Documentation

HiPath 8000

OpenStage 20 E, OpenStage 20/20 G

Operating Manual

Communication for the open minded

SIEMENS

Important information

	For safety reasons, the telephone should only be supplied with power: • using the original power supply unit. Part number: C39280-Z4-C51x (x: 0=EU, 1=US, 2=UK) or • in a LAN with PoE (Power over Ethernet), which complies with the IEEE 802.3af standard.
	Never open the telephone or a key module. Should you encounter any problems, contact the responsible administrator.
	Use only original Siemens accessories. The use of other accessories may be hazardous and will render the warranty, extended manufacturer's liability and the CE marking invalid.

Trademarks

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

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

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

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

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

Location of the telephone

- The telephone should be operated in a controlled environment with an ambient temperature between 5°C and 40°C.
- To ensure good speakerphone quality (only OpenStage 20/20 G**)**, the area in front of the microphone (front right) should be kept clear. The optimum speakerphone distance is 50 cm.
- Do not install the telephone in a room where large quantities of dust accumulate; this can considerably reduce the service life of the telephone.
- Do not expose the telephone to direct sunlight or any other source of heat, as this is liable to damage the electronic components and the plastic casing.
- Do not operate the telephone in damp environments such as bathrooms.

Online documentation

This and other documentation can be found on the Internet at:
http://www.enterprise-communications.siemens.com > Products
> Phones & Clients > (select product) > Downloads.

To view and print documentation in PDF format, you require
Acrobat Reader (free software):
http://www.adobe.com

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

Contents

General information

About this manual

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

If a particular function on your phone is not available to you, this may be due to one of the following reasons:
- The function is not configured for you or your telephone. Please contact your system support representative.
- Your communications platform does not feature this function. Please contact your Siemens sales partner for information on how to upgrade.

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

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

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

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

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

Symbols used in the manual

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

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

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

Service

The Siemens service department can only help you if you experi-
ence problems or defects with the phone.
Should you have any questions regarding operation, your specialist
retailer or network administrator will gladly help you.
For queries regarding connection of the telephone, please contact
your network provider.

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

Intended use

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

Telephone type

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

Speakerphone quality and display legibility

- To ensure good speakerphone quality (OpenStage 20/20 G only), the
  area in front of the telephone (front right) should be kept clear.
  The optimum handsfree distance is 20 in. (50 cm).
- Proceed as follows to optimize display legibility:
  – Turn the phone to tilt the display. This ensures you have a frontal view
    of the display while eliminating light reflexes.
  – Adjust the contrast as required → page 88.

Getting to know your OpenStage phone

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

The OpenStage 20 E/20/20 G user interface

OpenStage 20 E and OpenStage 20/20 G are identical except for the handsfree functionality on OpenStage 20/20 G.

1	You can make and receive calls as normal using the **handset**.
2	The tilt-and-swivel **display** provides intuitive support for telephone operation (two lines with up to 33 characters each).
3	The **function keys** allow you to call up the most frequently used functions during a call (e.g. Disconnect) → page 13.
4	✉ **mailbox key** and ☰ **menu key**.
5	**Audio keys** are also available, allowing you to optimally configure the audio features on your telephone → page 13.
6	Using the **3-way navigator**, you can conveniently navigate through the applications on your telephone → page 14.
7	The **keypad** can be used to enter phone numbers and text → page 15.

Ports on the underside of the phone

Power supply unit

PC 🖥

Network switch

Handset
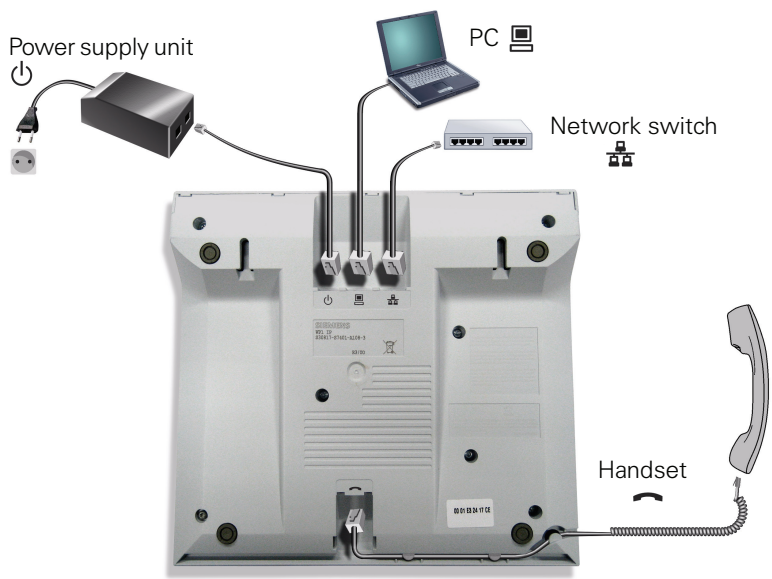
Properties of your OpenStage 20 E/20/20 G

OpenStage	20 E	20	20 G
LCD-Display, 24 x 2 characters	✓	✓	✓
Full-duplex speakerphone function	-	✓	✓
10/100 Mbps Ethernet-Switch → page 12	✓	✓	-
1000 Mbps Ethernet-Switch → page 12	-	-	✓
Wall mounting	✓	✓	✓

Using network ports more efficiently

OpenStage 20 E/20 has a built-in 10/100 Mbps Ethernet switch.
OpenStage 20 G has a built-in 1000 Mbps Ethernet switch. This means
that you can connect a PC to the LAN directly via the phone.

Network switch   OpenStage 20 E/20/20 G   PC
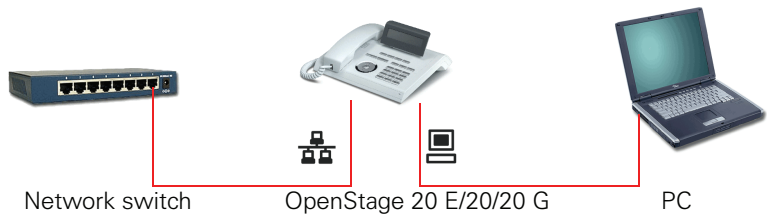
Using this connection option saves one network port for each switch used
and requires fewer or shorter network cables when arranged correctly.

Keys

Function keys

Key	Function when key is pressed
↵	End (disconnect) call.
→→	Saved number redial (last number dialed).
↳	Button for fixed call forwarding (with red LED key).

Key	Function when key is pressed
≣	Open the phone's main menu (with red LED key).
✉	Open the menu for voice messages (with red LED key).

Audio keys
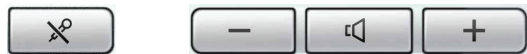
Key	Function when key is pressed
🔇	Activate/deactivate the microphone (OpenStage 20/20 G only: also for speakerphone mode/with red LED).
–	Set volume lower and contrast brighter.
🔊	Turn speaker on/off (with red LED key).
+	Set volume louder and contrast darker.

3-way navigator

Remove the protective film from the ring around the 3-way navigator before using the phone.

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

Operation	Functions when key is pressed
Press the ⊙ key.	In idle mode: • Open the idle menu → page 17 In lists and menus: • Scroll down
Press the ⊙ key.	In lists and menus: • Scroll up
Press the ⊛ key.	• Confirm input • Perform action

Keypad

You can only use the digits 1 to 9 and 0 as well as the * and # characters when dialing a number. To delete digits, select the "back" function on the navigator, and confirm with ⓞⓚ.

In situations where text input is possible, for example, when entering the user password, you can also use the dial keys to enter text in addition to the digits and special characters mentioned. To do this, press the numerical keys repeatedly.

Example: To enter the letter "h", press the number ⌨4ghi key on the keypad twice. When entering text, all characters available for the key pressed and the character selected are briefly displayed.

Character overview (depends on the current language setting)

Key	1x	2x	3x	4x	5x	6x
1⎵	]	**1**				
2abc	a	b	c	**2**	ä	
3def	d	e	f	**3**		
4ghi	g	h	i	**4**		
5jkl	j	k	l	**5**		
6mno	m	n	o	**6**	ö	
7pqrs	p	q	r	s	**7**	ß
8tuv	t	u	v	**8**	ü	
9wxyz	w	x	y	z	**9**	
0+	**0**					
#	1	2				

[1] Next letter in upper case (active for maximum one second)
[2] Switch to digit input

✱	.	,	?	!	'	"	-	(	)	@	/	:	_						

Multi-function keys

Key	Function during text input	Function when held down
✱	Write special characters	Deactivate the ring tone
#	Switch between upper and lower case	Activate the telephone lock

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

Text 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 navigator, 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 (here # can also be used to switch):
    - 123: Digits only
    - ABC: Upper-case letters only
    - Abc: First letter in upper case, subsequent letters in lower case
    - abc: Lower-case 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 to the cursor position

Display

Your OpenStage 20 E/20/20 G comes with a tilt-and-swivel black-and-white LCD display. Adjust the tilt and contrast to suit your needs(→ page 88) .

Idle mode

If there are no calls taking place or settings being made, your OpenStage 20 E/20/20 G is in idle mode.

Example:

```
                              Time
            ┌──────────────
 ┌─────────┴────────────────┐
 │ 10:29         SO 05.08.07 │──── Date
 │ 220870                  ▼ │
 └──┬──────────────────┬─────┘
    │                  └──────── Open the idle menu
    │
    └───────────────────────── Own phone number
```
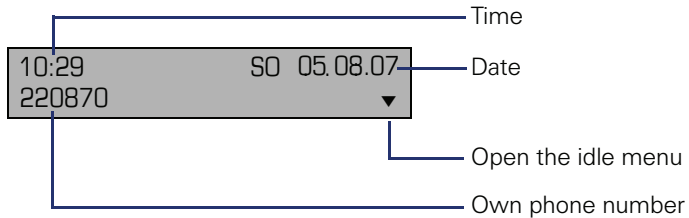
Idle menu

When in idle mode, press a key on the 3-way navigator → page 14 to display the idle menu. You can call up various functions here. Entries may vary.

