



Picture clips (avatars) are not included as part of the import.



While the import is in progress you may notice some deterioration in the phones performance.

The progress and outcome of the import will be indicated.

9. Select "Press to see import results" to see a completion message.
  - A successful import is indicated by the message "Import completed" below the panel on the page
  - A message "Import contacts completed" is displayed on the phone after the import is completed.
  - Failures are indicated by a text message below the panel on the page.

# Making calls via multiple lines (“multi-line”)

This section describes the settings for a MultiLine phone and how to use a MultiLine phone.

## Trunks

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

## Line Seizure

The line assignment is dependent on the configuration. If the automatic line seizure is configured, a line is automatically assigned upon lifting the handset or pressing the loudspeaker key.

## Automatic line seizure



The administrator has configured automatic line seizure.



Lift the handset.

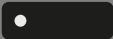


- Optionally, press the speaker key.



- Optionally, press the headset key.

Dial a number...



Select “Dial a number...”.

The input field in “Conversations” opens.

123



Enter the phone number and confirm. You can also search for and use the contact from the conversation list.

## Line or trunk keys

On a multi-line phone the freely programmable keys function as line or trunk keys.








Every key configured as a "line key" (key marking: MULAP X , i.e. Multi-Line Appearance) corresponds to a line.

As a team member, you yourself can assign the following functions to keys (see ["Programming the function keys" → page 83](#)):

- Direct station selection (DSS)
- Group call on or off (not for main phone in the executive or secretary group)
- Ring transfer on or off (only in executive or secretary group)

Otherwise, you can assign a key with the "MULAP forwarding" (call forwarding) function for each line.

## Meaning of LEDs on line keys

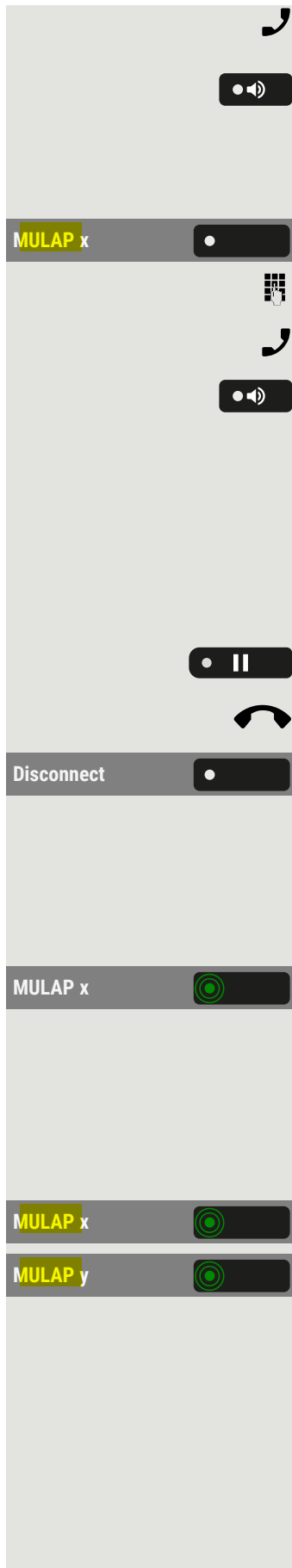
LED	Meaning
	<b>LED off:</b> The phone is in idle mode.
	<b>LED lights green:</b> <ul style="list-style-type: none"> <li>• The line is in use on your phone.</li> <li>• Outgoing call on the line</li> </ul>
	<b>Flashing green:</b> <ul style="list-style-type: none"> <li>• Incoming call on the line (see <a href="#">"Incoming calls " → page 88</a>)</li> <li>• The incoming call was prioritized and selected in accordance with the option "Automatic line selection for incoming calls"</li> </ul>
	<b>LED lights red:</b> The line is busy remotely.
	<b>Flashing red:</b> Call forwarding is activated.
	<b>LED lights orange:</b> The line is on hold.
	<b>Flashing orange:</b> The held call on the line has timed out on hold.

## Accepting calls on the line or trunk keys

**Prerequisite:** Your phone rings or the line or trunk key flashes quickly.

Press the flashing key in the left panel or on a connected key module.





Lift the handset.

- Optionally, use speakerphone mode.

## Dialling with line or trunk keys

Press the free line or trunk key in the left panel or on a connected key module.

Dial the phone number.

If the participant answers: Lift the handset.

- Optionally, use speakerphone mode.

## Hold a call on a line or trunk key and then accept again

**Prerequisite:** You are conducting a call via one of your group's lines.

### Holding

Press the Hold key.

Hang up the handset.

- Optionally, select "Disconnect".

As required per configuration, so that other team members can also accept the call on hold.

### Accept again

Press the slowly flashing line or trunk key.

## Alternately call on another line

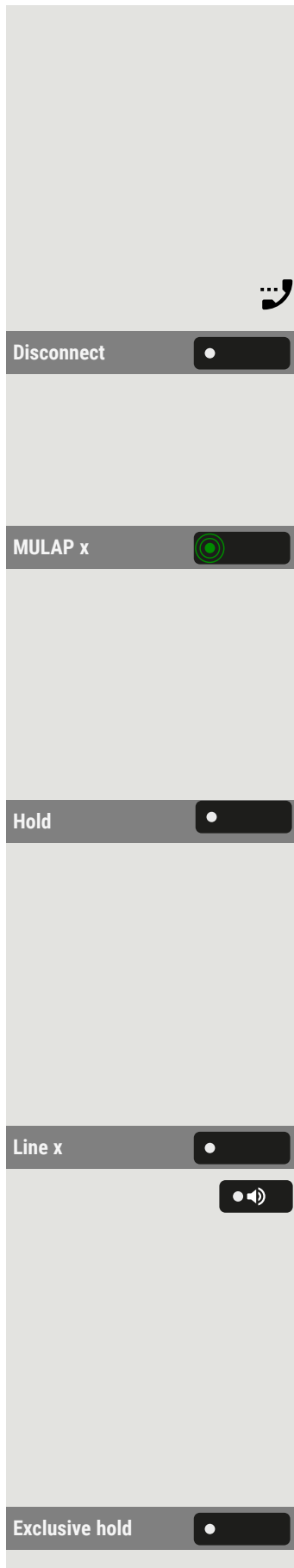
**Prerequisite:** You are conducting a call via one of your group's lines. Another line key flashes.

Press the flashing line key. The first call partner is waiting on the other line.

Press the slowly flashing line or trunk key. The second call partner is put on hold.



You can change line as often as you like by pressing the slowly flashing line key.



## MULAP privacy release

If authorized by the administrator, you can assign the function "Privacy Release" to a key on your phone (see ["Programming the function keys" → page 83](#)).

Setting up a conference via the menu is no longer required in this case. Your team partner simply has to press the flashing line or trunk key for your line on her phone and can immediately take part in the conference.

You are conducting a call.

Select "Disconnect". The LED lights up.

Up to 3 team members can now enter the **conference**.

**Prerequisite:** The line on which you are speaking is configured as a line or trunk key on the other phone.

Press the flashing line key.

## During a call

### Holding calls on line keys

Select "Hold". The LED of the line key flashes slowly.



The phone can also be configured so that the call is held by pressing the line key.

### Holding and accepting a call on a line key

**Prerequisite:** You have accepted a call on a line key or you are making a consultation call.

Briefly press the current line key.

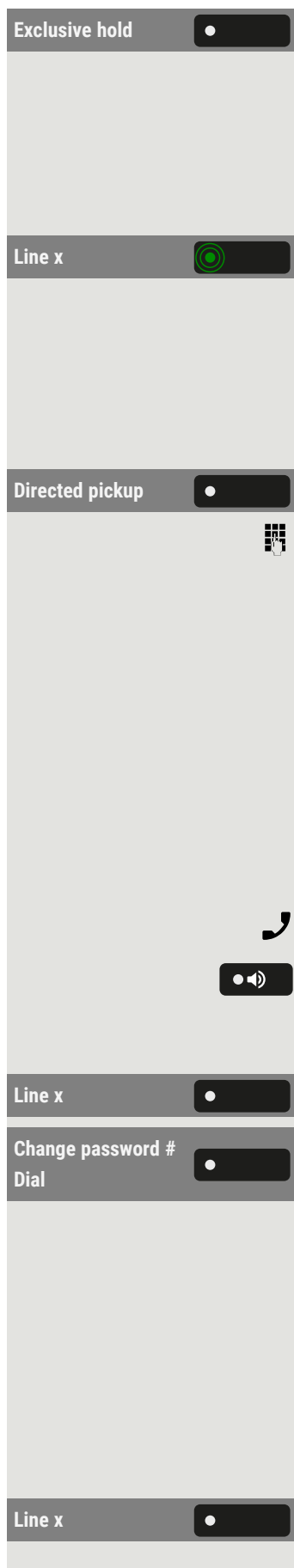
- Optionally, select speakerphone mode.

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

### Exclusively holding and accepting a call on a line key

**Prerequisite:** You have accepted a call on a line key or you are making a consultation call that only you are able to, intend to, or are permitted to continue.

Select "Exclusive hold".



- **Optionally**, select and confirm.

The line key on which the call is on hold flashes slowly. The call can only be continued on your phone and is no longer signalled on any other phones.

### Accepting

Select the flashing line key. Proceed with your call.

## Directed line pick-up

A team member in an open-plan office has parked a call on a line key and calls across the room to ask you to accept the call. You have no access to this line.

Select "Directed pickup".

Enter the extension number of the phone on which the call was parked. You can then accept the call.

## Saved number redial for a particular line (stored phone number)

If this type of saved number redial is set up on your phone, you can save a phone number for subsequent saved number redialling to a particular line (see ["Saving an extension number for redialling" → page 115](#)). You dial the saved extension number with the line and the saved number redial keys.

Lift the handset.

- Optionally, select speakerphone mode.

You are asked to press a free line key.

Select the corresponding line key. The LED lights up.

Select "Confirm password # Dial". The last saved number is redialled.

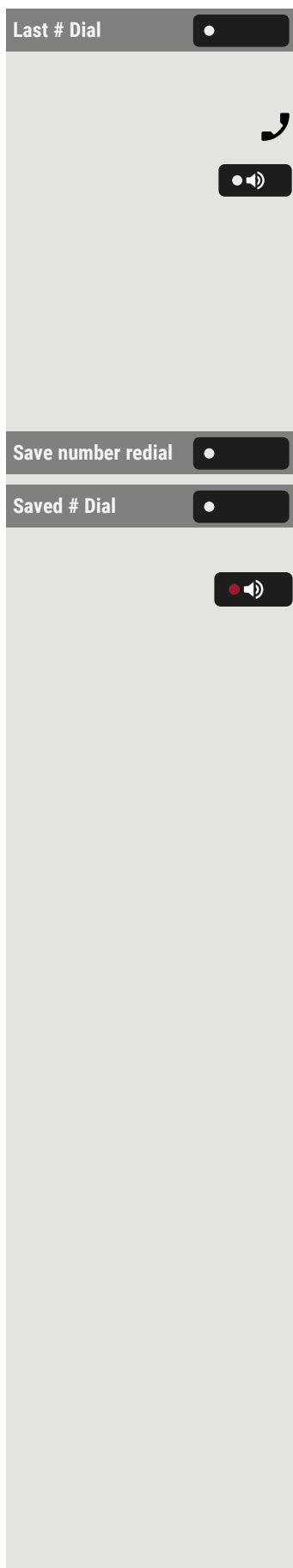
## Most recent extension number dialled for a particular line

The most recent extension number dialled via your main line is automatically saved.

If this type of saved number redial is installed on your phone, the most recently dialled extension number is automatically stored for redial.

Select the line. The LED lights up.





Select "Last # Dial" (if configured) in the left panel, in "Favourites", or on a connected key module.

Lift the handset.

- Optionally, select speakerphone mode.

## Saving an extension number for redialling

You have called a participant on a particular line and are still on the phone with him. Or you have been called by another participant, whose phone number was transmitted, and you are still on the phone with him.

Select "Save number redial".

Select "Saved # Dial" (if configured) in the left panel, in "Favourites", or on a connected key module. The phone number is saved for the current line.

Select speakerphone mode or hang up the handset. The LED goes out.

## Direct station selection (DSS) keys

Each team member has a DSS key for every other team member.



As a result, each team member is directly accessible by other team members with the press of a key.


Unlike a named function key, a DSS key displays the status of the other team member's extension via the LED on the key.

## Meaning of LED displays for DSS keys




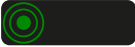

There are two styles of DSS key status indication via LED: the OpenStage style (default) and the CP style.

### OpenStage style

LED		Meaning
	Off	The team member's phone is idle The team member's phone is logged off.
	Green, steady	The team member is phoning

LED		Meaning
	Green, flash- ing quickly	<p>The team member is being called, please accept.</p> <p>The team member has activated DND.</p> <p>Another team member is being called and has not yet answered.</p>
	Green, flash- ing slowly	You are on call with the team member and you have placed the call on hold.

### CP style

LED		Meaning
	Off	<p>The team member's phone is idle</p> <p>The team member's phone is logged off.</p>
	Red, steady	<p>The team member's phone is busy</p> <p>The team member's phone is on hold by another station</p> <p>You are calling the team member's phone.</p>
	Red, flash- ing	The team member has activated DND
	Green, blinking	The team member is calling you.
	Green, flashing	<p>The team member's phone is being called by another station</p> <p>A waiting call is signalled on the team member's phone and the call is from another station</p>
	Amber, steady	You are on call with the team member and you have placed the call on hold.

If you want to change to the CP style of the DSS key status indication via LED, see ["DSS / keyset indication" → page 66](#).



Flashing keys are represented in this manual, without reference to the frequency of flashes. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

## Directly call team members

Press the DSS key of the team member.

If the desired team member is on the phone, the DSS key on your phone lights up. In this case you can still call if second calling (call waiting) is permitted to team members.

If the participant answers: Lift the handset.

- Optionally, use speakerphone mode.

## Transferring an existing call

Press the DSS key and announce the call.

Hang up the handset.

- Optionally, select "Disconnect".

## Pick up call for another member

Press the blinking DSS key or line / trunk key.

Lift the handset.

- Optionally, use speakerphone mode.

## Forwarding calls for lines

You can immediately forward internal or external calls to your lines to different internal or external phones (destinations).

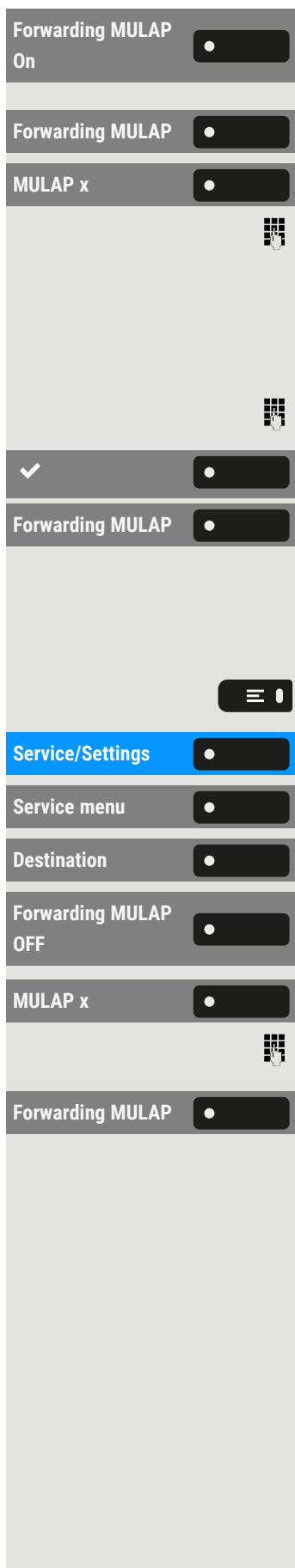
If you activate call forwarding for a line, this shall apply to all line keys of your group for this line.

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "Destination".



Select "Forwarding MULAP On".

Select "Forwarding MULAP".

Select "MULAP x".

Optionally, enter and confirm the desired line or trunk number:

- 1=all calls
- 2=external calls only
- 3=internal calls only

Enter the destination number.

Save the setting.

- Optionally, select "Forwarding MULAP". You have also saved the type and destination of the forwarding.

## Deactivate call forwarding

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "Destination".

Select "Forwarding MULAP OFF".

Select "MULAP x".



- Optionally, enter the desired line or trunk number.
- Optionally, select "Forwarding MULAP".




If call forwarding is activated for a line, a special dial tone rings when occupied.

## LED notifications for the key "MULAP forwarding"

The following LED notification statuses are available:

- LED  on the "Forwarding MULAP" is dark – no call forwarding active for this line.
- LED  on the "Forwarding MULAP" lights up – call forwarding active for this line.

- LED  on the "Forwarding MULAP" flashes **slowly** – line is the destination of a forwarded call.

## Switch calls directly to executive

All calls for the executive are usually only acoustically signalled in the secretary office.

You can set the acoustic signalling so that the calls are only acoustically signalled on the main phone or on an assigned second phone.

**Prerequisite:** On your phone a key is assigned with the function "Ring transfer executive / secretary".

### Activating

Select "Ring Transfer executive/secretary". The LED lights up.

### Optional activation

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "Destination".

Select "Call FWD-no answer".

Press the corresponding function key.

- Optionally, enter the desired line or trunk number.

### Deactivating

Select "Ring Transfer executive/secretary". The LED goes out.

### Optional deactivation

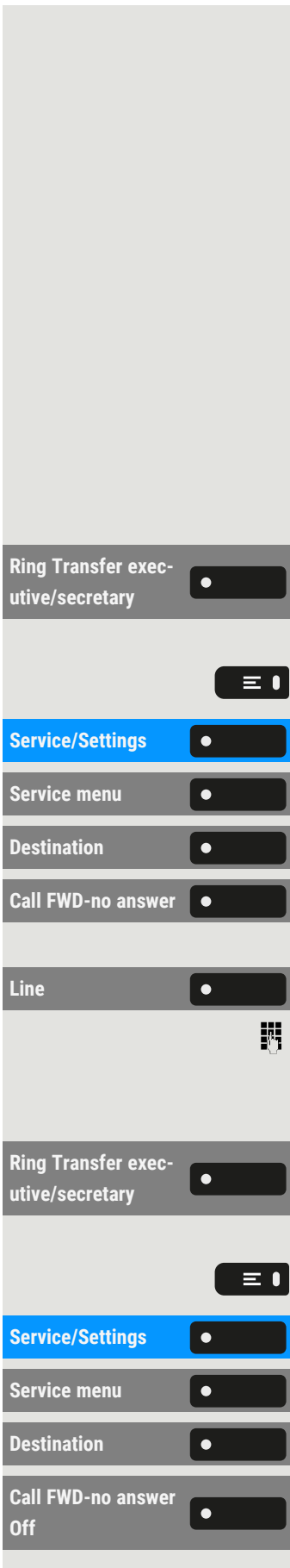
Press the key to open the main menu.

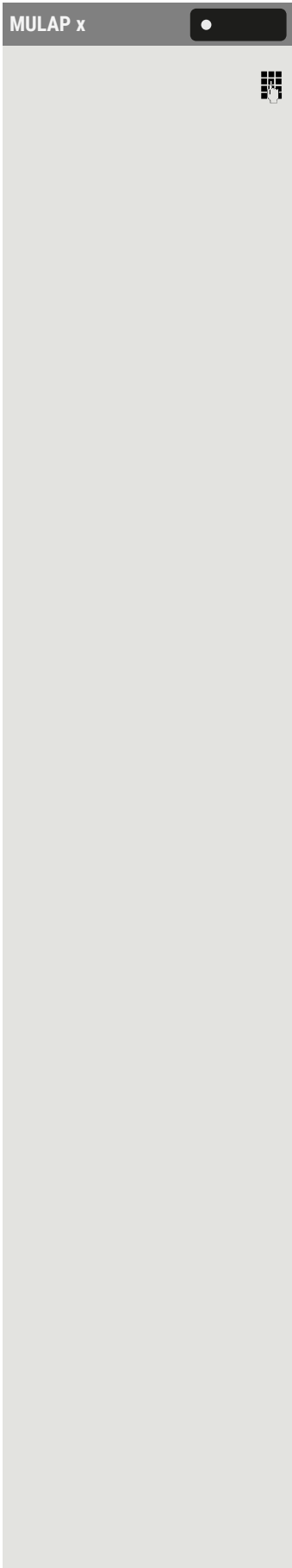
Open "Service/Settings".

Select "Service menu".

Select "Destination".

Select "Call FWD-no answer Off".





Press the corresponding function key.

- Optionally, enter the desired line or trunk number.

## Group calls / hunt group

If configured, your connection is part of a team. The team consists of internal phone connections that can make use of particular functions.

### Switch group calls on or off



If your phone is connected to a system network via LAN, pay attention to specific features (see "[Leaving or entering a "hunt group"](#)" → [page 140](#)).

If it has been configured, you will belong to one or more groups of members who can be reached via a "hunt group" or group call phone number.

Calls are signalled on all phones in the group either in succession ("hunt group") or simultaneously ("group call"), until a member of the group answers the call.

Every party in the group can also remain available under their own phone number.

You can activate and deactivate the call for the hunt group, group call, or for the individual lines of a group.

### You belong to a hunt group or group call group

Press the key to open the main menu.

Select "Leave hunt grp".

- Optionally, select "Join hunt group".

### You belong to multiple groups

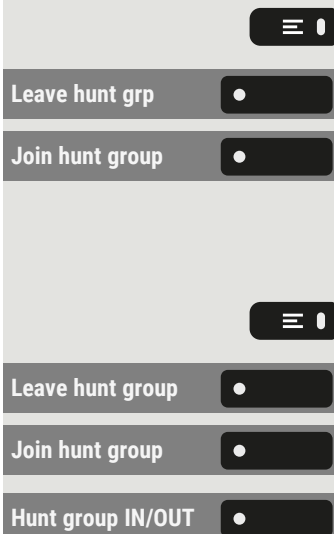
Press the key to open the main menu.

Select "Leave hunt group".

- Optionally, select "Join hunt group".
- Optionally, select "Hunt group IN/OUT".

The status of the selected group is displayed in the notification area:

- If an "X" appears between the group or line number (e.g. 301) and the group name, the call is active for this group or line.
- No "X" means that the call is deactivated.





Pickup call

Use the navigation buttons to select another group or line number.

Enable or disable a single group or all groups using the following options:

- Group calls off
- Group calls on
- #=All groups off
- \*=All groups on



If you have activated the call for another group or line, or deactivated the call for all groups or lines to which you belong, a special dial tone rings when you lift up the handset.

## Accepting calls for a team member

You can pick up calls for phones within a team on your phone also during a call.



In contrast to the direct station select function, you do not need any configured direct station select (DSS) to do this.

**Prerequisite:** Your phone rings briefly. In the top row of the display, "Call with:" is displayed, with the phone number or name of the initiator and, on the bottom row, the phone number or name of the caller.

Select "Pickup call" to pick up the call for your team member.

## Connecting call

You can have calls to your handset signalled acoustically on up to five other telephones. The call is received by the person who answers the call first.



If your phone is connected to a system network via LAN, pay attention to specific features.

### Saving or displaying or deleting phone for group ringing

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "Destination".

Select "Ringing group on".

Select "Connect immediately".

Enter the phone number. The party's name is displayed.

Service/Settings

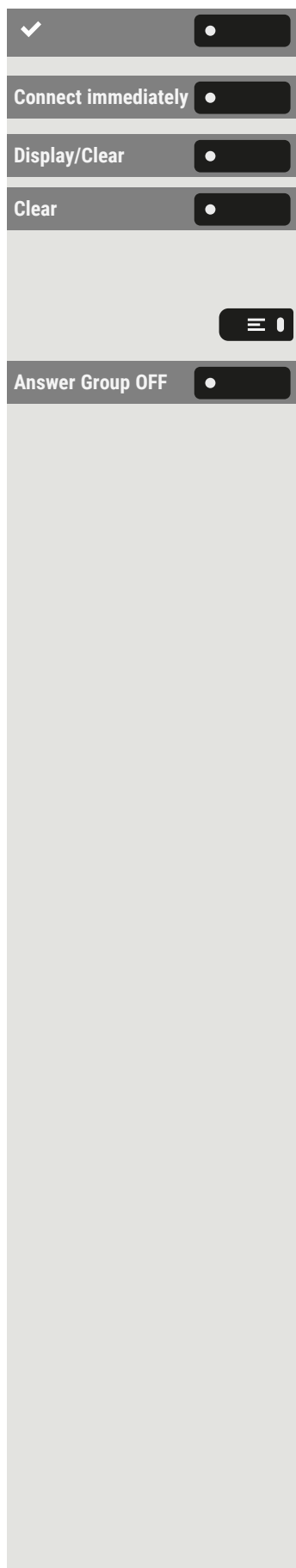
Service menu

Destination

Ringing group on

Connect immediately





Save the setting.

- Optionally, select "Connect immediately".
- Optionally, select "Display/Clear".

Select "Clear".

**Delete** from all ringing group phones

Press the key to open the main menu.

Select "Answer Group OFF".

# Other settings and functions

## Connection costs

### Display connection charges for your phone (not U.S.)

#### Current call



If the costs are to be displayed continuously during an outgoing call, this function must be requested from the administrator of the network operator.

The display of the call charges must be applied by the network operator and configured by the administrator.

Depending on the setting, call charges are displayed during or after the call.

Depending on the network provider, free-of-charge external calls will also be displayed. On the display, "no charge" appears before or during the call.

If no charge display is set up, the phone number dialled and the call duration are displayed.



If a call is transferred, the charges are assigned to the phone to which the call was transferred.

#### For all calls and for the last call held

First the call charges for the last charged call are displayed. After five seconds the connection charges incurred (total) are displayed.

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "More features".

Select "Show call charges".

### Query connection charges for another phone (not U.S.)

If configured, you can also display the fee-based calls from other phones and print these too.



Service/Settings



Service menu

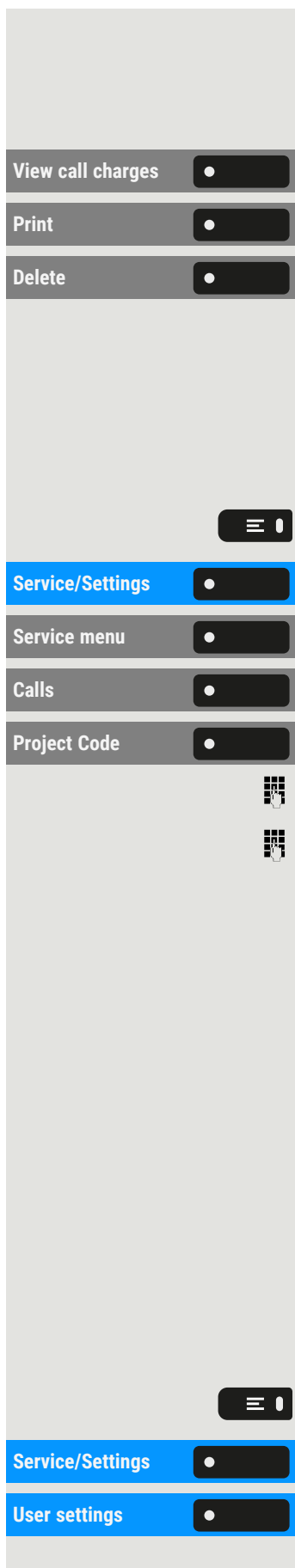


More features



Show call charges





**Prerequisite:** You have programmed a key with the "View call charges" function (see ["Programming the function keys" → page 83](#)).