The idle menu may contain the following entries:
- Redial {1} 1234?
- Ringer off?
- Do not disturb off?
- Mobile logon?
- Cancel call backs?
- Back?

Icons in the idle display

In the first line, the time, weekday, and date are displayed in addition to icons for different situations and switches:

Icon	Explanation
⌀̸	The ring tone is deactivated.
⌐o	The phone lock is activated.
⊖	The "Do not disturb" function is activated.
⟨↕	New entries have been added to the call lists.
↳	Local call forwarding is active.

Records

Entries in the call list and messages in your mailbox system (if configured) are known as records.

If new missed calls are available, the LED on the ✉ → page 13 key lights up.

Press the ✉ key and use the navigator to select the required submenu.
- **Messages**
- **Calls**

You can use the navigator to navigate through the menus as described on → page 14.

Messages

If configured (contact the relevant administrator), this provides you with access to your mailbox system e.g. HiPath XPressions.

If your system is appropriately configured, activating this function calls the mailbox. Follow the voice mailbox instructions.

Calls

When you select the **CallLog** option in the Records menu, you will receive a list of missed calls immediately, if there are **new** missed calls. After this, you can navigate to the **CallLog** menu by scrolling up/down. In the **CallLog** menu, the following calls and call attempts are recorded in the call lists:
- Missed: Missed calls
- Dialled: Dialed calls (with or without connection)
- Received: Answered calls
- Forwarded: Forwarded calls

The number of missed calls and unchecked calls is shown on the idle display.

Call lists

Each call list may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted. Multiple calls from the same number are only listed once.

The following call details are stored:
- Phone number/name depending on available data.
- Number of call attempts.
- The date and time of the last call attempt from each user listed.

Entries can only be saved if the caller ID is displayed as a name, number or both. If the caller ID is not transferred, the call is saved as "Unknown".

In each call list, you can use **Options** to delete the entire content of the relevant call list → page 63.

Once you have selected an entry, the following functions are available for selection using the ⊙ key:
- Dial → page 63
- Details → page 63
  Call attempts with date and time (up to ten can be saved)
- Delete → page 63

Program/Service menu

You can make local settings here.

Press the ⊡≡⊡ key and confirm the **User** menu. If configured, enter and confirm your personal user password.

You can use the navigator to navigate through the menus as described on → page 14. Once the admin password has been entered, the **Admin** menu is available to the relevant administrator.

User

In the **User** menu, settings options are provided that allow you to adapt the telephone to your individual requirements.

Select one of the following menus with the navigator:
- "Date and time" → page 89
- "Audio" → page 93
- "Configuration" for instance → page 65 or → page 40
- "Phone" → page 88
- "Locality" → page 93
- "Security" → page 66 or → page 68
- "Network information" → page 100

Basic functions

Please read carefully the introductory chapter
"Getting to know your OpenStage phone"
→ page 10 before performing any of the steps
described here on your phone.

Secure voice transmission

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

If you call a party or receive a call from a party over a se-
cure connection, a **padlock icon**[1] appears on the other
party's row on your graphic display. If desired, a brief
alerting tone and a window with the message "Call not
encrypted" will indicate that a secure call has become
insecure (see → page 97).

Answering a call

Your OpenStage phone rings with the tone signal set
when an incoming call is received. The call is also visu-
ally signaled on the call display.
If transmitted, calling party information (name, phone
number) appears on the display.

An incoming call will interrupt any ongoing tele-
phone setting operations. When the call ends,
you can press the ⌨ key to return to the point
in the menu structure where you were interrupt-
ed.

Answering a call via the handset

The phone is ringing. The caller is displayed.

➘ Lift the handset.

if nec. ⌷+⌷ **or** ⌷−⌷ Set the call volume.

---

1. Closed for secure or open for nonsecure voice communication

Answering a call via the loudspeaker (speakerphone mode)

> The handsfree functionality is only available on OpenStage 20/20 G.

The phone is ringing. The caller is displayed.

| Accept? | ▾ |

Confirm. The ⬛ key lights up.

or

🔊 Press the key shown. The key lights up. The speakerphone function is activated.

if nec. ➕ **or** ➖ Set the call volume.

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

Step by Step

Directed Pickup (V1 R4.x and higher)

If the phone of a colleague who is absent rings, you can pick upthe call.

Prerequisite: You know the internal phone number of this colleague, and the function is provided for you in the HiPath 8000.

The phone of a colleague rings.

| Directed Pickup? ⬍ |

Select this option from the contect menu and confirm.

resp.

➜ Replace the handset.

oder

◁ Press the key shown.

| Directed Pickup? ⬍ |

Select and confirm.

⌨ Enter the internal call number of the phone in question and confirm. You are connected to the caller either via handset or in speakerphone mode.

Switching to speakerphone mode

▥▶ Make note of the two different processes and activate, if necessary, your preferred setting → page 96.

▥▶ The handsfree functionality is only available on OpenStage 20/20 G.

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

Standard mode

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

US mode

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

◁ Press the key shown.

☏ Replace the handset. Proceed with your call.

🔒 **or** 🔓 ▥▶ If voice communication is secure, a closed padlock icon will appear on the graphic display, if voice communication is not secure, an open padlock icon will appear on the graphic display (see also → page 20)

Switching to the handset

▐▐▶ The handsfree functionality is only available on OpenStage 20/20 G.

Prerequisite: You are conducting a call in speaker-phone mode.

➤ Lift the handset. The ⌷ key goes out.

Open listening

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

⌷ Press the key shown.

Deactivating

⌷ Press the lit key.

Switch to speakerphone mode.

▐▐▶ The handsfree functionality is only available on OpenStage 20/20 G.

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

Activating/deactivating the micro-phone

You can temporarily deactivate the microphone on your handset or the handsfree microphone (OpenStage 20/20 G only) to prevent the other party from overhearing a conversation, for instance, with a colleague in the same room.

Prerequisite: You are conducting a call.

Deactivating the microphone

 $\boxed{\mathscr{X}}$ Press the key shown. The key lights up.

Activating the microphone

 $\boxed{\mathscr{X}}$ Press the lit key.

Ending a call

 $\boxed{\rightarrowtail}$ Press the key shown.

or

Disconnect?	▲

Select and confirm the option shown.

or If you are conducting a call via the handset:

 $\longrightarrow$ Replace the handset.

or In speakerphone mode:

 $\boxed{\lhd}$ Press the lit key.

Group call

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

Your administrator may have made the following settings for group calls:
- The call is displayed on the phone but not signaled audibly.
- The call is displayed on the phone and signaled by a set ringtone.
- The call is displayed on the phone and only signaled by an alerting tone.
- The group call can be picked up both by lifting the handset and via the "Pickup call" menu option.
- The group call be picked up via the "Pickup call" menu option but **not** by just lifting the handset.
- A key is programmed for call pickup.

A group call is waiting and is indicated on the display by
Pickup: *Caller*
for: *Party*
.

Picking up a group call

The pop-up menu opens:

Pickup call?	▾

Confirm.

or

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

or

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

Ignoring a group call

Ignore?	▴▾

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

Making calls

If you are using a dial plan and "Sofortwahl" is set → page 56, dialing is automatically performed as soon as the character string entered matches an entry in the dial plan.

> If you selected the option "Busy When Dialing" → page 57, you will not be interrupted by an incoming call. In this case, the caller hears the busy signal.

Off-hook dialing

➤ Lift the handset.

🎹 Enter the station number.

or

Redial {1} ##?	▾

Confirm. ## represents the last number dialed.

Dialing in speakerphone mode

🎹 Enter the station number. Use the navigator → page 14 to correct entries as necessary.

🔊 The speaker key lights up (OpenStage 20/20 G only).

The party you are calling answers via loudspeaker. You can also use speakerphone mode.

En-bloc dialing

🎹 Enter the station number. Use the navigator → page 14 to correct entries as necessary.

➤ Lift the handset.

or

🔊 Press the key shown (OpenStage 20/20 G only).

or

Dial?	▾

Confirm.

or Wait until the autodial delay expires → page 55.

On-hook dialing

🔄 Press the key shown (OpenStage 20/20 G only).

📱 Enter the station number.

or

Redial {1} ##? ▾

Confirm. ## represents the last number dialed.

Redial

Redialing from the call list

→→ Press the key shown.
You are automatically directed to the **Dialled** list in the **CallLog** menu (see → page 18).

Niels, Bohr   31.05. 07:06 ⬍

Select and confirm the entry you want.

Dial ▾

Confirm. The phone number associated with the list entry is dialed.

Redialing from the display dialog

➤ Lift the handset.

or

🔄 Press the key shown (OpenStage 20/20 G only).

Redial {1} ##? ▾

Confirm. The last phone number entered is dialed.

Redialing from the idle menu

Redial {1} ##? ▾

Select and confirm the option shown. The last phone number entered is dialed.

🔒 **or** 🔓   If voice communication is secure, a closed padlock icon will appear on the graphic display, if voice communication is not secure, an open padlock icon will appear on the graphic display (see also → page 20)

Consulting a second party

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

Prerequisite: You are conducting a call.

Consult?   ↕

Select and confirm the option shown.

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

Ending or canceling a consultation call

Disconnect & return?   ↕

Select and confirm the option shown.

The call with the first party is resumed.

Switching to the held party (alternating)

Prerequisite: You are conducting a consultation call.

Alternate?   ▾

Select and confirm the option shown.

In the first display line, the phone number or name and the duration of the active connection are displayed.

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

Ending an alternate operation

Disconnect & return?   ↕

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

Step by Step

Connecting parties

You can connect the first party with the party you consulted, clearing down your connection to both parties in the process.

Prerequisite: You are conducting a consultation call → page 29 and call joining is allowed → page 30.

Complete Xfer? ≑

Select and confirm the option shown.
The active and held calls are joined. You are disconnected from the call.

or **Connect by hanging up**

☎ **or** ◁ Replace the handset or, if you are in speakerphone mode (OpenStage 20/20 G only), press the loudspeaker key. The other two parties are now connected to one another.

Allowing call joining

▤ You can also configure this setting via the Web interface → page 101.

▣ Press the key shown.

User

Confirm.

if nec. ▦ Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Connected calls?

Select and confirm the option shown.

Allow call joining = Yes ≑

Select and confirm the option shown.

Yes ▾

Select and confirm the option shown.

Option = Save & Exit ▾

Select the option shown and confirm twice.

Call forwarding

> HiPath 8000 also supports system-based call forwarding. These functions are described on → page 75.
>
> You should **never** combine **phone-based** call forwarding with **system-based** call forwarding in HiPath 8000.

You can forward calls for your phone to another phone.

Prerequisite: The call forwarding function is programmed (→ page 32).

Three forwarding conditions can be programmed in the forwarding menu:
• All Calls
• Busy
• No reply

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

If active, "All Calls" call forwarding is indicated on the graphic display when the phone is idle. The Forwarding key also lights up.

Forwarded calls can be logged in a call list (see → page 18).

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

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

One phone number may already be assigned to each destination. The destination option could then be Destination12345, for instance.

Step by Step

Programming call forwarding

Saving destination phone numbers for call forwarding

You can save up to five destination phone numbers for call forwarding. These destination phone numbers can then be assigned different forwarding types. You can then enable one of the forwarding types (→ page 34).

🔲   Press the key shown.

Edit call forwarding ⬍

Select and confirm the option shown.

> You can also enter the call forwarding settings via the user menu (→ page 42).

Destination = ⬍

Select the destination option for one of the following forwarding types:
- All calls
- Busy
- No reply

Confirm the destination selected.

> You can use each of the three **Destination** options to save destination phone numbers for the relevant forwarding type.

Edit favourites ⬍

Select and confirm the option shown.

Destination 1 = ⬍

Select and confirm the option shown.

📟   Enter and confirm the destination phone number.

Define additional destination phone numbers for destination 2 to 5, as necessary.

Option = Save & Exit ⬇

Select the option shown and confirm twice.

Step by Step

Assigning a destination phone number to a call forwarding instruction

📧 You can also configure this setting via the Web interface → page 101.

⬜ Press the key shown.

Within three seconds:

Edit call forwarding	⬍

Select and confirm the option shown.

Destination =	⬍

Select the destination option for one of the following forwarding types:
• All calls
• Busy
• No reply

Confirm the destination selected.

089008844	▾

Select and confirm a destination number from the list.

Option = Save & Exit	▾

Select the option shown and confirm twice.

Defining the ring duration before call forwarding on no reply

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

▌➤ This settings is available only if the administrator has deactivated the function "Server features".

📧 You can also configure this setting via the Web interface → page 101.

⬜ Press the key shown.

Within three seconds:

Edit call forwarding	⬍

Select and confirm the option shown.

Duration	▲

Select and confirm the option shown.

📱 Enter a value for the duration.

Option = Save & Exit	▾

Select the option shown and confirm twice.

Step by Step	

Activating/deactivating call forwarding

📧 You can also configure this setting via the Web interface → page 101.

Prerequisite: At least one destination phone number is programmed (→ page 33).

↪ Press the key shown.

Within three seconds:

| Edit call forwarding ↕ |

Select and confirm the option shown.

Select the appropriate call forwarding type.

| All calls ▾ |

Select and confirm the option shown.

or

| Busy ↕ |

Select and confirm the option shown.

or

| No reply ↕ |

Select and confirm the option shown.

| On ▾ |

Select and confirm "On" or "Off".

| Option = Save & Exit ▾ |

Select the option shown and confirm twice.

Activating call forwarding for all calls

Use the ⎦⊹⎤ function key to activate call forwarding for all calls.

Prerequisite: There is at least one forwarding destination programmed → page 32.

⎦⊹⎤ Press the key shown.

Wait three seconds.

or

Accept	▾

Confirm. The ⎦⊹⎤ key lights up. Call forwarding is activated.

If the phone is idle, the call forwarding icon ↳ appears in the second display line with the destination phone number.

Deactivating call forwarding for all calls

⎦⊹⎤ Press the lit key.

Wait three seconds.

or

Accept	▾

Confirm.
Call forwarding is deactivated.

Callback

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

This option must be activated by your administrator.

Requesting callback

Prerequisite: The station called is busy or nobody answers.

Call back? ▲

Select and confirm the option shown.

Deleting callback requests

You can delete scheduled callback requests if you no longer need to return a call, for example, at the end of the working day.

Prerequisite: At least one callback was requested. The phone is idle.

Cancel call backs? ↕

Select and confirm the option shown.

Disconnect? ▲

All callback requests are deleted.

Responding to a callback

Prerequisite: A callback was requested. Your phone rings and station information appears on the display with the callback icon.

Accepting a callback

Accept	▾

Select and confirm the option shown.

Rejecting a callback

Reject?	⬍

Select and confirm the option shown.

The callback request is deleted. The caller hears the busy signal. The caller's phone number is added to the missed calls list.

Forwarding a callback

Deflect?	▲

Select and confirm the option shown.

📱 Enter and confirm the phone number.

Step by Step

Permitting callback on busy/no reply

📧 You can also configure this setting via the Web interface → page 101.

⊇≡ Press the key shown.

| User |

Confirm.

if nec. ⌨ Enter and confirm the user password.

| Configuration |

Select and confirm the option shown.

| Outgoing calls? |

Confirm.

| Callback: busy = No   ↕ |

Select and confirm the option shown.

or

| Callback: no reply = No   ↕ |

Select and confirm the option shown.

| Yes   ▾ |

Select and confirm to activate the callback function.

| Option = Save & Exit   ▾ |

Select the option shown and confirm twice.

Calling back missed calls

Calls received while you are absent are indicated by a message on the idle display (→ page 17). The ✉ function key also lights up.

Missed calls are logged in the missed calls list. This list provides information on the missed call and lets you call back the number directly (call lists → page 18).

✉   Press the key shown.

Calls ▲

Select and confirm the option shown.

Missed ▼

Select and confirm the option shown.

Niels, Bohr   30.05 07:06am ▲

Select and confirm the entry you want.

Dial ▼

Confirm.
The phone number associated with the entry is dialed.

39

Enhanced phone functions

Incoming calls

Deflecting a call

Using call deflection

Prerequisite: An incoming call is displayed or signaled.

Deflect?	▲

Select and confirm the option shown.

089008844	▼

If a destination phone number is stored (→ page 40), you can select and confirm it. The call is deflected.

or If you did not set a phone number when programming call deflection, you are now prompted to enter a destination phone number for call deflection.

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

Permitting call deflection

📇 You can also configure this setting via the Web interface → page 101.

⌨ Press the key shown.

User

Select and confirm the option shown.

if nec. 📱 Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

Deflecting?

Select and confirm the option shown.

Allow deflection = No	⬍

Select and confirm the option shown.

Yes	▼

Confirm.

Step by Step

Default destination =   ◆

Select and confirm the option shown.

📟 Enter and confirm the phone number to which the station should be deflected.

▥▶ Entering a destination phone number is not mandatory when call deflection is active. If you want to deflect an incoming call, you are prompted to enter a destination phone number if there is none stored.

Option = Save & Exit   ▾

Select the option shown and confirm twice.

Rejecting a call

You can reject an incoming call.

Prerequisite: An incoming call is displayed or signaled.

Reject?   ◆

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

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

Step by Step

Configuring call forwarding

▐▌▶ You can also enter the call forwarding settings via the Forwarding key (→ page 32).

▤ You can also configure this setting via the Web interface → page 101.

▶≡▏ Press the key shown.

User

Select and confirm the option shown.

if nec. ▦ Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

Forwarding?

Select and confirm the option shown.

For a description of the settings, see chapter Call forwarding (→ page 31).

Configuring call forwarding (V1 R3.x or higher)

Settings?

Select and confirm the option shown.

For a description of the settings, see chapter Call forwarding (→ page 31).

Setting alerts (V1 R3.x or higher)

Use the Anrufumleitungswarnungen menu to enable and disable visual and audible alerts for call forwarding (not possible with the Forwarding key).

Alerts

Select and confirm the option shown.

Visual alerts= No ⬍

Select and confirm the option shown.

Yes ▼

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

or

Audible alerts= No ⬍

Select and confirm the option shown.

Step by Step

Yes ▾	

Select and confirm the option shown.

Option = Save & Exit ▾	

Select the option shown and confirm twice.

Placing a call on hold

You can use this function to place an ongoing call on hold, for instance, to prevent the other party overhearing a conversation with a colleague in the same room. The "Hold" function must be activated by the administrator.

Prerequisite: You are conducting a call.

Hold ? ♦	

Select and confirm the option shown.