If the LED lights up, a chargeable call has been made since the last query.

Select "View call charges". The fee-based calls are displayed.

Select "Print" to print the saved connection charges.

Select "Delete" to delete the connection charges [overview](#).

## Calling with call charge assessment

You can assign external calls to certain projects.

**Prerequisite:** The administrator has set account codes for you.

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "Calls".

Select "Project Code".

Enter the account code and select "Save & Exit".

Enter the external phone number.



You can also enter the account code during an external call in the same way.

## Energy saving mode

Set how long the phone screen can remain idle before the background lighting automatically switches off and the screen turns dark.



The shorter the time for the screen to dim the less energy is consumed.

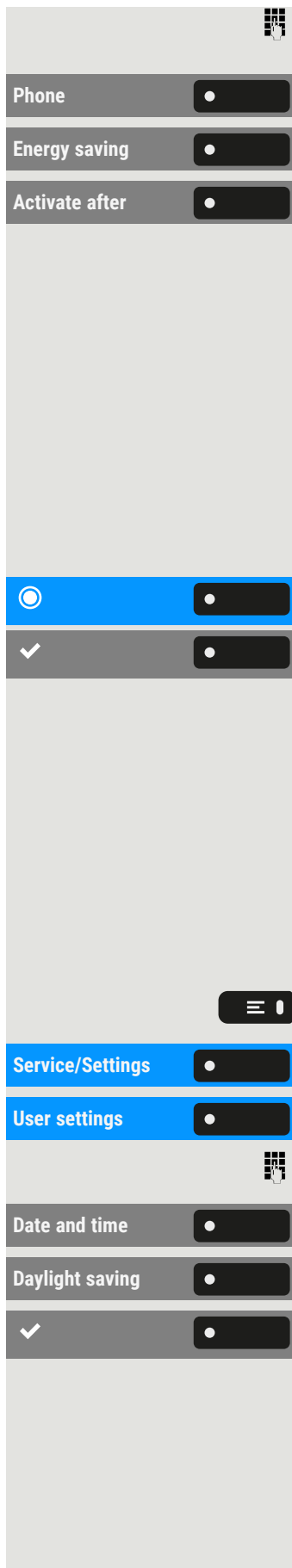


You can also configure this setting via the web interface (see ["Web interface \(WBM\)" → page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".



Enter and confirm the user password, if required.

Select "Phone".

Select "Energy saving".

Select "Activate after". The current values are displayed.

- The first value displays the idle time for the screen to reduce brightness.
- The second value displays the idle time for the screen to switch off.

The following options are available:

- 1 min / 5 mins
- 5 mins / 20 mins
- 30 mins / 2 hrs
- 45 mins / 4 hrs
- 60 mins / 8 hrs

Select the activation time.

Save the setting.

## Setting daylight saving time



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

**Prerequisite:** The option "Auto DST" is deactivated (see "[Enabling automatic daylight saving time](#)" → [page 127](#)).

Press the key to open the main menu.

Open "Service/Settings".

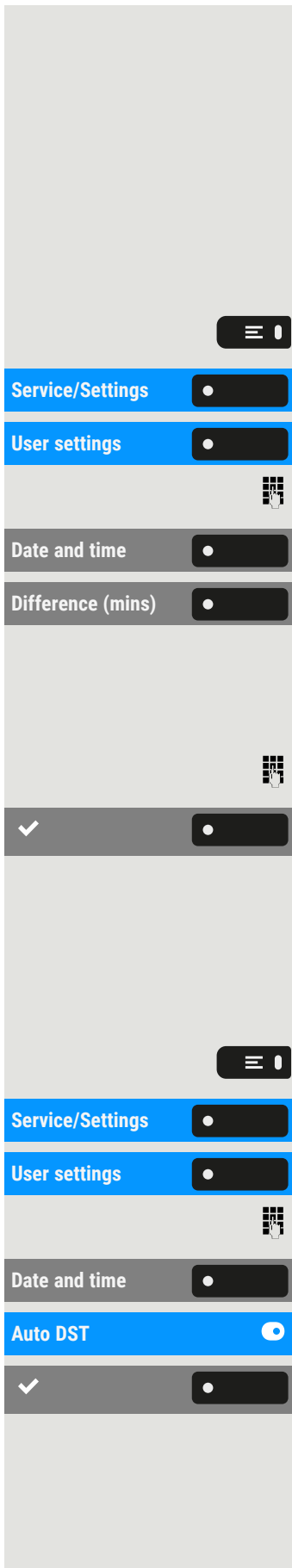
Open "User settings".

Enter and confirm the user password, if required.

Select "Date and time".

Select "Daylight saving".

Save the setting.



## Setting the difference between daylight saving and standard time



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

**Prerequisite:** Daylight saving mode is activated.

Enter the difference to be used for daylight saving time.

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Date and time".

Select "Difference (mins)".

123



Enter the time difference between UTC and the local time (in minutes).

Save the setting.

## Enabling automatic daylight saving time



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

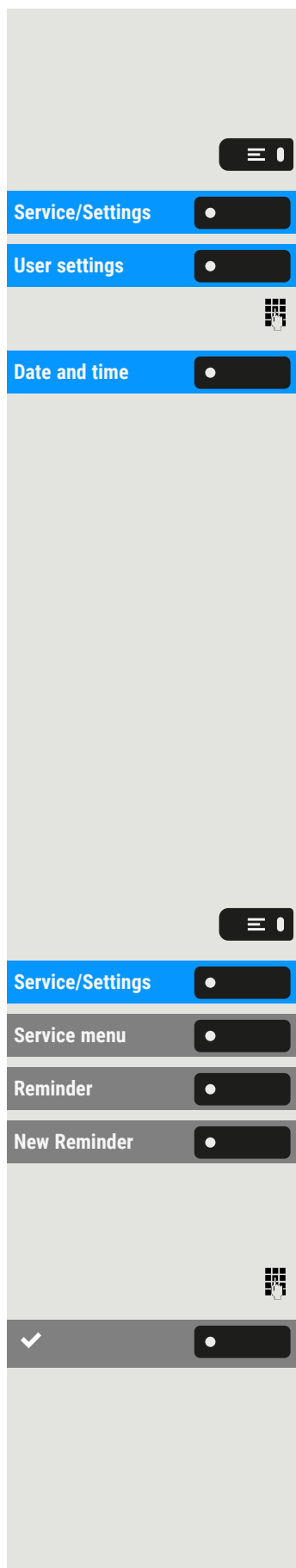
Open "User settings".

Enter and confirm the user password, if required.

Select "Date and time".

Enable or disable "Auto DST".

Save the setting.



## Displaying the date and time settings



This setting is read-only and cannot be changed by the user.

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Date and time". The current date and time setting of the phone is displayed, provided that the administrator has configured the phone to acquire the current date and time from the network.

## Save appointments

### Appointment function

You can arrange for your phone to call you to remind you of an appointment. For this to happen, you need to Save the desired times of the calls. This is possible for the next 24 hours.

### Save reminders

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "Reminder". Saved reminders are displayed.

Select "New Reminder".

- First reminder: Confirm.
- Other reminder: Select and confirm.

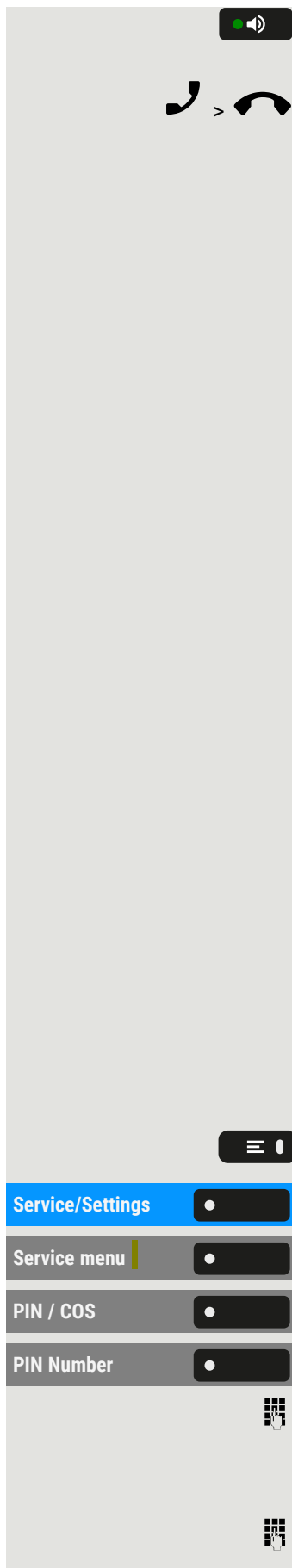
Enter a 3 or 4-figure time, e.g. "845" for "8:45 AM" or "1500" for "3:00 PM".

Save the setting.

### Using timed reminders

**Prerequisite:** You have saved an appointment. The saved time arrives.

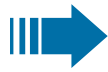
The phone rings.



Press the key twice.

- Optionally, lift the handset and put it back down.

The appointment time is displayed for a few seconds.



If you do not accept the arranged call, it will be repeated five times before the appointment is deleted.

## Using a different phone for a call in the same way as your own

You can identify yourself with a personal identification number (PIN) on a different phone of the OpenScape Desk Phone system (also on telephones of inter-linked OpenScape 4000 systems, e.g. at other company locations). You can use the other phone for the following actions:

- Calling with cost allocation
- Dialling with project assignment
- Checking your mailbox
- Using a phone number stored on your phone for redial
- Entering appointments

With an internal PIN you can divert your calls to another telephone at your place of residence (call forwarding "redirect").

## Identify yourself on another phone

**Prerequisite:** You have received a PIN from your responsible administrator. An internal PIN is required for your own OpenScape Desk Phone system. For other OpenScape Desk Phone systems in the network, you need a network-wide PIN.

Press the key to open the main menu.

Open "Service/Settings".


Select "Service menu"

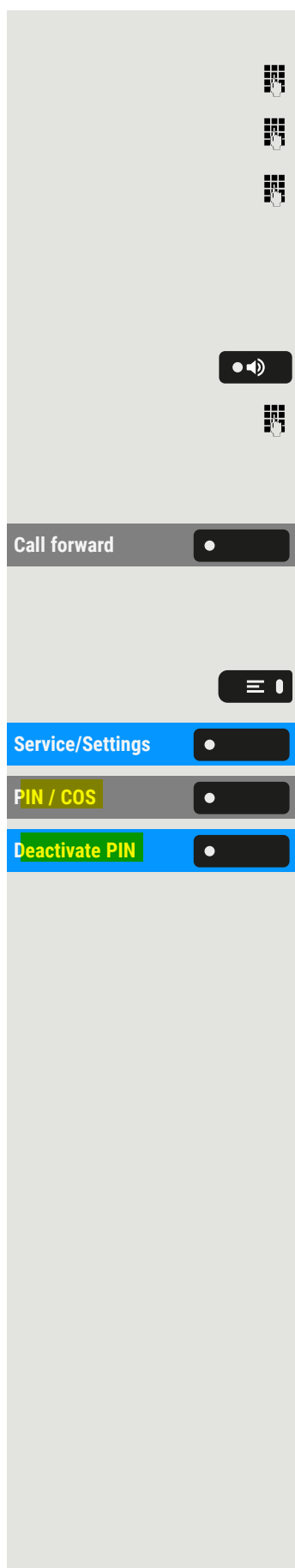
Select "PIN / COS".

Select "PIN Number".

Enter the PIN Number and confirm.


### Within your OpenScape Desk Phone system


Enter the internal PIN and press the hash key .



### Within your and other OpenScape Desk Phone systems

Enter the 2-digit node code for your OpenScape Desk Phone system.

Enter your phone number and press the hash key  .

Enter the network-wide PIN and press the hash key  .

### Dial after successful identification

You hear the dial tone. "Please dial" is displayed.

Press the key.

- Optionally, enter a phone number.

### Retry call forwarding after successful identification

Select "Call forward". Call forwarding is active.

## Switch off identification on another phone

Press the key to open the main menu.

Open "Service/Settings".

Select and confirm.

Select and confirm.



The identification is automatically switched off if the different device is not used for several minutes

## Managing avatar images

You can download new avatar images to the phone and use them to change the picture of a contact.



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

### Uploading an image to the phone

1. Open a browser on a PC that is in the same network as the phone.
2. Enter the URL of the phone (see "[Displaying network information](#)" → [page 157](#)) to access the WBM page of the phone.



- Open the tab "User settings" and go to "File transfer > Avatar images".

- Select "Choose File" and select an image file from the file system. **The file type must be PNG, JPG, or BMP and the image file cannot be larger than 100 kB.**
- Optionally, name the image for better recognition.
- Click "Save & exit" to upload the image to the phone.



After the original image has been successfully uploaded, it will be downscaled to 64x64 pixels.

### Deleting an image file from the phone

- On the PC, open the URL of the WBM page of the phone and navigate to "File transfer > Avatar images".

- Select the image and click "Delete".

### Assigning a contact avatar

When transfer process is successful, the image is available on the phone and can be attached to a contact.

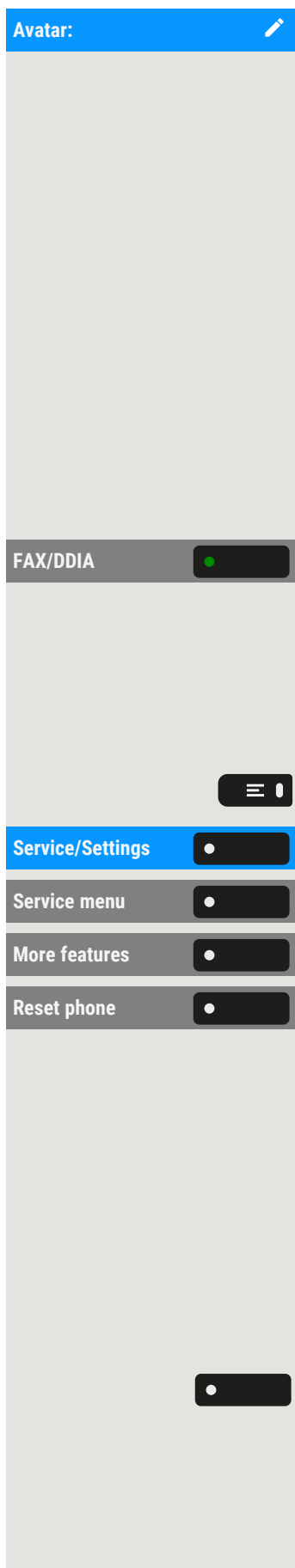
Select "Conversations".