Retrieving a held call

Reconnect ? ▾	

Select and confirm the option shown.

Held call wait status

After placing a call on hold, you can replace the handset and then decide if the call should be retrieved or disconnected.

Prerequisite: You placed a call on hold and replaced the handset.

Retrieve held call ? ▾	

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

or

Disconnect ? ♦	

Select and confirm the option shown to disconnect the call.

The held call is signaled as an incoming call after a specified period of time.

Step by Step

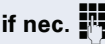### Activating/deactivating the hold reminder tone

📧 You can also configure this setting via the Web interface → page 101.

▸≡ Press the key shown.

| User |

Select and confirm the option shown.

if nec. 🎛 Enter and confirm the user password.

| Configuration |

Select and confirm the option shown.

| Connected calls? |

Select and confirm the option shown.

| Allow hold rem. = No ⬍ |

Select and confirm the option shown.

| Yes ▾ |

Select and confirm the option shown.

| Option = Save & Exit ▾ |

Select the option shown and confirm twice.

Setting the hold reminder time

Use the "Hold reminder" function to set the time after which you want to receive an automatic reminder about a held call. The lowest time value is 1, i. e. the reminder will alert after 1 minute. The maximum value is 99 minutes. With 0, you can deactivate the reminder.

📧 You can also configure this setting via the Web interface → page 101.

▸≡ Press the key shown.

| User |

Select and confirm the option shown.

if nec. 🎛 Enter and confirm the user password.

| Configuration |

Select and confirm the option shown.

| Connected calls? |

Select and confirm the option shown.

| Hold rem. delay=3 ⬍ |

Select and confirm the option shown.

Step by Step

📱 Enter a value between 1 and 15 in the input mask and confirm.

| Option = Save & Exit ▾ |

Select the option shown and confirm twice.

Music on hold

If the Music on hold option is active, music is played back when you are placed on hold by another party.

📺 You can also configure this setting via the Web interface → page 101.

⌨ Press the key shown.

| User |

Select and confirm the option shown.

if nec. 📱 Enter and confirm the user password.

| Configuration |

Select and confirm the option shown.

| Connected calls? |

Select and confirm the option shown.

| Music on hold ↕ |

Select and confirm the option shown.

| Yes ▾ |

Select and confirm the option shown.

| Option = Save & Exit ▾ |

Select the option shown and confirm twice.

Step by Step

Call waiting (second call)

You can accept a second incoming call in the course of an ongoing call. The caller hears the on-hook signal while you hear a call-waiting signal tone. A bell appears on the display and next to it the phone number of the caller is shown.

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 block the second call or the signal tone (→ page 48).

Accepting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 48).

Accept	▾

Select and confirm the option shown.

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

Disconnect & return?	▲

Select and confirm the option shown.

The call with the second party is disconnected and the connection to the first party is retrieved.

During the call with the second party, additional functions are available for selection:

Alternate (see → page 29),
Complete transfer (see → page 30),
Conference (see → page 58),
Blind transfer (see → page 49),
Hold (see → page 43).

Rejecting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 48).

Reject?	⬍

Select and confirm the option shown.

The second call is rejected. The caller hears the busy signal. The caller's phone number is added to the missed calls list.

Step by Step

Deflecting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 48).

Deflect? ▲

Select and confirm the option shown.

If a destination phone number is stored (→ page 40), you can select and confirm it. The call is deflected.

or If you did not set a phone number when programming call deflection, you are now prompted to enter a destination phone number for call deflection.

📟 Enter and confirm the destination phone number.

The second call is deflected to the destination specified. You are reconnected with the first party.

Connecting parties

Complete Xfer

Select and confirm the option shown. The other two parties are now connected to one another. You can now hang up or dial another number for instance.

or ### Connect by hanging up

Prerequisite: Connect by hanging up is activated (contact your administrator).

☎ **or** ◁ Replace the handset or, if you are in speakerphone mode (OpenStage 20/20 G only), press the loudspeaker key. The other two parties are now connected to one another.

47

Step by Step

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.

📧 You can also configure this setting via the Web interface → page 101.

Prerequisite: The option was programmed by your administrator.

⌗ Press the key shown.

| User |

Select and confirm the option shown.

if nec. 📱 Enter and confirm the user password.

| Configuration |

Select and confirm the option shown.

| Incoming calls? |

Select and confirm the option shown.

| Handling?   ⬍ |

Select and confirm the option shown.

| Allow call waiting = No   ⬍ |

Select and confirm the option shown.

| Yes   ⬇ |

Select and confirm the option shown.

| Option = Save & Exit   ⬇ |
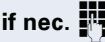
Select the option shown and confirm twice.

Transferring a call

You can transfer your current call to another party with or without consultation.

Blind transfer

Prerequisite: You are conducting a call. The options "Allow Call Transfer" and "Transfer on Ring" were selected (➔ page 50).

Blind transfer call?	⬍

Select and confirm the option shown.

📟 Enter the phone number of the second party to whom you want to transfer the call.

Start transfer?	⬍

Confirm or wait until the autodial delay expires.

▥▶ The display returns to idle following successful transfer.

Transferring with consultation

You can announce a call to a recipient before transferring it.

Prerequisite: You are conducting a call. The options "Allow Call Transfer" and "Transfer on Ring" were selected (➔ page 50).

Consultation?	▾

Select and confirm the option shown. The call is placed on hold.

📟 Enter the phone number of the party to whom you want to transfer the call.

Dial

Confirm.

Step by Step

If the party answers:

Announce the call you want to transfer.

| Complete Xfer? | ♦ |

Select and confirm the option shown.

If the party does not answer:

You do not have to wait for the second party to answer before you can transfer the call.

Replace the handset or, if speakerphone mode is active, press the lit ⌨ key to transfer the call.

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

Allowing call transfer

▤ You can also configure this setting via the Web interface → page 101.

⌨ Press the key shown.

| User | |

Select and confirm the option shown.

if nec. ▦ Enter and confirm the user password.

| Configuration | |

Select and confirm the option shown.

| Connected calls? | |

Select and confirm the option shown.

| Allow call transfer = No | ♦ |

Select and confirm the option shown.

| Yes | ▾ |

Select and confirm the option shown.

| Option = Save & Exit | ▾ |

Select the option shown and confirm twice.

Step by Step

Allowing "Transfer on Ring"

If this option is allowed, you can activate call transfer by replacing the handset even before the called party answers.

📧 You can also configure this setting via the Web interface ➔ page 101.

⌷≡⌷ Press the key shown.

| User |

Select and confirm the option shown.

if nec. 📱 Enter and confirm the user password.

| Configuration |

Select and confirm the option shown.

| Outgoing calls |

Select and confirm the option shown.

| Transfer on ring = No ▲ |

Select and confirm the option shown.

| Yes ▼ |

Confirm the option shown to activate the callback function.

| Option = Save & Exit ▼ |

Select the option shown and confirm twice.

Step by Step

CTI calls

Beep on auto-answer

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

📧 You can also configure this setting via the Web interface → page 101.

Prerequisite: The option was programmed by your administrator.

⌨ Press the key shown.

| User | Select and confirm the option shown. |

if nec. 📱 Enter and confirm the user password.

| Configuration | Select and confirm the option shown. |

| Incoming calls? | Select and confirm the option shown. |

| CTI calls? ↕ | Select and confirm the option shown. |

| Auto-answer = No ↕ | Select and confirm the option shown. |

| Yes ▾ | Select and confirm the option shown. |

| Beep on auto-answer = No | Select and confirm the option shown. |

| Yes ▾ | Select and confirm the option shown. |

| Option = Save & Exit ▾ | Select the option shown and confirm twice. |

Step by Step

Beep on auto-reconnect

When active, this option lets you resume a held call with either the CTI application or phone. A beep sounds when you toggle between an active call and a held call when the function is active.

Prerequisite: The option was programmed by your administrator.

📧 You can also configure this setting via the Web interface → page 101.

⌨ Press the key shown.

User

Select and confirm the option shown.

if nec. ⌨ Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Incoming calls?

Select and confirm the option shown.

CTI calls? ⬍

Select and confirm the option shown.

Auto-reconnect = No ⬍

Select and confirm the option shown.

Yes ▾

Select and confirm the option shown.

Beep on auto-unhold = No ⬍

Select and confirm the option shown.

Yes ▾

Select and confirm the option shown.

Option = Save & Exit ▾

Select the option shown and confirm twice.

Making calls

Dialing a phone number from a list

The following call lists are available in the "Calls" directory:
- Missed
- Dialled
- Received
- Forwarded

For a detailed description of the call lists, see → page 18.

✉ Press the key shown.

Calls ▲

Select and confirm the option shown.

Dialled ⬍

Select and confirm the option shown.

Niels, Bohr   30.05. 07:06am

Select and confirm the appropriate list entry.

Dial ▾

Select and confirm the option shown.

The phone number associated with the list entry is dialed. If you have not already lifted the handset, conduct the call now in speakerphone mode.

Using autodial delay

A number is automatically dialed after a set delay starting from the entry of the number's last digit. The autodial delay can be used:
- when dialing in idle mode
- when setting up a consultation call
- when transferring an answered call.

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

⊛ • pressing the ⊛ key. This always works.

📞 • lifting the handset. This only works if the phone number was entered when the phone was idle or if it was entered for a consultation call when the handset was off hook.

🔲 • pressing the loudspeaker key (OpenStage 20/20 G only). This only works if the phone number was entered when the phone was idle and the loudspeaker key was not lit or if the phone number was entered for a consultation call and the loudspeaker key was not lit.