To search for a contact, enter the first letters or the phone number in the search field.

Press the right key to open the conversation screen and then select contact details. Scroll down the contact details to the Avatar option.

Conversations





Select an avatar image from the list of available images. You can also use the default avatar.

The image is displayed as the avatar for the contact in the conversation list or on a call screen.

## Incoming fax message and messages on the answering machine

If a fax or answering machine is connected to your system, and you have assigned the function "FAX/DDIA" to a key, this key lights up when a fax or message arrives.

### Switching signalling off

Press the illuminated key. **The LED goes out.**

## Resetting services and functions

There is a general reset procedure for services and functions.

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "More features".

Select "Reset phone". The following functions are deleted, if configured:

- Forwarding on
- Response text on
- Group ringing
- Block phone number
- Waiting tone off
- DND on
- Silent monitor
- Display Messages
- Callback requests

Confirm the reset.

## Activating functions for another phone

If configured, you can activate or deactivate the following functions for other phones.

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "More features".

Select "Associated serv.".

Enter the internal phone number of the phone for which the function should be activated.

- DND on / DND off, Code \*97/#97 (see ["Activating or deactivating "Do not disturb""](#) → page 144)
- Forwarding on, Code \*11, \*12, \*13/#1 (see ["Use variable call forwarding"](#) → page 100)
- Lock phone / Unlock phone, Code \*66/#66 (see ["Protecting the phone from misuse"](#) → page 148)
- Ringing Group, Code \*81/#81 (see ["Switch group calls on or off"](#) → page 121)
- Absence text on / Absence text off, Code \*69/#69 (see ["Leaving an advisory message"](#) → page 97)
- Join hunt group / Leave hunt group, Code \*85/#85 (see ["Switch group calls on or off"](#) → page 121)
- Reset services, Code #0 (see ["Resetting services and functions"](#) → page 132)
- Night answer on / Night answer off, Code \*44/#44 (see ["Using night service"](#) → page 141)
- Alarm call on / Alarm call off, Code \*46/#46 (see ["Using timed reminders"](#) → page 128)

Enter code, e.g. \*97 for "DND on".

Follow the instructions on the display for further input.

## Using system functions externally - DISA (Direct Inward System Access)

If configured, you can establish an outgoing external connection via your OpenScape Business phone both externally and as an internal party. Otherwise the following functions can be activated and deactivated:

- Reset services, Code #0 (see ["Resetting services and functions" → page 132](#))
- Forwarding on / Forwarding off, Code \*1/#1 (see ["Use variable call forwarding" → page 100](#))
- Lock phone / Unlock phone, Code \*66/#66 (see ["Protecting the phone from misuse" → page 148](#))
- Change Access Code, Code \*93 (see ["Saving personal lock code" → page 149](#))
- Send Message / Display Messages, Code \*68/#68 (see ["Sending information \(message\)" → page 99](#))
- Message, Code \*69/#69 (see ["Leaving an advisory message" → page 97](#))
- Hunt group IN/OUT, Code \*81/#81 (see ["Switch group calls on or off" → page 121](#))
- Hunt group join/leave \*85/#85 (see ["Switch group calls on or off" → page 121](#))
- Block dialling, Code \*86/#86 (see ["Caller ID suppression" → page 145](#))
- Waiting tone off / Waiting tone on, Code \*87/#87 (see ["Allowing call waiting" → page 79](#))
- Door opener, Code \*61 (see ["Door opener" → page 136](#))
- Door opener on / Door opener off, Code \*89/#89 (see ["Door opener" → page 136](#))
- DND on / DND off, Code \*97/#97 (see ["Activating or deactivating "Do not disturb"" → page 144](#))
- Silent ring. on / Silent ring. off, Code \*98/#98 (see ["Activating or deactivating the idle function" → page 144](#))
- Speed Dial, Code \*7 (see ["Using speed dial" → page 96](#))
- Associated serv., Code \*83 (see ["Activating functions for another phone" → page 133](#))

**Prerequisite:** You have a phone with tone dialling (DTMF transmission) or you can switch your phone to tone dialling. The phone is not connected to OpenScape Business.

### Creating a connection to OpenScape Business



Enter the phone number.



Wait for continuous tone (if needed switch phone to tone dialling), then enter the internal phone number assigned to you and the associated personal locking code.



Enter code (only necessary if programmed in system).



Wait for dialling tone and enter code, e.g. \*97 for "DND on". If needed make further entries (refer to the user guide for pulse / DTMF phones).



- Optionally, dial the external number.



- For every call, only one function or one working call may be carried out.
- Following the successful activation of a function, the connection is immediately interrupted.
- The connection is ended in an external call as soon as one of the call partners leaves.

## Controlling connected computers / programs / phone information service

If configured, you can control, e.g. hotel services or information systems with the computer connected to your telephone or its programs.

**Prerequisite:** You have established a connection.

Press the key to open the main menu.

Open "User settings".

Enter and confirm the user password, if required.

Select "Phone".

Select "TD Service". You are asked by the connected computer to enter the **data**. For this you can enter your input in the following ways.

### Input in block mode

Enter the data.

### Input in online mode

The connected computer directly processes your **input**.

Enter the **code**.

Enter the **data**.

## Searching for people via pager (not U.S.)

If radio paging equipment (RPE) is enabled, you can search for people via your pocket receiver. The pocket receiver signals the call request to the pager. The person with the pager can go to the nearest phone and answer.

To ensure you can be searched for, you must have activated one of the following options:

- A ringing group (see ["Connecting call" → page 122](#))
- Call forwarding or alternative call forwarding to the internal party phone number of your **RPS** (see ["Use variable call forwarding" → page 100](#)).

A call request is then automatically relayed to the receiver.

### Reacting to a search request



Lift the handset.



Enter the **code**.



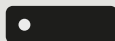
Enter your phone number.

## Door opener

### Programming the door opener

**Prerequisite:** The function "Door opener" has been enabled by the administrator.

First you must set up a programmable key to open a door (also refer to ["Programming the function keys" → page 83](#)).

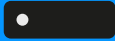


Long press the function key in the left panel or hold down the function key on a connected key module to which you want to assign the function "Door opener" until the programming prompt is displayed.

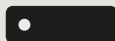


Press the key to open the main menu.

Favourites

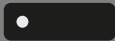


Open "Favourites".



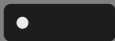
Press and hold the function key to which you want to assign the **door**.

Assign local feature







Select "Assign local feature".

Door opener



Select "Door opener".

## LED displays for door opener keys

LED	Meaning
	<b>LED off:</b> The door opener is in idle mode.
	<b>LED lights green:</b> Door opened
	<b>LED lights orange:</b> In progress.
	<b>LED lights red:</b> Failure, contact the administrator if the problem persists.

## Opening the door without receiving a call

**Prerequisite:** The function has to be enabled by the administrator.

### With programmable key

When you have configured a programmable key to open the door, you can press the relevant key to open the door for your visitor without receiving a call from the door phone.

Press the key in the left panel or on a connected key module to which the function “Door opener” function has been assigned.

### When the assigned key is not on the idle screen

Press the key to open the main menu.

Open “Favourites”.

Select “Door opener”. The door opens.

## Receiving a call from the door phone

**Prerequisite:** The function “Door opener” has been configured by your administrator. Since you have a door phone with an embedded camera, direct video must be enabled by the administrator, too.

If the service engineer has set up a door phone and the administrator has configured it, you can speak to the visitors and activate the door opener from the phone.

When someone rings at the door, you will receive an incoming call from the door.

Door opener

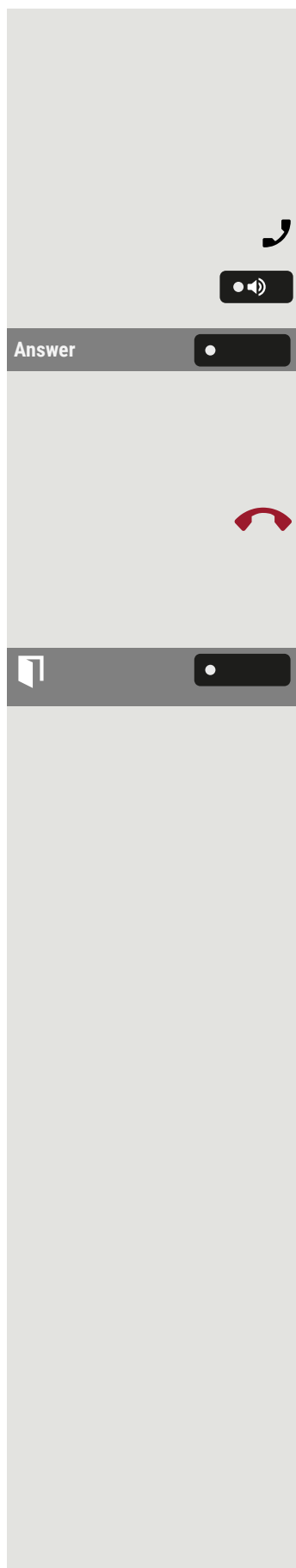


Favourites



Door opener





If the administrator has enabled automatic video for your door opener (default), you will also see the camera image.

### Speaking with a visitor over the door terminal

**Prerequisite:** The phone is called from the door phone.

Lift the handset. You are connected to the entrance phone.

- Optionally, press the speakerphone key.
- Optionally, select "Answer".

You can now talk with your visitors.

### Rejecting a call from the door phone

Press the corresponding function key. The call is rejected.

### Opening the door

Press the key to open the door.



## Special functions for parallel call (ONS)

If your telephone is integrated into an ONS group (ONS = "One Number Service"), you can be connected to all other telephones of this group in the same way as on your own telephone. To set up an ONS group, contact the administrator.

One ONS group may consist of maximum 3 phones (phone numbers).

One group member may be using an external telephone (e.g. a cell phone). One phone in the group is the "master" (**A**), whose number also given to the other members (**B**, **C**) of the ONS group.

If **A**, **B** or **C** are called then all the phones in the ONS group will ring. If **A**, **B**, or **C** is busy, all phones in the ONS group are busy (busy tone for a caller from outside the ONS group). Within the ONS group, the phones can be reached with their original call numbers.

Further effects on the phones of internal participants of an ONS group are also available with the following features:

- Call waiting, see ["Accepting a second call \(call waiting\)"](#) → page 106
- Call forwarding, see ["Forwarding calls"](#) → page 99
- Do not disturb, see ["Activating or deactivating "Do not disturb" "](#) → page 144
- Callback, see ["Using callback "](#) → page 101
- Conversations, see ["Conversations"](#) → page 49

If your ONS group contains a cell phone, make sure that it is always available (switched on). Otherwise it can lead to problems with the call signalling for other ONS group participants due to the premature call acceptance by the mobile mailbox.

## Special functions with networking

If the phone is integrated into an environment, in which several OpenScape Business phones are connected to form a single network, you will carry out calls via the network.

If this is the case, take note of the specific features of some functions. These are described below.

### Leaving or entering a “hunt group”

**Prerequisite:** A hunt group is set up for the team.

You can leave the hunt group at any time, e.g. when you leave the workplace. When you are present, you enter the group again.



You also remain contactable when disconnected via your own phone number.



Press the key to open the main menu.

Service/Settings



Open “Service/Settings”.

Service menu



Select “Service menu”.

Feature settings



Select “Feature settings”.

Join hunt group



Select “Join hunt group”.

Deactivate



Select “Deactivate”.

Activate



- Optionally, select “Activate”.

### Tracing call forwarding

You can activate or deactivate call forwarding for your phone from other phones in the network (see [“Use variable call forwarding”](#) → page 100).



Press the key to open the main menu.

Internal DISA



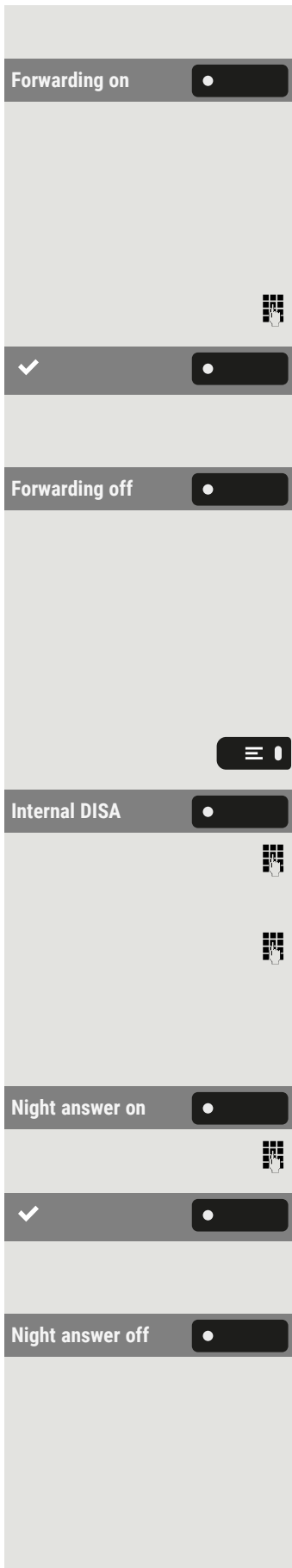
Select “Internal DISA”.



Enter the DISA phone number of your OpenScape Business network and confirm.



Enter the DISA phone number of your phone and confirm.



### Activating

Select "Forwarding on".

Select one of the following options:

- 1=all calls
- 2=External
- 3=intnl

Enter the destination phone number.

Save the setting.

### Deactivating

Select "Forwarding off".

## Using night service

If authorized, you can set phones on other OpenScape Business systems as night destinations.

Press the key to open the main menu.

Select "Internal DISA".

Enter the DISA phone number for the OpenScape Business network to which the night destination phone is connected and confirm.

Enter the DISA phone number of the phone from which you are activating or deactivating night answering and confirm.

### Activating

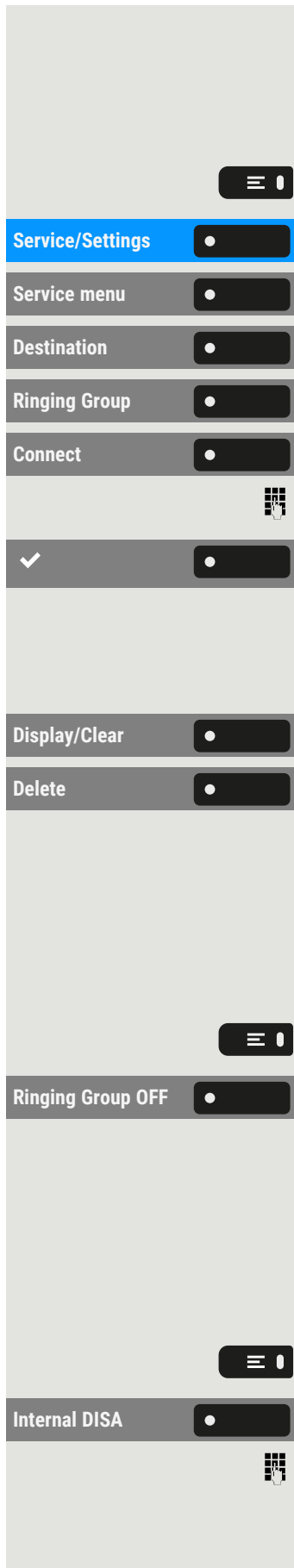
Select "Night answer on".

Enter the destination number, e.g. temporary night answer.

Save the setting.

### Deactivating

Select "Night answer off".



## Ringing group

You can also have calls to your handset relayed to external phones or to phones in other OpenScape Business systems (see "[Connecting call](#)" → [page 122](#)).

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "Destination".

Select "Ringing Group".

Select "Connect".

Enter the internal phone number of the participant. The name is displayed.

Save the setting.

- Optionally, select "Connect" to add participants.

### Displaying and removing participants

Select "Display/Clear".

Select "Delete" to delete the currently displayed party from the ringing group.



If the phone is connected to a ringing group, you can see the phone number or name of the initiator on the display (top row) and that of the caller (bottom row).

### Delete from all ringing group phones

Press the key to open the main menu.

Select "Ringing Group OFF".

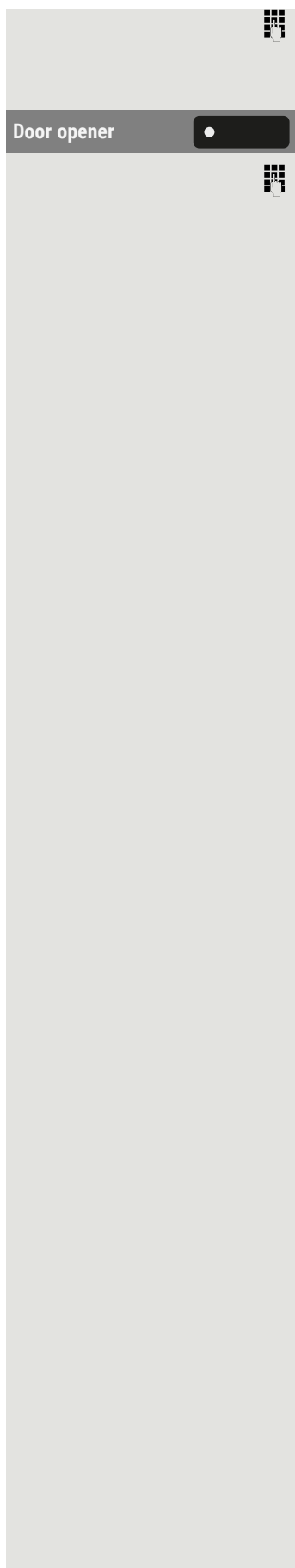
## Releasing the door

If configured, you can also activate the door release from other OpenScape Business systems (see "[Door opener](#)" → [page 136](#)).

Press the key to open the main menu.

Select "Internal DISA".

Enter the DISA phone number for the OpenScape Business network to which the night destination phone is connected and confirm.



Enter the DISA phone number of the phone from which you are activating the door release and confirm.

Select "Door opener".

Enter the door terminal phone number and confirm.

# Privacy and security

## Activating or deactivating the idle function

If you do not want to take calls, you can activate idle mode. Calls are only displayed via **one** call symbol and on the display.

Press the key to open the main menu.

Select "Silent ringing on" or "Silent ring. off".

Silent ringing on

## Activating or deactivating "Do not disturb"

If you do not wish to take calls, you can activate do not disturb. Internal callers hear the ringing tone and the message "Do not disturb." External callers are forwarded to the operator. The administrator can also set up call forwarding destinations to redirect internal and external calls.




If your phone belongs to an ONS group, note that the call protection can be switched on or off on each phone of the ONS group and then applies to all phones in the ONS group.

**Prerequisite:** The administrator has generally released the do not disturb for all participants in the system.


Press the key to open the main menu.

Select "Do not disturb". The display shows whether do not disturb is switched on or off.

Press the key to switch mode.

A sound reminds you that do not disturb is activated after you lift the handset. Also, the icon  is displayed in the status bar.



The operator can **bypass the** call protection and reach you. If the administrator has generally blocked the function "Do not disturb" for the phone, the icon  does not appear in the status bar.



## Enabling or disabling the speaker call protection

You can prevent yourself from being contacted directly. Any attempt to talk to you directly via the loudspeaker will then result in a normal call.

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "Feature settings".

Select "Speaker Calling". The display shows whether the speaker call protection is switched on or off.

Enable or disable the speaker call protection.

## Caller ID suppression

The display suppression applies only to a subsequent call and is not stored during the redial selection.

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "More features".

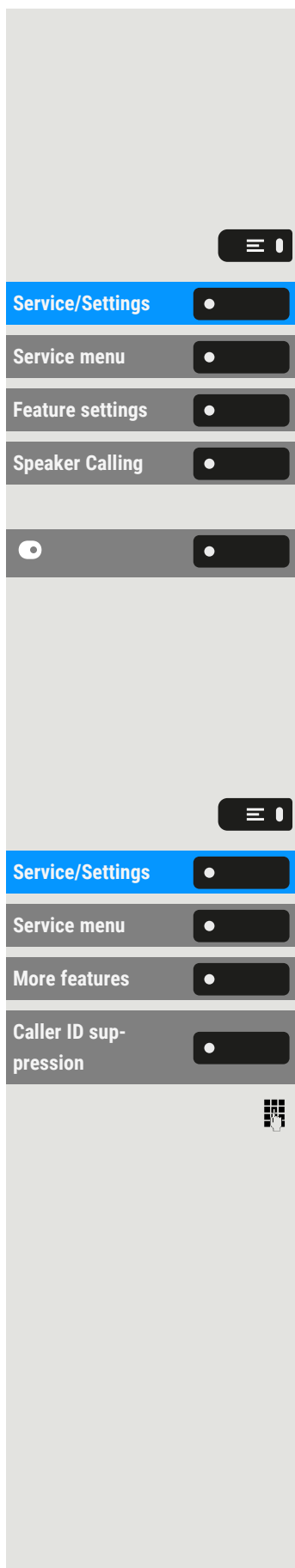
Select "Caller ID suppression". The dial tone is audible.

Enter the phone number of the subscriber. If the subscriber accepts the call, your number is not displayed.

## Setting the user password

The user password protects the individual configurations, including language settings. You can also use the user password to lock your phone (see "[Locking the phone](#)" → [page 148](#)).

The following settings may apply:



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



The preset password "000000" corresponds to an empty password. The phone cannot be locked, access to WBM is not allowed and the user menu is **not** password protected (see also "[Deactivating the password prompt](#)" → page 147).



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → page 159).

### Setting a new password

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

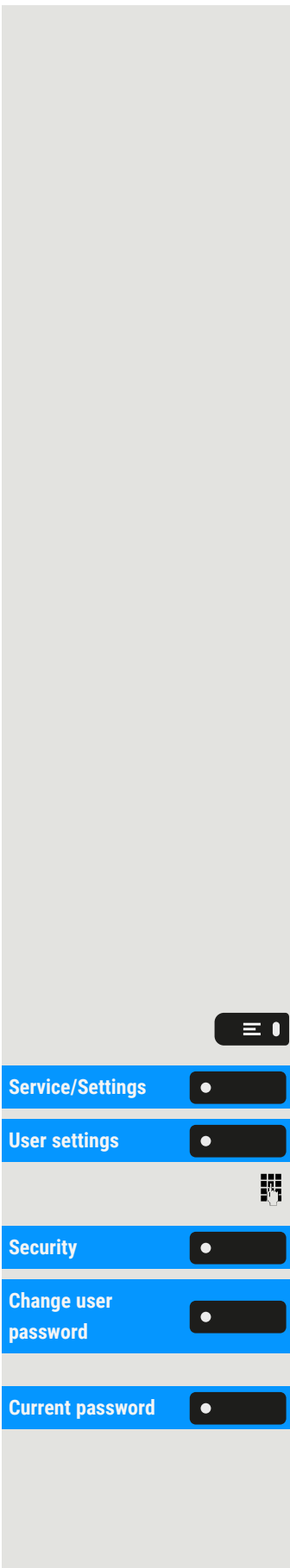
Enter and confirm the user password, if required.

Select "Security".

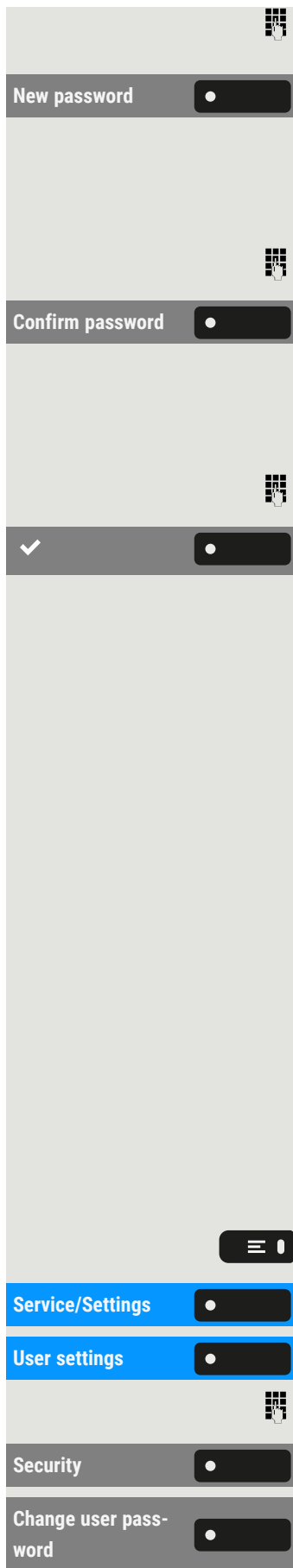
Select "Change user password".

Select "Current password".

123







Enter the current password and conclude your input with the function key.

Select "New password".

Enter the new password and conclude your input with the function key.

Select "Confirm password".

Repeat the new password and conclude your input with the function key.

Save the setting.

The new password is now valid.

### Deactivating the password input

To deactivate the user password, follow the procedure described above and set the new password to the default setting "000000".

## Deactivating the password prompt

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

The deactivation of the password prompt does not affect the web interface or CTI applications that use a password prompt.



- As long as the password prompt is deactivated, you do not have access to the web interface via the user settings.
- If you deactivate the password prompt, you can **no longer** lock the phone and the user menu is **not** password protected.

Press the key to open the main menu.

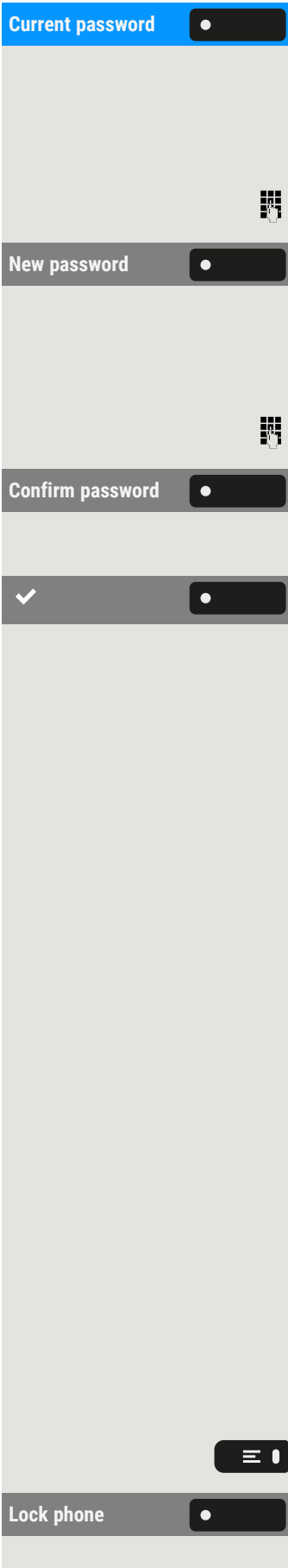
Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Security".

Select "Change user password".



Select "Current password".

123



Enter the current password.

Select "New password".

123



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

Select "Confirm password".

Enter six zeros ("000000") once again.

Save the setting.

## Locking the phone

To protect the phone against unauthorized access, you can lock the phone so that nobody can make calls or change settings without knowing the user password.