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

Step by Step

Settings for autodial delay

The setting does not affect automatic emergency number dialing.

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

📧 You can also configure this setting via the Web interface → page 101.

⌦ Press the key shown.

User

Select and confirm the option shown.

if nec. ⌨ Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Autodial delay = 8   ⬍

Select and confirm the option shown.

⌨ Enter a value in the input mask and confirm.

Option = Save & Exit   ⬇

Select the option shown and confirm twice.

Step by Step

Allowing "Busy When Dialling"

If you activate this function, an incoming call received while you are performing dialing is rejected. The caller then hears the busy signal.

📳 You can also configure this setting via the Web interface → page 101.

▭ Press the key shown.

| User |

Select and confirm the option shown.

if nec. 📱 Enter and confirm the user password.

| Configuration |

Select and confirm the option shown.

| Outgoing calls |

Select and confirm the option shown.

| Busy when dialling = No ▲ |

Select and confirm the option shown.

| Yes ▼ |

Select and confirm the option shown.

| Option = Save & Exit ▼ |

Select the option shown and confirm twice.

Conference

Local conference

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

Prerequisite: You are conducting a consultation call → page 29 or have accepted a second call → page 46, and the conference function is active → page 59.

Initiating a local conference

Conference?

Select and confirm the option shown in the menu. You are connected to both parties at once.

Conducting one-on-one calls

1: Party   ♦

On the display, select and confirm the first connection you want to clear down.

or

2: Party   ▲

On the display, select and confirm the second connection you want to clear down.

Disconnect?   ▼

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

🔒 or 🔓

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

The entire conference is nonsecure if the connection to at least one of the parties is not secure (see also → page 20).

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

Step by Step

Ending a local conference

Allowing call partners to continue a conference after you exit

Prerequisite: The "Allowing joining in a local conference (→ page 60)" function is activated.

Exit Conf? ▼

Select and confirm the option shown in the menu. Both call partners remain connected. You are disconnected from the conference call.

or

☏ **or** ◁ Replace the handset or, if you are in speakerphone mode (OpenStage 20/20 G only), press the loudspeaker key. Both call partners remain connected. You are disconnected from the conference call.

Disconnecting a party

End Conf? ↕

Select and confirm the option shown in the menu. Both connections are cleared down – the conference is cleared down.

Allowing a local conference

This option allows or blocks the "Conference" function.

▤ You can also configure this setting via the Web interface → page 101.

▥ Press the key shown.

User

Select and confirm the option shown.

if nec. ▦ Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Connected calls?

Select and confirm the option shown.

Allow conferences = No ▲

Select and confirm the option shown.

Yes ▼

Select and confirm the option shown.

Option = Save & Exit ▼

Select the option shown and confirm twice.

Step by Step

Allowing joining in a local conference

You can use this option to decide whether or not your call partners are allowed to join calls after you exit the conference call.

📧 You can also configure this setting via the Web interface → page 101.

▢≡ Press the key shown.

User

Select and confirm the option shown.

if nec. ▦ Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Connected calls?

Select and confirm the option shown.

Join in conferences = N ▲

Select and confirm the option shown.

Yes ▼

Select and confirm the option shown.

Option = Save & Exit ▼

Select the option shown and confirm twice.

Step by Step

Centralized Conference (V1 R3.x or higher)

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

Prerequisite: You are conducting a consultation call
→ page 29 or you have accepted a second call
→ page 46, and the "Centralized Conference" feature
was configured by your administrator.

Establishing a conference

Conference?	♦

Select and confirm the option shown in the connection's context menu. You are connected to the first two parties at once. The conference is displayed with the current participants. You can now:
- initiate a consultation call
- put the conference on hold
- leave the conference.

Conducting a consultation call

Consult?	♦

Select and confirm the option shown in the "Conference" context menu. If the party answers, you can:
- toggle between the party and the conference
- connect the consultation call to another called party
- end the consultation call and return to the conference
- add the consultation call party to the conference.

Adding a party

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

Conference?	♦

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

Putting the conference on hold

Hold?	♦

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

Step by Step

Exiting a conference call

Exit Conf?	⬍

Select and confirm the option shown in the "Conference" context menu. Your connection to the conference is closed and you can redial, for instance. The other participants remain connected.

🔒 or 🔓

If using the "Centralized Conference" option, the Conference row contains a closed padlock icon for a secure voice connection and an open padlock icon for a nonsecure voice connection → page 20.

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

Call lists

For a detailed description of the different call lists, see
➔ page 18.

Editing entries

Selecting an entry

✉ Press the key shown.

Calls	▲

Select and confirm the option shown.

Missed	▼

For instance, select and confirm the list of missed calls.

The list is sorted chronologically, with the most recent
caller presented first.
You can use the **navigator** to scroll through the list.

Niels, Bohr	13:22⬍

Select and confirm the appropriate list entry.

Displaying details

Details	⬍

Select and confirm the option shown.

For display and information shown ➔ page 18.

Delete the entry

Delete	⬍

Select and confirm; the entry is deleted.

Delete all entries

✉ Press the key shown.

Calls	▲

Select and confirm the option shown.

Dialled	▼

For instance, select and confirm the list of dialed numbers.

Options ➔	▼

Select and confirm the option shown.

Delete All	▼

Select and confirm the option shown. All entries in the
list displayed are deleted.

Privacy/security

Deactivating the ringer

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

$\boxed{*}$ Hold down the key in idle mode until the "Ringer off" icon appears on the display.

or You can also deactivate the function using the option in the idle menu (→ page 17).
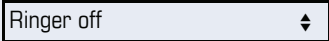
Ringer off	♦

Select and confirm the option shown.

Reactivating the ringer

$\boxed{*}$ Hold down the key in idle mode until the "Ringer off" icon disappears from the display.
The ringer is reactivated.

or You can also activate the function using the option in the idle menu (→ page 17).

Ringer on	♦

Select and confirm the option shown.

Do not disturb

If "Do not disturb" is activated, your telephone will not ring. The caller hears the busy signal. The "Do not disturb" function is activated/deactivated via the idle menu.→ page 17

Prerequisite: "Do not disturb" must be allowed (→ page 65).

Activating/deactivating "Do not disturb"
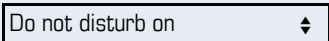
Do not disturb on	♦

Select and confirm the option shown in the idle menu. The "Do not disturb" icon appears → page 17.

or
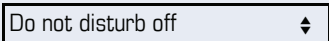
Do not disturb off	♦

Select and confirm the option shown. The "Do not disturb" icon is deleted.

Step by Step

Allowing "Do not disturb"

📧 You can also configure this setting via the Web interface → page 101.

⌑ Press the key shown.

User

Select and confirm the option shown.

if nec. 📱 Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Incoming calls?

Select and confirm the option shown.

Handling?   ↕

Select and confirm the option shown.

Allow DND = No   ↕

Select and confirm the option shown.

Yes   ▾

Select and confirm the option shown.

Option = Save & Exit   ▾

Select the option shown and confirm twice.

Step by Step

Security

User password

Your User password protects your individual configurations, including your language settings. You can also use the User password to lock your telephone → page 68.

> The preset password "000000" corresponds to a blank password. In other words, the phone cannot be locked and the user menu is **not** password-protected (see also → page 67).

📧 The User password can also be modified via the Web interface → page 101.

⌧ Press the key shown.

User

Select and confirm the option shown.

if nec. 📱 Enter and confirm the user password.

Security?

Select and confirm the option shown.

User password =   ↕

Select and confirm the option shown.

📱 Enter a new password (at least six characters) and confirm (text entry, see → page 15).

Confirm password =   ▲

Select and confirm the option shown.

📱 Enter the new password again and confirm with OK.

Option = Save & Exit   ▼

Select the option shown and confirm twice.

Step by Step

Deactivate User Password

If a password has been set beforehand, you can disable the password prompt at the phone.

> The deactivation of the password request is not valid for the web interface → page 101, not for the OpenStage Manager, and also not for CTI applications requiring a password request. Here, you must enter "000000" as password.
>
> If you deactivate the user password, you **cannot** lock the phone → page 68 any more, and the user menu is **not** password protected.

📧 The User password can also be modified via the Web interface → page 101.

⌨ Press this key repeatedly until the "Settings" menu becomes active.

User

Select and confirm the option shown.

if nec. ▦ Enter and confirm the user password.

Security?

Select and confirm the option shown.

User password = ⬍

Select and confirm the option shown.

if nec.

Delete ⬍

Select and confirm with OK key from left to right to delete the old password.

▦ Enter 6 zeros ("000000") to deactivate the password (for text entry, see → page 15).

Confirm password = ▲

Select and confirm the option shown.

▦ Enter 6 zeros ("000000") once more and confirm.

Option = Save & Exit ▾

Select the option shown and confirm twice.

Step by Step

Locking the phone

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

Predefined numbers from the dial plan can still be dialed when the phone is locked - for more information consult your administrator.

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

> You can only lock the phone if you set a user password (➔ page 66). The password for this should not match the default "000000".

Activating the phone lock

| # | Hold down the key shown. |

Confirm lock?

Confirm. The "Locked phone" icon appears on the display ➔ page 17.

or

| ▷≡ | Press the key shown. |

User

Select and confirm the option shown.

| 📱 | Enter and confirm the user password. |

Security?

Select and confirm the option shown.

Phone lock = No ▲

Select and confirm the option shown.

Yes ▼

Select and confirm the option shown.

Option = Save & Exit ▼

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

Unlocking the phone

Unlock phone?

Confirm.

📱 Enter and confirm the User password. The phone is un-
locked if the password is correct.

Mobility

This function allows you to transfer personal settings from one telephone to another.

Example:
In the Munich office, you use telephone A. The personal phonebook contains your contacts and three programmable keys are configured to your requirements. The next day, you are in the Frankfurt office and you use telephone B to log onto the DLS server with your personal code. You can now use the phonebook, for example, in the same way as with telephone A in Munich. At the same time, your colleagues in Munich can make calls using telephone A. They enter their codes and can thus use their personal settings on the telephone that you normally use in Munich.

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

Mobility scenarios

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

Logging on and off at the same phone

- Log on as a mobility user → page 71.
- Log off as a mobility user → page 72.

Logging on and off at different phones

In these cases, administrator may have made the following settings:
- Log on at a remote phone with forced logon, when the user is still logged on at that phone → page 73.
- Delayed logon at a remote phone with forced logon, when the user is still logged on at that phone and the phone is busy → page 74.

Step by Step

Logging on and off at the same phone

Logging on to the phone

Prerequisite: No other mobility user is logged on.

| Mobile logon? | ◆ |

Select from the idle display context menu (→ page 17) and confirm.

| Mobility ID? | ▾ |

Select and confirm the option shown.

Enter and confirm the mobility code (generally your official phone number: text editor, see → page 16).

| User password= | ◆ |

Select and confirm the option shown.

Enter the user password and confirm with OK (text editor, see → page 16).

| Options = Logon | ▾ |

Select and confirm the option shown.

| Logon | ▾ |

Select and confirm the option shown.

The following messages appear on the display:
"Logging on mobile user Validating"

Once you have completed logon, the mobility icon is shown in the display ⭗ .

Logging off from the phone

Prerequisite: You are logged on as a mobility user.

Select from the idle display context menu ($\rightarrow$ page 17) and confirm. The logoff procedure starts immediately.

| Mobile logoff? | $\updownarrow$ |

or If you need to enter a password, you are given the option of selecting "Cancel".

| Please Enter Password? | $\updownarrow$ |

Select and confirm the option shown.

Enter user password. **Attention**: Do not confirm your entry. (for a text editor, see $\rightarrow$ page 16).

| Please Enter Password? | $\updownarrow$ |

Select and confirm the option shown.

> If you enter the password incorrectly, the following message appears: "User password invalid" . You can cancel the function or retry the user password.

The logoff procedure begins. In the display, the following messages appear: Logging off mobile user.

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

Logging on at different telephones

An attempted login is rejected if the user is already logged on to another phone and "Logon with forced logoff" is disabled for the mobility user. The user cannot log on.

Example:
You want to log on in the Frankfurt office using your code. The logon attempt is rejected because you are already logged on with your code in the Munich office.

However, if administrator have activated "Logon with forced logoff", the user can log on. At the same time, the user is logged off from the other telephone.

Logging on with forced logoff at a remote phone

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

If, however, your administrator enabled "Forced Logoff while call in progress" without setting a time, the system does not consider whether or not the remote phone is busy.

Mobile logon? ⬍	Select from the idle display context menu (→ page 17) and confirm.

The **Mobility logon** dialog appears.

Mobility ID? ▾	Select and confirm the option shown.

Enter and confirm the mobility code (generally your official phone number: text editor, see → page 16).

User password = ⬍	Select and confirm the option shown.

Enter and confirm the user password (text editor, see → page 16).

Logon ▾	Select and confirm the option shown.

The following mobility messages appear in the display:
Logging on mobile user Validating

Step by Step

The logoff is simultaneously displayed on the remote phone. Once you have completed logon, the mobility icon is shown in the display $\overrightarrow{C}$.

Logging on with forced, delayed logoff at a remote phone

If the remote phone is busy and your administrator enabled "Forced Logoff while call in progress" with a set timeout, forced logoff does not occur until this timeout expires.

Mobile logoff?	⬍

Select from the idle display context menu (→ page 17) and confirm.

Mobility ID?	▼

Select and confirm the option shown.

📱 Enter and confirm the mobility code (generally your official phone number: text editor, see → page 16).

User password =	⬍

Select and confirm the option shown.

📱 Enter and confirm the user password (text editor, see → page 16).

Logon	▼

Select and confirm the option shown.
• The mobility message appears on the display:
 Logging on mobile user Validating

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

Once you have completed logon, the mobility icon is shown in the display $\overrightarrow{C}$.

HiPath 8000 functions

The HiPath 8000 supports a number of functions that you can activate and deactivate from your phone.

> The Hipath 8000 functions are only available if the administrator has enabled the function "Server features" on the phone.

Using system call forwarding

This section describes the system call forwarding functions in HiPath 8000. These functions are activated with feature codes. You can also program a frequently used function on a programmable sensor key.

> All call forwarding types described in this section refer to system call forwarding which is controlled by HiPath 8000.
>
> Never combine **phone-based** call forwarding with **system** call forwarding.

Call forwarding busy line

With **Call forwarding busy line** (CFBL), you can use a feature code to activate or deactivate forwarding for calls received on a busy line and define a forwarding destination.

> Your administrator may also have configured a permanent forwarding destination so that calls are automatically forwarded to this fixed phone number as soon as you activate CFBL forwarding.

Activating

➤ Lift the handset.

Enter the access code (see access code table → page 87).

or if you also want to set the forwarding destination

enter the access code with a phone number such as *901234567 to activate call forwarding.

♪ You hear a confirmation tone.

Deactivating

➜ Lift the handset.

Enter the access code (see access code table
➔ page 87) to deactivate call forwarding.

♪ You hear a confirmation tone.

Call forwarding don't answer

With **Call forwarding don't answer** (CFDA), you can
use a feature code to activate call forwarding to another
number if the handset is not picked up after a certain
number of eight rings.
You can use the feature code to activate/deactivate this
function and define a forwarding destination.

> Your administrator may also have configured a
> permanent forwarding destination so that calls
> are automatically forwarded to this fixed phone
> number as soon as you activate CFDA forward-
> ing.

Activating

➜ Lift the handset.

Enter the access code (see access code table
➔ page 87).

or if you also want to set the forwarding destination

enter the code with a phone number such as
*901234567 to activate call forwarding.

♪ You hear a confirmation tone.

Deactivating

➜ Lift the handset.

Enter the access code (see access code table
➔ page 87) to deactivate call forwarding.

♪ You hear a confirmation tone.

Call forwarding unconditional

With **Call forwarding unconditional** (CFV), all incoming calls are forwarded to a different destination.
You can use the feature code to activate/deactivate this function and define a forwarding destination.

Activating

➤ Lift the handset.

▦ Enter the access code (see access code table → page 87) and the forwarding destination. After the confirmation tone, the ⎣↦⎦ key lights up and the forwarding is indicated on the display.

If the "Courtesy call" function is active, the HiPath 8000 dials the phone to which you forwarded your calls.
- If the party at this phone answers, you can inform him or her that your calls are being forwarded. Now the ⎣↦⎦ key lights up and the forwarding is indicated on the display.
- If the party does not answer or the station is busy, activate the feature once again. If you complete this operation within two minutes, you will hear the confirmation tone followed by the dial tone. The HiPath 8000 does not output an acoustic signal to inform the other party at the forwarding destination about the second activation.

If **Call forwarding unconditional** is active, calls forwarded when the line is idle are signaled by a short ring burst (around 0.5 seconds) at the forwarded station. This is a reminder that this feature is active.

Deactivating

➤ Lift the handset.

▦ Enter the access code (see access code table → page 87). You hear the confirmation tone.

Call forwarding selective

With **Call forwarding selective** (SCF), you can create a list of phone numbers (selection list) that should be automatically forwarded. If a caller's phone number matches an entry in this list, the call is transferred to the forwarding number. A forwarding number can be:
- another phone or another party
- a voice mailbox
- an announcement service.

If the caller's number is not in the call forwarding list, your phone rings as usual.

Activating

➤ Lift the handset.

🎹 Enter the access code (see access code table → page 87).
You are requested to add members to a list and then activate the property accordingly. The list can also be managed by your administrator.

Deactivating

➤ Lift the handset.

🎹 Enter the access code (see access code table → page 87).

♪ You hear a confirmation tone.

Making anonymous calls

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

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

Deactivating

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

➤ Lift the handset.

Enter the access code (see access code table → page 87) to transmit the caller information.

You hear a confirmation tone.

Activating

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

➤ Lift the handset.

Enter the access code (see access code table → page 87) to suppress the caller ID.

Wait until you hear the confirmation tone.

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

Temporarily activating anonymous calling for the next call

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

📞 Lift the handset.

⌨ Enter the access code (see access code table → page 87).

🎵 Wait until you hear the confirmation tone.

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

Caller ID transmission is reactivated after this call.

Temporarily deactivating anonymous calling for the next call

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

📞 Lift the handset.

⌨ Enter the access code (see access code table → page 87).

🎵 Wait until you hear the confirmation tone.

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

Creating a list for selective calls

For call acceptance

You can create a list of the phone numbers from which you are willing to accept calls (also known as a selection list). Your administrator know how long this list may be in the HiPath 8000 used on site in your facility.

A connection is set up if a caller's phone number matches a number in the selection list. If the caller's number does not appear in the list:

- the caller receives a message that the party refuses to accept any calls from this number,

or

- the call is forwarded to an external phone number.

Contact your administrator for information on how your HiPath 8000 is configured on site.

➤ Lift the handset.

▦ Enter the access code (see access code table

Various announcements deliver the following information:

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

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

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

For call rejection

As for selective call acceptance, you can create a selection list with the phone numbers of parties from whom you are not willing to accept calls. Your administrator know how long this list may be in the HiPath 8000 used on site in your facility.