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



You can only lock the phone if you set a user password (see "[Setting the user password](#)" → page 145). The password must **not** be the default setting "000000". Check if the phone lock function has been activated by the administrator.

## Protecting the phone from misuse

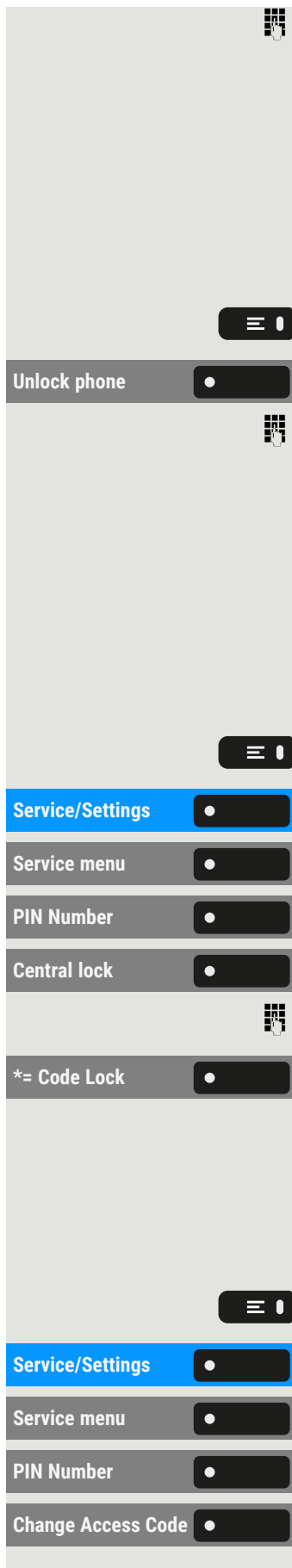
You can stop unauthorized parties from using certain functions on your phone while you are away, e.g. the dialling of external phone numbers and access to your mailbox can be prevented.

Ask the administrator which functions are locked.

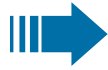
### Locking the phone

Press the key to open the main menu.

Select "Lock phone".



Enter the lock code (see ["Saving personal lock code" → page 149](#)).



- In locked mode, a special dial tone rings when you lift the handset. You can dial internal numbers as usual.
- Your phone can also be (un)locked from an authorized station (see ["Locking a different phone to prevent misuse" → page 149](#)).

### Unlocking the phone

Press the key to open the main menu.

Select "Unlock phone".

Enter the lock code (see ["Saving personal lock code" → page 149](#)).

## Locking a different phone to prevent misuse

If configured, you can lock other phones against unauthorized use and then unlock them.

If the phone user has locked their phone and forgotten the personal lock code, you can unlock the phone using this **function**.

Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "PIN Number".

Select "Central lock".

Enter the internal phone number of the phone that should be (un)locked.

Select **"\* = Code Lock On"** or **"# = Code Lock Off"**.

## Saving personal lock code

To lock the phone and for using a different phone in the same way as your own, you must enter a personal code (PIN) that you define for yourself.

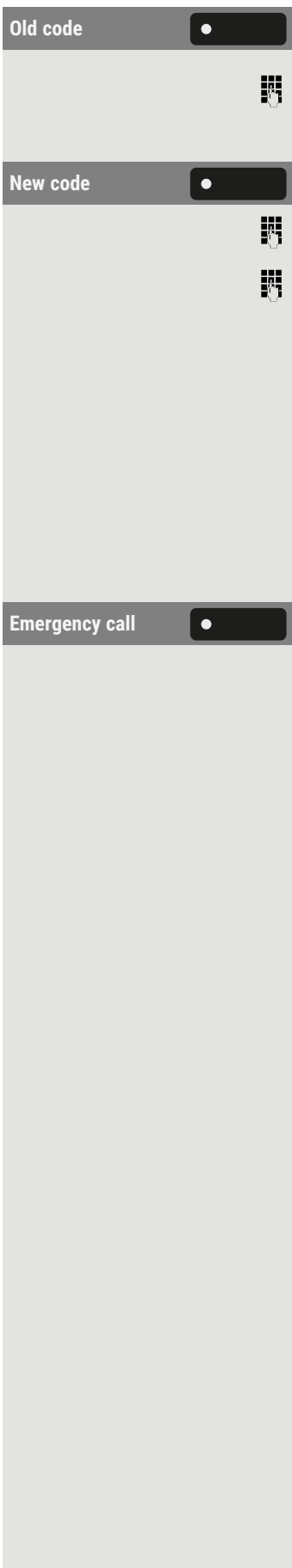
Press the key to open the main menu.

Open "Service/Settings".

Select "Service menu".

Select "PIN Number".

Select "Change Access Code".



Select "Old code".

Enter the current 5-digit PIN. If you have not assigned a PIN, use the default: "00000".

Select "New code".

Enter the new 5-digit PIN.

Re-enter the new code.



If you have forgotten your code, contact the administrator.

## Dialling emergency numbers

If an emergency number is entered on the phone by the administrator, "Emergency call" is displayed when you have activated the lock. You can also enter an emergency number via the dialpad.

Select "Emergency call". The pre-set emergency number is dialled.



The number is dialled automatically without pressing **OK**, and an empty option is displayed. Therefore if you accidentally press **OK**, the call will not be cancelled.

# Local phone settings

## Volumes

Set the volume here, for instance, for the loudspeaker, handset, or headset.

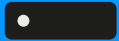


You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).



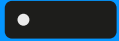
Press the key to open the main menu.

Service/Settings



Open "Service/Settings".

User settings

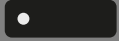


Open "User settings".



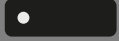
Enter and confirm the user password, if required.

Audio



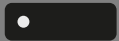
Select "Audio".

Volumes

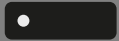


Select "Volumes". You can set different volumes for the following microphones and signals in ten volume levels:

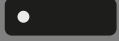
- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover
- Warning tone



Select "Edit".



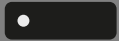
Use the function key to increase the value.



Use the function key to decrease the value.



- Optionally, use the keys on the dialpad.



Save the setting.

## Set local ringtones

### Ringer mode

The following ringer mode options determine who generates the ringtone on the phone:

- OpenScape: the system emits the ringer type and the related ringer, which you can adjust later (see ["Volumes" → page 151](#)).
- Local ringer: the phone sends the ringtone type and you determine which ringtone should be used for the respective ringtone type in the "local ringtone" menu.



You can also configure this setting via the web interface (see ["Web interface \(WBM\)" → page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Audio".

Select "Ringer".

Select "Ringer mode".

Select "Mode".

Save the setting.

### Secure call alert



You can also configure this setting via the web interface (see ["Web interface \(WBM\)" → page 159](#)).

Press the key to open the main menu.

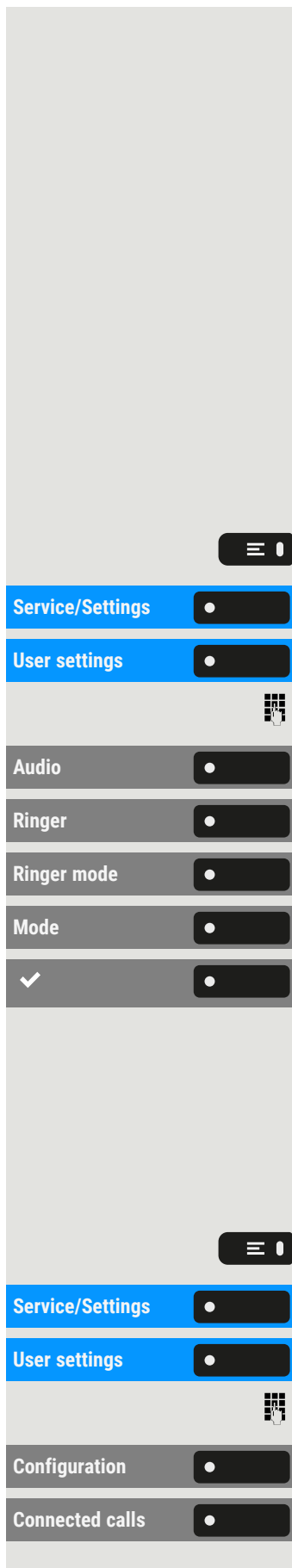
Open "Service/Settings".

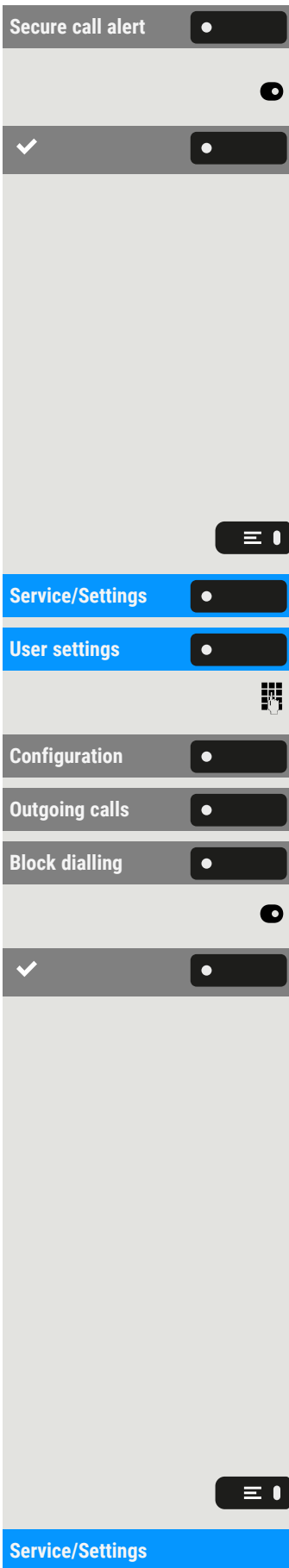
Open "User settings".

Enter and confirm the user password, if required.

Select "Configuration".

Select "Connected calls".





Select "Secure call alert".

Enable or disable the "Secure call alert".

Save the setting.

## Block dialling for outgoing calls

If block dialling is displayed, when deleting a phone number, for example, all of the characters available in the field are deleted at once. If block dialling is switched on, you can delete individual characters.



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".



Enter and confirm the user password, if required.

Select "Configuration".

Select "Outgoing calls".

Select "Block dialling".

Enable or disable "Block dialling".

Save the setting.

## Using Microsoft® Exchange

If configured, the phone imports contacts from Microsoft® Exchange and keeps them updated by the Microsoft® Exchange services.



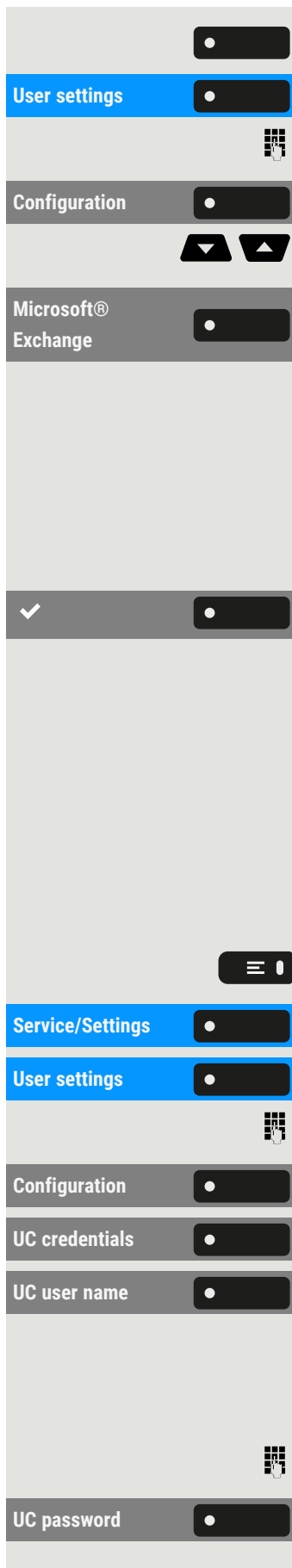
Microsoft® Exchange is not included in a search but imported contacts are part of a conversations search.

### Setting up Microsoft® Exchange access



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

Press the key to open the main menu.



Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Configuration".

Use the navigation keys to scroll, if required.

Select "Microsoft® Exchange".


Edit the settings for the Microsoft® Exchange server by entering the following information:

- IP address of the server
- Username
- User password
- Folder (optional) for the source data

Save the setting.

## Configuring the connection to UC

To use the settings for "Presence", you must be logged in to the UC server (see ["Presence status" → page 74](#)).

 You can also configure this setting via the web interface (see ["Web interface \(WBM\)" → page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Configuration".

Select "UC credentials".

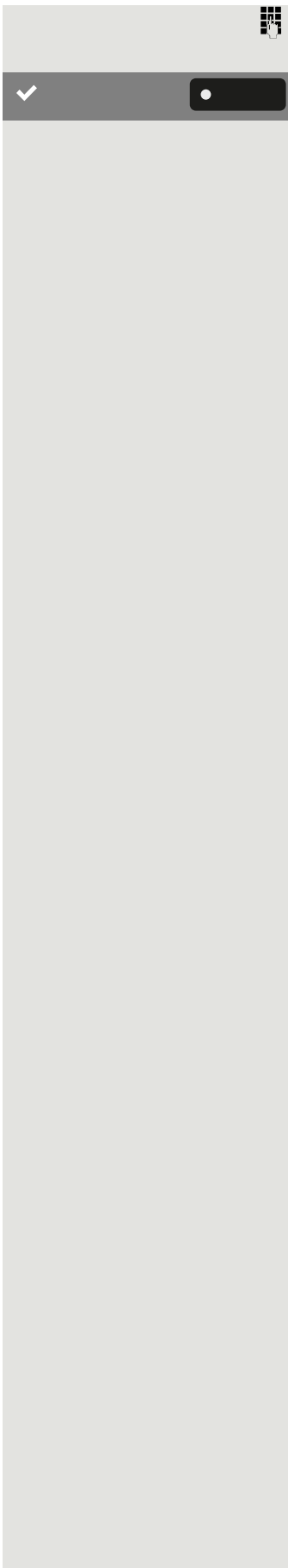
Select "UC user name".