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

\ Lift the handset.

📱 Enter the access code (see access code table → page 87).

Various announcements deliver the following information:
• the name of the feature (selective call rejection)
• the current status (active or inactive)
• the current scope of the selection list.

These announcements are followed by verbal user prompts that let you:
• add entries to the selection list
• delete entries in the selection list
• check the selection list
• activate or deactivate the function.

Anonymous calls

Rejecting

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

➤ Lift the handset.

🎛 Enter the access code (see access code table ➔ page 87).

Accepting

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

➤ Lift the handset.

🎛 Enter the access code (see access code table ➔ page 87).

Using abbreviated dialing

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

This function lets you dial faster by simply entering numerical sequences. For using three-digit sequences, up to 1000 destinations can be stored. The centrally stored list is managed by the administrator.

➤ Lift the handset.

Enter the access code (see access code table → page 87), followed by a number between 0 and 999 for the call number.

The number is dialed automatically.

Hunt group functions

To ensure optimum handling of specific calls, your telephone can be assigned to a pickup group → page 26 and/or a hunt group.

Your administrator can incorporate multiple telephones in a hunt group. If your telephone is assigned to a hunt group, HiPath 8000 forwards calls for the members of your group in accordance with specific rules defined by your administrator. Hunt groups are a simple solution for distributing calls to a group of telephones.

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

Making a line busy

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

Activating

📞 Lift the handset.

⌨ Enter the access code (see access code table → page 87).

🎵 Wait until you hear the confirmation tone.

Deactivating

Make the line free once more for the hunt group.

📞 Lift the handset.

⌨ Reenter the access code (see access code table → page 87).

🎵 Wait until you hear the confirmation tone.

Marking the last line in the hunt group chain

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

Activating

➙ Lift the handset.

▦ Enter the access code (see access code table → page 87).

♪ Wait until you hear the confirmation tone.

Deactivating

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

➙ Lift the handset.

▦ Reenter the access code (see access code table → page 87).

♪ Wait until you hear the confirmation tone.

Access Code table for HiPath 8000 functions

Please ask the administrator to enter the currently valid access codes. To get an overview, it is recommended to print out this table.

Funktion	Kennzahl	Beschreibung
Call forwarding busy line on		→ page 75
Call forwarding busy line off		→ page 76
Call forwarding don't answer on		→ page 76
Call forwarding don't answer off		→ page 76
Call forwarding unconditional on		→ page 77
Call forwarding unconditional off		→ page 77
Call forwarding selective on		→ page 78
Call forwarding selective off		→ page 78
Making anonymous calls off		→ page 79
Making anonymous calls on		→ page 79
Temporarily activate anonymous calls		→ page 80
Temporarily deactivate anonymous calls		→ page 80
Creating list for call acceptance		→ page 81
Creating list for call rejection		→ page 82
Rejecting anonymous calls		→ page 83
Accepting anonymous calls		→ page 83
Using abbreviated dialing		→ page 84
Making a line busy on		→ page 85
Making a line busy off		→ page 85
Marking last line chain: on		→ page 86
Marking last line chain: off		→ page 86

Individual phone configuration

Display

Adjusting the display to a comfortable reading angle

You can swivel the display unit. Adjust the display unit so that you can clearly read the screen.

Setting contrast

The display has multiple contrast levels that you can set according to your light conditions

▤ You can also configure this setting via the Web interface → page 101.

▣ Press the key shown.

User

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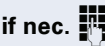
if nec. ▦ Enter and confirm the user password.

Phone?

Select and confirm the option shown.

Display ? ⬍

Select and confirm the option shown.

Contrast: = ⬍

Select and confirm the option shown.

⊙ **or** ⊘ Set and confirm the contrast

Option = Save & Exit ▾

Select the option shown and confirm twice.

Date and time

This function allows you to select one of three different display modes for the date and manually set the time of day.

📧 You can also configure these settings via the Web interface ➔ page 101.

▥ You must set the date and time manually if your phone is not connected to an SNTP server.

Setting the time

⌗ Press the key shown.

User

Select and confirm the option shown.

if nec. ▦ Enter and confirm the user password.

Date and time?

Select and confirm the option shown.

Time = 14:44 ⬍

Select and confirm the option shown. The time set is displayed.

▦ Enter and confirm the time.

Option = Save & Exit ▾

Select the option shown and confirm twice.

Setting the date

⌗ Press the key shown.

User

Select and confirm the option shown.

if nec. ▦ Enter and confirm the user password.

Date and time?

Select and confirm the option shown.

Date = 20.02.2007 ⬍

Select and confirm the option shown. The date set is displayed.

▦ Enter and confirm the date.

Option = Save & Exit ▾

Select the option shown and confirm twice.

Step by Step	

Setting daylight saving time

Prerequisite: **Auto DST** is deactivated → page 91.

📧 You can also configure this setting via the Web interface → page 101.

⊡≡ Press the key shown.

User	

Select and confirm the option shown.

if nec. 🎮 Enter and confirm the user password.

Date and time?	

Select and confirm the option shown.

Daylight saving = No	⬍

Select and confirm the option shown. The time set is displayed.

Yes	▾

Confirm.

Option = Save & Exit	▾

Select the option shown and confirm twice.

Setting the difference between daylight saving and standard time

Prerequisite: **Auto DST** is deactivated → page 91.

Enter the difference to be used for daylight saving time.

📧 You can also configure this setting via the Web interface → page 101.

⊡≡ Press the key shown.

User	

Select and confirm the option shown.

if nec. 🎮 Enter and confirm the user password.

Date and time?	

Select and confirm the option shown.

Difference (mins) = 60	⬍

Select and confirm the option shown. The difference set is displayed.

🎮 Enter and confirm the difference between daylight and standard time in minutes.

Option = Save & Exit	▾

Select the option shown and confirm twice.

Automatic daylight saving time

The **Auto DST** setting is provided for information purposes and can only be changed by your administrator.

📧 You can also access this information via the Web interface → page 101.

⌷☰ Press the key shown.

User

Select and confirm the option shown.

if nec. ▓ Enter and confirm the user password.

Date and time?

Select and confirm the option shown.

Daylight saving time must be manually set if a **No** is entered for **Auto DST** → page 90.

Time display format

📧 You can also configure this setting via the Web interface → page 101.

⌷☰ Press the key shown.

User

Select and confirm the option shown.

if nec. ▓ Enter and confirm the user password.

Locality?

Select and confirm the option shown.

Time format = 24 hours ▲

Select and confirm the option shown. The format set is displayed.

12 hours (AM/PM) ♦

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

Option = Save & Exit ▼

Select the option shown and confirm twice.

Step by Step

Date display format

📧 You can also configure this setting via the Web interface
→ page 101.

>≡ Press the key shown.

User

Select and confirm the option shown.

if nec. 📱 Enter and confirm the user password.

Locality?
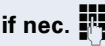
Select and confirm the option shown.

Date format = dd/mm/yyy ↕

Select and confirm the option shown. The format set is
displayed.

yyyy/mm/dd ↕

Select and confirm the format you want.

Option = Save & Exit ▾

Select the option shown and confirm twice.

Audio

Volumes

Use this selection to set the following volumes:
- Loudspeaker
- Ringer
- Handset
- Handsfree (OpenStage 20/20 G only)

📧 You can also configure this setting via the Web interface → page 101.

Example: **Handset**:

⌹ Press the key shown.

User

Select and confirm the option shown.

if nec. 🎮 Enter and confirm the user password.

Audio

Select and confirm the option shown.

Volumes?

Select and confirm the option shown.

Handset ⬍

Select and confirm the option shown.

🎛 **or** 👤 Set and confirm the volume.

Option = Save & Exit ▾

Select the option shown and confirm twice.

93

Step by Step

Settings

Room character

▐▐▶ The handsfree functionality is only available on OpenStage 20/20 G.

To ensure that the other party can hear you properly in speakerphone mode, you can adjust the phone to the room acoustics by choosing one of the following room character conditions: "Normal", "Echoing", "Muffled" .

📧 You can also configure this setting via the Web interface → page 101.

[≥≡] Press the key shown.

User

Select and confirm the option shown.

if nec. 🖑 Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings?

Select and confirm the option shown.

Room character = Normal ⬍

Select and confirm the room character in the context menu (for example, "Normal").

Option = Save & Exit ▾

Select the option shown and confirm twice.

Ringer melody

📧 You can also configure this setting via the Web interface → page 101.

[≥≡] Press the key shown.

User

Select and confirm the option shown.

if nec. 🖑 Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings?

Select and confirm the option shown.

Step by Step

Ringer melody = 2	⬍

Select and confirm the required ringer melody (1 - 8).

Option = Save & Exit	▾

Select the option shown and confirm twice.

Ringer tone sequence

📧 You can also configure this setting via the Web interface → page 101.

⌑≡ Press the key shown.

User

Select and confirm the option shown.

if nec. ⌨ Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings?

Select and confirm the option shown.

Ringer tone sequence = 2	⬍

Select and confirm the required ringer tone sequence (1 - 3).

Option = Save & Exit	▾

Select the option shown and confirm twice.

Ringer file

If your administrator has loaded suitable files to the phone, you can select a realtone file in *.mp3 or *.wav format for the ringer tone.

📧 You can also configure this setting via the Web interface → page 101.

⌑≡ Press the key shown.

User

Select and confirm the option shown.

if nec. ⌨ Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings?

Select and confirm the option shown.

Ringer file	⬍

Select and confirm the option shown.

Step by Step	
ABC.mp3	Select and confirm the required ringer file.
Option = Save & Exit ▾	Select the option shown and confirm twice.

Listening to the ringer file

If you wish to listen to the selected ringer file, go to the selection directory and play the selected file.

Ringer file ⬍	Go to the selection directory.
Play tone	Select and confirm the option shown. You will hear the selected ringer melody.
Option = Save & Exit ▾	Confirm the selected file or choose another file.

Country setting for speakerphone mode

▥▶ The handsfree functionality is only available on OpenStage 20/20 G.

Enter the country setting you prefer for speakerphone mode here (see → page 23).

🗐 You can also configure this setting via the Web interface → page 101.

⊡ Press the key shown.

User	Select and confirm the option shown.
if nec. ▦	Enter and confirm the user password.
Audio	Select and confirm the option shown.
Settings?	Select and confirm the option shown.
Open listening = Standard mode	Select and confirm the setting you want in the context menu ("Standard mode" or "US mode").
Option = Save & Exit ▾	Select the option shown and confirm twice.

Nonsecure voice communication tone and message (R4.4)

If activated, a brief alerting tone and a window with the message "Call not encrypted" will indicate that a secure call has become insecure.

Prerequisite: Secure connection setup is the preference set by your administrator.

🖃 You can also configure this setting via the Web interface → page 101.

⌐≡ Press the key shown.

User

Select and confirm the option shown.

if nec. ▦ Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Secure call alert

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Setting the language and country

Selecting a language

Use this menu option to select the language for opera-tor prompting.

📧 You can also configure this setting via the Web interface ➔ page 101.

▐☰▌ Press the key shown.

User

Select and confirm the option shown.

if nec. 📱 Enter and confirm the user password.

Locality?

Select and confirm the option shown.

Speech = Deutsch	⬍

Select and confirm the option shown. The language set is displayed.

English	⬍

Select and confirm to set the required language, in our example, English.

Option = Save & Exit	⬇

Select the option shown and confirm twice.

You may choose from the following languages:
1. Ceötina
2. Dansk
3. Deutsch
4. English
5. EspaÒol
6. FranÁais
7. Hrvatski
8. Italiano
9. Magyar
10. Nederlands
11. Norsk
12. Polski
13. PortuguÍs
14. Slovenčina
15. Suomi
16. Svenska
17. Русский
18. Chinese
19. Japanese

Locality

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

📧 You can also configure this setting via the Web interface → page 101.

⌨ Press the key shown.

User

Select and confirm the option shown.

if nec. ▓ Enter and confirm the user password.

Locality?

Select and confirm the option shown.

Country = Germany ⬍

Select and confirm the option shown. The country set is displayed.

United States ⬍

Select and confirm to set the country[1], here US, for instance.

Option = Save & Exit ▾

Select the option shown and confirm twice.

You may choose from the following countries:

1. Argentina
2. Australia
3. Austria
4. Belgium
5. Brazil
6. Canada
7. China
8. Chile
9. Croatia
10. Czech Republic
11. Denmark
12. Finland
13. France
14. Germany
15. Hungary
16. India
17. Ireland
18. Italy
19. Japan
20. Luxembourg
21. Mexico
22. Netherlands
23. New Zealand
24. Norway
25. Poland
26. Portugal
27. Russian Federation
28. Singapore
29. Slovakia
30. South Africa
31. Spain
32. Sweden
33. Switzerland
34. Thailand
35. United Kingdom
36. United States
37. Vietnam

1. The phone displays the current setting.

Step by Step

Network information

This overview in the user area of the Service menu provides you with information about the IP address of the phone and the HTML address of the Web interface. It also provides real-time data about the network activity of the phone.

$\boxed{\geq\equiv}$ Press the key shown.

User

Select and confirm the option shown.
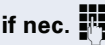
if nec. 📲   Enter and confirm the user password.

Network information

Select and confirm the option shown. You can browse the following overview:

IP Address: IP address assigned to or entered for the phone in the network.

WBM URL: HTTP address of the Web interface. This address is specified in the address line of the Internet browser and is used to call the Web interface of the phone in the browser.

DNS domain: The DNS domain that can be assigned to the telephone in addition to the IP address (e.g. http://my-openStage.phone/).

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

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

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

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

Web interface

General

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

Calling up the Web interface

For more information on the IP address, the Web interface address, and how to connect the telephone to the network, refer to the section entitled "Network information" → page 100.

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

http://[IP address of the phone]:[port] or

https://[IP address of the phone]

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

[Port] is the port address of your phone (default: **8085**).

You will be prompted to configure a user password the first time you call up the Web interface → page 66. You must log on with this password in future every time you want to open the User Pages.

Administrator Pages

This area lets you configure settings for administering your phone and the network environment. Access to the Administrator Pages is protected by the admin password. For more information, contact your administrator or refer to the administration manual.

User pages

The Web interface homepage opens once you have entered and confirmed the phone's IP address:

User menu   User selection   Phone information
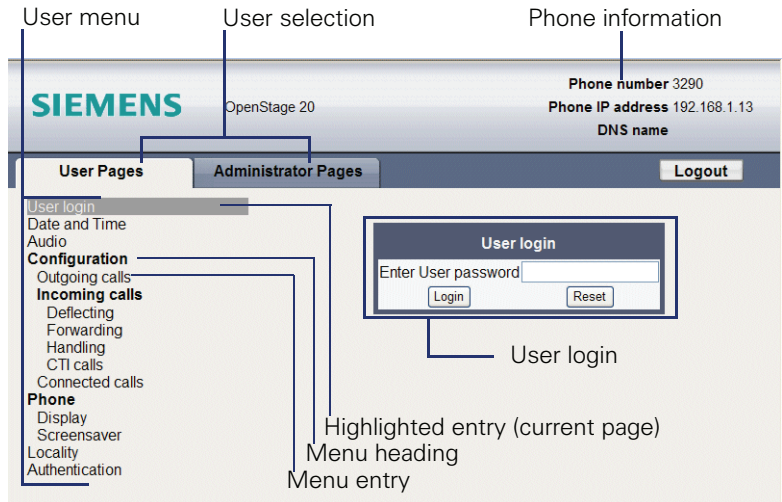
1. Click a menu heading to display the individual menu entries. Click the menu heading again to close the menu.

2. Click a menu entry to open the corresponding form.

3. Make the desired changes.

4. Click the corresponding button to save or discard your changes.

Button functions
- "Login": Log on to the phone after you have entered the user password
- "Submit": Apply changes
- "Reset": Reset original values
- "Refresh": Update the values.
- "Logout": Log off the phone

User menu

All settings that you can make via the Web interface's user menu can also be made via the phone's user menu

User Pages

User login V → page 66

Date and time
- Local time ☎ → page 89
- Local date (day, month, year) ☎ → page 89
- Allow daylight saving ☎ → page 90
- Difference (minutes) ☎ → page 90
- Auto time change ☎ → page 91

Audio
- Ringer melody (☎ → page 94)
- Ringer tone sequence (☎ → page 95)
- Ring file (☎ → page 95)
- Room character (☎ → page 94)
- Open listening (☎ → page 96

User Configuration
- Outgoing calls
  - Autodial delay (seconds) ☎ → page 55
  - Allow callback: busy ☎ → page 38
  - Allow callback: no reply ☎ → page 38
  - Allow busy when dialling ☎ → page 57
  - Allow transfer on ring ☎ → page 51
- Incoming calls
  - Deflecting
    - Allow deflection (☎ → page 40
    - Default deflect destination ☎ → page 40
  - Forwarding
  - Settings
    - Forwarding Favourites Destination 1 to Destination 5
      ☎ → page 32
    - Forward all calls allowed ☎ → page 34
    - to ☎ → page 33
    - Forward on busy allowed ☎ → page 34
    - to ☎ → page 33
    - Forward on no reply allowed ☎ → page 34
    - to ☎ → page 33
    - No reply delay (seconds) ☎ → page 33
  - Alerts
    - Visual alerts ☎ → page 42
    - Audible alerts ☎ → page 42

– Handling
  – Allow call waiting ☎ → page 48
  – Allow DND ☎ → page 65
– CTI calls
  – Allow auto-answer ☎ → page 52
  – Allow beep on auto-answer ☎ → page 52
  – Allow auto-reconnect ☎ → page 53
  – Allow beep on auto-reconnect ☎ → page 53
– Connected calls
  – Allow call transfer ☎ → page 50
  – Allow call joining ☎ → page 30
  – Allow exit conference ☎ → page 60
  – Allow hold reminder ☎ → page 44
  – Hold reminder delay (minutes) ☎ → page 44
  – Allow music on hold ☎ → page 45
  – Allow conferences ☎ → page 59
  – Allow tone for secure call V → page 97

Phone
– Display settings
  – Contrast ☎ → page 88

Locality
– Country ☎ → page 99
–   ☎ → page 98
– Date format ☎ → page 92
– Time format ☎ → page 91

Authentication
– Old password
– New password V→ page 66
– Confirm password

Fixing problems

Caring for your telephone

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

Troubleshooting

Pressed key does not respond:

Check if the key is stuck.

Telephone does not ring:

Check whether the "Do not disturb" function is activated on your telephone (→ page 64). If so, deactivate it.

You cannot dial an external number:

Check whether your telephone is locked ("Phone locked: Enter Password" appears on the screen). If the phone is locked, enter your PIN to unlock it.

To correct any other problems:

First contact the relevant service personnel. If the administrator are unable to correct the problem, contact Customer Service.

Contact partner in the case of problems

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

Index

Communication for the open minded

Siemens Enterprise Communications
www.siemens.com/open