☐

Enter the user name and conclude your input.

Select "UC password".





Enter the password and conclude your input.

Save the setting.

## UC Journal

The Journal is the list of all your inbound and outbound calls. You can use it to quickly and easily call your contacts again or to respond to missed calls.

The phone shows the same list as any other UC client. The conversation entries are downloaded directly from the UC server and the local **Conversations** list is updated.

### Call entries

All calls logged (incoming or outgoing) for the same number are represented by a single entry in the Conversations list. Entries in the Conversations list are displayed chronologically, thus the first entry shown is the latest call.

The phone can display up to 200 different conversation entries in the Conversations list.

The number of total provided entries that are finally displayed in the Conversations list depends on the connected UC server (i.e. the UC server of OpenScape Business limits the conversations to 25 entries).

The entries are displayed until they are deleted by OpenScape Business or when the maximal entries count is exceeded. As the Conversations list is controlled by the UC server, there is no option to delete a conversation or all conversations locally on phone.

Every entry in the Conversations list shows up to 10 call log entries, provided from the UC server. Call logs are displayed in the call history in chronological order.

### Updates

The journal is updated when it receives an event from OpenScape Business.

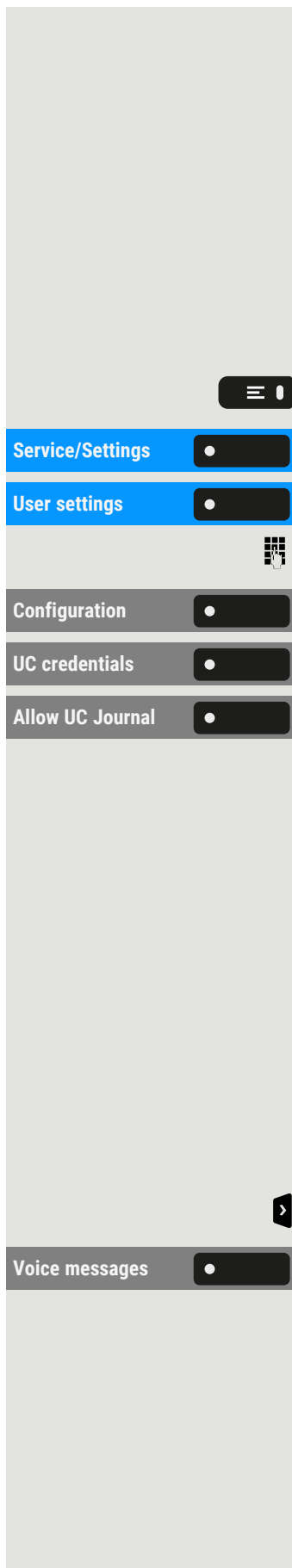
UC Smart sends the event "JournalEvent" and the phone creates or updates the entries in journal.

UC Suite does not send this event. A new entry in the journal is created in the end of call.

### Group calls

When you receive a group call, the call screen displays the incoming call as a single conversation.

The phone shows a missed group call as a separate conversation.



In case the OpenScape Business does not provide the name of the group, then the phone number of the group is displayed.

### Enabling UC journal

You can access your UC Journal on your phone so you have the same list as on your other UC clients. The Conversations will be downloaded directly from the UC server and local conversation list will be replaced.



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → [page 159](#)).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Configuration".

Select "UC credentials".

Select "Allow UC Journal".

## OpenScape UC Voicemail

### Prerequisites:

- UC mode is configured (see "[Configuring the connection to UC](#)" → [page 154](#))
- „Allow UC Journal“ is enabled (see "[UC Journal](#)" → [page 155](#))

When the OpenScape UC Voicemail is activated, the UC server provides all necessary data, including voice streams when playing messages.

When new voicemails from a contact are received, voicemail notifications are shown in the Conversation list.

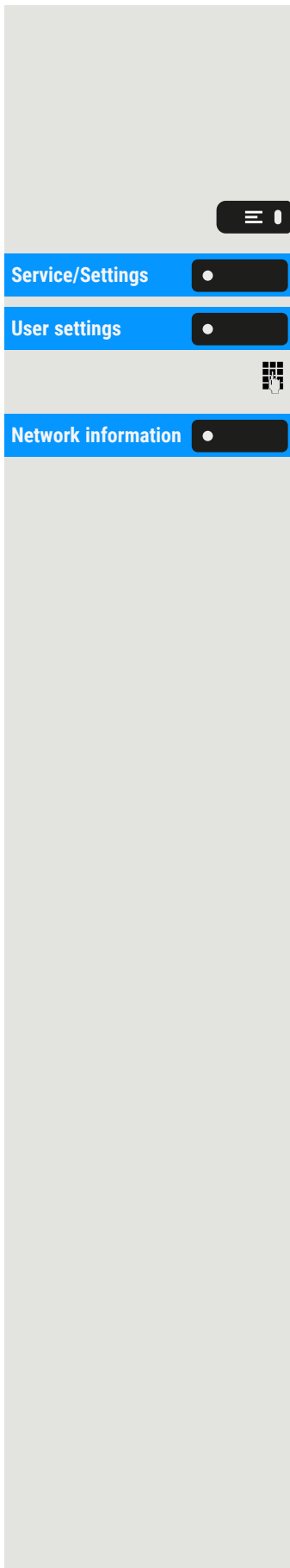


Press the navigation key to access the Conversation details.

Select "Voice messages" to show the list of voice messages for the particular contact.

The selected new voice message will be displayed with different options.

Select the desired option, e.g. "Play message". You can stop the message during playing.



## Displaying network information

This overview displays information about the IP address or name of the phone, and the HTML address of the web interface. It also provides real-time data about the network activity of the phone.

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Network information". The following information is displayed:

- **DNS name:** Name or number of phone.
- **URL:** HTTP address of the web interface. This address is specified in the address line of the Internet browser and is used to call up the web interface of the phone in the browser.
- **IPv4 address:** Displays the IP address or name that was assigned to the phone in the network.
- **IPv6 Global Addr.:** Displays the global IPv6 address.
- **IPv6 Linklocal Addr.:** Displays the local IPv6 address.
- **LAN RX / PC RX:** The network or PC interface data packets received are illustrated dynamically in graphical form.
- **LAN TX / PC TX:** The network or PC interface data packets sent are illustrated dynamically in graphical form.
- **LAN autonegotiation:** Displays whether the network data transfer rate is set to automatic ("Yes") or manual ("No").
- **LAN information:** Data transfer rate of the network. If an interface is not in use, the information "Link down" is displayed.
- **PC autonegotiation:** Displays whether the PC interface data transfer rate is set to automatic ("Yes") or manual ("No").
- **PC information:** Data transfer rate of the PC interface. If an interface is not in use, the information "Link down" is displayed.

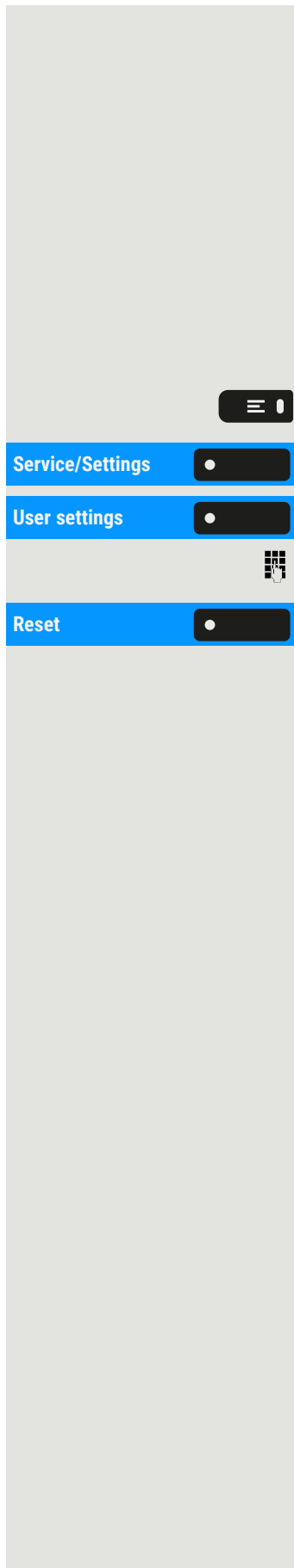
## Resetting user data

The following user-specific settings can be reset to factory settings.



The user data is reset **without** a warning.

- Display settings
- Language setting
- Screensaver (Some images for the screen saver will be deleted or deleted default images will be restored.)



- Audio settings
  - Volumes
  - Settings (Some ringer files will be deleted or deleted default ringer files will be restored.)
- Bluetooth
  - Configuration and lists
- Keys
  - All personalized programming is deleted (see "[Resetting all assigned functions to keys](#)" → page 86).

### Initiating the reset

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Reset".

The user data is reset to factory settings.

## Web interface (WBM)

You can configure a number of settings for your phone via the “Web Based Management” (WBM). The information is transferred via a secure HTTPS connection.



Access to the web based management must be activated by the administrator.

## Launching the web interface



For more information on the IP address, the web interface address, and how to connect the phone to the network, refer to the section ["Displaying network information" → page 157](#).

1. To launch the interface, open a web browser and enter one of the following addresses:
  - **https://[IP address of the phone]**  
[IP address of the phone] is the IP address of the phone.
  - **https://[Name of the phone]**  
[Name of the phone] that was assigned by the administrator.
2. You might receive a certificate notification from the browser. Follow the instructions to download the certificate.
3. You will be prompted to configure a user password the first time you call up the WBM interface. You must log in with this password the next time you want to open the “User settings”.

## Administrator settings

This area lets you configure settings for administering your phone and the network environment. Access to the “Administrator settings” is protected by the admin password.



For further information, consult the administrator or refer to the administration manual.

## Logging into the user settings

The web interface homepage opens once you have entered and confirmed the phone's IP address.

1. Enter the user password, if required.
2. Click a menu heading to display the individual menu entries.
3. Click the menu heading again to close the menu.
4. Click a menu entry to open the corresponding form.
5. Make the desired changes.
6. Click the corresponding button to save or discard your changes.

### Button functions

- **Login:** Log in to the phone after you have entered the user password
- **Save & exit:** Apply changes
- **Reset:** Reset original values
- **Refresh:** Update the values.
- **Logout:** Log out from the phone

## User menu



All settings in the user menu of the WBM interface can also be made via the user menu on the telephone.

## Licenses

This area provides you with the information about EULA (End User License Agreement) and Open Source licenses. For further information, consult your administrator or refer to the administration manual.

## Importing contacts via WBM

You can import your contacts into your phone through WBM interface. The contact file can be exported from Outlook or OSM (discontinued).



See the products documentation for instructions on how to export contacts from an Outlook client or OSM.



Files previously exported by this or another phone may also be imported.

### Downloading a contact list via the browser

1. Open the user pages in the browser with the URL of the phone.
2. Log on to the "User Settings" using your password.

3. Select "Contacts transfer".

4. Click on "Choose file" and navigate to a local or remote folder.
5. Select a file.
  - The default format is ".csv".
  - You can use comma or a semi-colon as a value separator for the imported CSV file.
  - When exporting from Outlook, do not change the mapped header field names.
6. Confirm. The path to the file is displayed on the page when you select the destination and close the window.
7. Select "Import". While the import is in progress you may notice some deterioration in the phones performance.



Picture clips (avatars) are not included as part of the import.

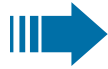
The progress and outcome of the import is displayed.

- A completion message is displayed when the "Press to see import results" button is pressed.
- A successful import will be indicated by a "Import completed" text message below the panel on the page.
- A message "Import contacts completed" will also be displayed on the phone's screen when the import is completed.
- Failures will be indicated by a suitable text message below the panel on the page.

## Exporting contacts via WBM

You can export your contacts from your phone through WBM interface so you can use them elsewhere.

### Downloading a contact list from the phone via the browser



When exporting contacts via Internet Explorer browser, the contacts file "\*.CSV" is written directly on to the browser page and must be copied and pasted.

1. Open the user pages in the browser with the URL of the phone.
2. Log on to the "User settings" using your password.
3. **Select** "Contacts transfer".

**Contacts transfer**

**Import contact data**

Choose the Comma Separated file you wish to import

Durchsuchen...

Import Cancel

Press to see import results

**Export contact data**

[Generate contacts file](#)

[Download contacts file](#)

Closing or navigating away from this page will cancel the Import or Export

4. Select "Generate contacts file" and a new internal file containing all the valid contacts will be created. The default format is ".csv".
5. Select "Download contacts file". The \*.csv file will be downloaded to your PC with the file name "CP\_contacts.csv."
6. You can then move and rename the file via PC.



Navigating away from this page will remove the internal file and the "Download contacts file" link becomes inactive.



## Fixing problems

### Error and warning messages

Indications that represent full errors that make normal operation impossible are displayed as “errors”.

Indications that represent conditions where the phone can still be used but will operate subject to certain restrictions are displayed as “warnings”.

Both error and warning “sausages” (bar shaped notifications) are removed as soon as the relevant condition no longer applies.



An indication may contain multiple codes when more than one condition applies at the same time.



Any sausage (error, warning, or notification) is displayed in a shortened form if the user scrolls to a menu option that is covered by a normal length of the notification (thus allowing the user to access the last menu item).



Cloud deployment errors are now shown as warning sausages.

## Caring for your phone

- Never allow the telephone to come into contact with colouring, oily or aggressive agents.
- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use cleaners containing alcohol, cleaners that corrode plastic or abrasive powders!

## Troubleshooting

### During operation, error or warning messages are displayed

**Error messages** (red notification) are displayed where the bracket identifies one or more codes that can be looked up by the administrator:

- No telephony possible (R\*, L\*, DO, TT)
  - Example "No telephony possible (LI, RF2)"

**Warning messages** (yellow notification):

- Limited keyset (WSS)
- Limited service (B8, NT) (where a failure may disrupt operation)
- Deployment error (A\*, R\*, D\*) (where cloud deployment failed)
  - Example "Limited service (NT)"

### Pressed key does not respond

If the phone is locked, selected dialling keys on the key module cannot be used. This also applies even if an emergency number is saved on this key.

- Check whether your phone is locked (The following message appears on the screen: "Phone locked. To unlock enter the PIN.").
- If the phone is locked, enter your PIN to unlock it.

### The phone does not ring on call

- Check whether the ringer is deactivated (see icon in the status bar on the display).
- If it is deactivated, activate the ringer.

### You cannot dial a number

- Check whether your phone is locked (The following message appears on the screen: "Phone locked. To unlock enter the PIN.").
- If the phone is locked, enter your PIN to unlock it.

## Messages during remote configuration

If an error occurs during web deployment, it will be reported on the display. The following error codes are possible:

Code	Priority	Description
AU	1	Cancelled by user Appears if the PIN entry was rejected
RS	1	The IP address of the <b>Unify</b> redirect server cannot be retrieved. DNS query failed.
RN	3	A connection cannot be established to the <b>Unify</b> redirect server – No response

Code	Priority	Description
RR	2	A connection cannot be established to the <b>Unify</b> redirect server – Rejected
RU	1	A connection cannot be established to the <b>Unify</b> redirect server – Not authorized
RO	3	A connection cannot be established to the <b>Unify</b> redirect server – No or invalid OCSP response
RV	2	A connection cannot be established to the <b>Unify</b> redirect server – Certificate invalid
DS	1	The IP address of the deployment server cannot be retrieved. DNS query failed.
DN	3	A connection cannot be established to the deployment server. – No response
DR	2	A connection cannot be established to the deployment server. – Rejected



In such cases, contact the administrator and specify the error code.

## Functions and codes in overview (alphabetical)

The following table shows all possible functions, as shown on the display. When configured (ask your service personnel), you can initiate the functions in the direct dialogue (select & confirm), via the service menu (select & confirm or code) or via keys configured as function keys.

Functions displays	Direct	Via Service menu		With key
			Code	
Accept call waiting (camp-on)	;	;	*55	X
Waiting tone off	;	;	*87	X
Waiting tone on	;	;	#87	X
Automatic call wait.on		;	*490	X
Automatic call wait.off		;	#490	X
Headset (Headset)				X
Accept call	;			
Reject call	;			
Disconnect				X
DND on	;	;	*97	X
DND off	;	;	#97	X
Universal Call Distribution				
Log on		;	*401	X
Log off		;	#401	X
Available		;	*402	X
Not available		;	#402	X
post-processing on		;	*403	X
post-processing off		;	#403	X

Functions displays	Direct	Via Service menu		With key
			Code	
UCD night on		;	*404	X
UCD night off		;	#404	X
Calls in queue		;	*405	X
Advisory msg. on	;	;	*69	X
Advisory msg. off	;	;	#69	X
assoc. Services		;	*83	X
associated dialing		;	*67	X
Recording				X
Override	;	;	*62	X
Audio baby monitor		;	*88	X
DATA I/O Service			*494	X
Reset services		;	# 0	X
Speaker call		;	*80	X
Handsfree answerback on	;	;	*96	X
Handsfree answerback off	;	;	#96	X
DISA				
Internal DISA	;	;	*47	X
Discreet calling			*945	
Shift (Shift)				X
Telephone test		;	*940	
Tracing a call		;	*84	X
Temporary phone		;	*508	X

Functions displays	Direct	Via Service menu		With key
			Code	
Group calls on	;	;	*85	X
Group calls off	;	;	#85	X
All Groups on	;	;	*85*	X
All Groups off	;	;	#85#	X
Hot line				
Send message	;	;	*68	X
View sent messages	;	;	#68	X
Show messages	;	;	#68	X
Mailbox				X
Keypad dial		;	*503	
Conference	;	;	*3	X
Start Conference	;			
Adding a party	;			
End conference	;	;	#3	
Release participants	;	;		
Disconnect TLN conference			*491	
Show call charges (own Phone)		;	*65	X
Check costs (other Phone)				X
Select speed-dial number		;	*7	X
Select speed-dial (individual)		;	*92	X
Line queuing	;			X
Toggle/connect	;	;	*2	X
DTMF dialing		;	*53	X

Functions displays	Direct	Via Service menu		With key
			Code	
Microphone off			*52	X
Microphone on			#52	X
Mobile login log off			#9419	;
Mobile login login			*9419	;
Night answer on	;	;	*44	X
Night answer off	;	;	#44	X
Parking a call		;	*56	X
Retrieve call		;	#56	
Paging				
Report (not for U.S.A)		;	*59	
Project code		;	*60	X
Consultation	;			X
Return to held call	;	;	*0	
end and back	;	;	*0	
Transfer/Accept	;			
Callback	;	;	*58	X
View/delete callbacks	;	;	#58	
Block phone number	;	;	*86	X
Forward phone number	;	;	#86	X
Assign phone number (not for USA)	;	;	*41	X
Call transfer on		;	*502	X
Call transfer off		;	#502	X
Group ringing		;	*81	X

Functions displays	Direct	Via Service menu		With key
			Code	
Group ringing off		;	#81	X
Silent mode on	;	;	*98	X
Silent mode off	;	;	#98	X
Switch on (only OpenScape Business)		;	*90	X
Switch off (only OpenScape Business)		;	#90	X
Network signal (Flash)		;	*51	X
Language selection		;	*48	
Key assignment		;	*91	X
Lock phone	;	;	*66	X
Open phone	;	;	#66	X
Change PIN		;	*93	
Phone book				
1=Internal	;		*54	X
2=LDAP	;		*54	X
Telephone data service		;	*42	
Timed reminder on		;	*46	X
Timed reminder off		;	#46	X
Door opener on		;	*89	X
Door opener off		;	#89	X
Door opener		;	*61	X
Transfer	;			
Call pickup, directed		;	*59	X
Call pickup in pickup group	;	;	*57	X



Functions displays	Direct	Via Service menu		With key
			Code	
Picking up a call	;			
Forwarding on	;	;	*1	X
1=all calls	;	;	*11	X
2=only external calls	;	;	*12	X
3=only internal calls	;	;	*13	X
Forwarding off	;	;	#1	X
CFNR on		;	*495	X
CFNR off		;	#495	X
Trunk FWD on	;	;	*64	X
Trunk FWD off	;	;	#64	X
Forwarding MULAP on		;	*501	X
Forwarding MULAP off		;	#501	X
Redial	;			
Reconnect, Ln		;	*63	X
Central code lock		;	*943	X

# Index

## A

Accept arranged call.....	128	forwarding in the team.....	117
Account language.....	125	Holding.....	104
ACCT Account code.....	125	in the team with line/trunk keys.....	111
Administration.....	64	Incoming.....	88
Advisory message.....	97	pick up in the team.....	117
leave.....	97	transfer.....	106,117
Answering machine.....	132	Call charge assignment.....	125
Applications.....	42	Call duration.....	124
Activating an application.....	42	Call forwarding.....	99
Selecting an entry.....	42	Call settings	
Applications menu.....	63, 65	CTI calls.....	70
Associated services.....	133	Call waiting	
Audio		accept.....	106
Room character.....	70	Callback.....	101
Automatic connection set up.....	98	CE marking.....	2
Automatic connection setup.....	98	Central code lock.....	149
		Central speed dial numbers.....	80
		Changing the password.....	145
		Changing the user password.....	145
		Charges	
		for a different phone.....	124
		for your phone.....	124
		Cloud PIN.....	18
		Code lock	
		central.....	149
		Conference.....	108
		Configuring the connection to UC.....	154
		Connecting call.....	122

## B

Background lighting.....	125
--------------------------	-----

## C

Call	
Door terminal.....	138
Forwarding.....	99

Connection costs		Directory	
for a different phone.....	124	LDAP.....	153
for your phone.....	124	DISA.....	133
Connection options.....	43	Display icons	
Connection setup		Status line.....	39
Automatic.....	98	Display settings	
Consult.....	105	Idle mode for display.....	68
Contact, deleting.....	57	Do not disturb.....	144
Context menus.....	41	Door terminal.....	138
Control relays.....	63	DTMF dial tone (Tone dialing).....	107
Conversation			
Ending.....	91	<b>E</b>	
Parking a call.....	104	Emergency call.....	150
Conversations.....	49	Emergency number.....	150
Creating.....	51	Exclusive parking.....	113
Corporate directory.....	153		
		<b>F</b>	
<b>D</b>		Fax message received.....	132
Daylight saving.....	126	Fixed Function Keys.....	22
Daylight saving, Coordinated Universal Time.....	127	Forwarding.....	99
Deactivating the password.....	147	Function key	
Deactivating the user password.....	147	Programmable.....	22
Deleting a contact.....	57	Functions	
Dial plan.....	150	on/off for a different phone.....	133
Direct Inward System Access.....	133	using externally.....	133
Direct station selection (DSS).....	115		
Direct station selection (DSS) keys		<b>G</b>	
Answering a call.....	90	General information.....	13

- |                                    |          |  |         |
|------------------------------------|----------|--|---------|
| Graphic display.....               | 38       | LED displays                             |         |
| Graphic display settings           |          | Direct station selection keys (DSS)..... | 23      |
| Idle mode for graphic display..... | 68       | DSS keys.....                            | 115     |
| Group call.....                    | 121      | Function keys.....                       | 23      |
|                                    |          | Level.....                               | 64      |
|                                    |          | Locking the phone.....                   | 148     |
| <br><b>H</b>                       |          |  |         |
| Holding.....                       | 104, 113 |  |         |
| In the team.....                   | 112      | <b>M</b>                                 |         |
| Hotline.....                       | 98       | Making calls.....                        | 92      |
| Hunt group.....                    | 121      | Message (text)                           |         |
|                                    |          | delete/display.....                      | 99      |
|                                    |          | Sending.....                             | 99      |
|                                    |          | Microphone.....                          | 91, 102 |
| <b>I</b>                           |          | Missed calls.....                        | 95      |
| Icons                              |          | MULAP conference release.....            | 113     |
| Status line.....                   | 39       | MultiLine                                |         |
| ID entered for other phone.....    | 129      | LED displays.....                        | 111     |
| Idle function.....                 | 144      | MultiLine phone.....                     | 17      |
| Incoming fax message.....          | 132      |  |         |
| Info (text)                        |          | <b>N</b>                                 |         |
| delete/display.....                | 99       | Night answer.....                        | 141     |
| Sending.....                       | 99       |  |         |
| IP telephony.....                  | 140      | <b>O</b>                                 |         |
|                                    |          | Open door.....                           | 142     |
| <b>K</b>                           |          | Open listening.....                      | 103     |
| Key modules.....                   | 46-47    | OpenScope Key Module 410.....            | 46      |
|                                    |          | OpenScope Key Module 710.....            | 47      |
| <b>L</b>                           |          | Operating instructions.....              | 2       |
| LAN telephony.....                 | 140      |  |         |
| LDAP.....                          | 153      |  |         |

Operating steps		Remote configuration.....	18
programming a key.....	86	Reset services.....	132
<b>P</b>		Response text	
Parameters.....	64	deleting.....	98
Park (call).....	104	Ringing group.....	142
Parking.....	113	Rollover.....	61
Personal identification number.....	149	<b>S</b>	
Phone		Safety notes.....	2
central (un)locking.....	149	Save appointments.....	128
lock other.....	149	Save lock code.....	149
Phone settings.....	124	ScreenSaver.....	67-68
Picking up a call		Searching for conversations.....	53
(Team).....	90	Security.....	144
PIN.....	149	Service menu.....	65
post-dialing		Set presence.....	74
Tone dialing DTMF.....	107	Setting headset port.....	71
Presence.....	40	Settings.....	124
Presence status.....	74	SingleLine phone.....	17
Privacy.....	144	Softkey.....	41
Procedure		Softkeys.....	21
programming a key.....	86	Speakerphone mode.....	88, 102
Program/Service menu.....	63	Speed dial	
Programmable function key.....	22	Central.....	80
Programmable keys.....	60	Status icons.....	39
<b>R</b>		Switch call	
Radio paging system RPS.....	136	with executive/secretary.....	119

## T

Telephone data service.....	135
Telephone maintenance.....	163
Telephony interface	
SingleLine.....	59
Toggle/connect .....	106
In the team.....	112
Tone dialing.....	107
Trace call forwarding.....	140
Transfer (call).....	106, 117
Troubleshooting.....	163

## U

UC.....	154
Understanding LED notifications.....	118
User interface.....	20

## V

Variable call forwarding.....	99
-------------------------------	----

## W

Web interface.....	159
--------------------	-----

Provide feedback to further optimize this document to [edoku@atos.net](mailto:edoku@atos.net).

As reseller please address further presales related questions to the responsible presales organization at Unify or at your distributor. For specific technical inquiries you may use the support knowledge base, raise - if a software support contract is in place - a ticket via our partner portal or contact your distributor.

Our Quality and Environmental Management Systems are implemented according to the requirements of the ISO 9001 and ISO 14001 standards and are certified by an external certification company.



Copyright © Unify Software and Solutions GmbH & Co. KG 01/2023  
All rights reserved.

Reference No.: A31003-C1000-U149-01-7619

The information provided in this document contains merely general descriptions or characteristics of performance which in case of actual use do not always apply as described or which may change as a result of further development of the products. An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of contract.

Availability and technical specifications are subject to change without notice.

Unify, OpenScape, OpenStage and HiPath are registered trademarks of Unify Software and Solutions GmbH & Co. KG. All other company, brand, product and service names are trademarks or registered trademarks of their respective holders.  
[atos.net](http://atos.net)