

Documentation

HiPath 8000

OpenStage 40 OpenStage 40 G

OpenStage Key Module 40

Operating Manual






Communication for the open minded



Siemens Enterprise Communications
www.siemens.com/open

SIEMENS

Important information

	<p>For safety reasons, the telephone should only be supplied with power:</p> <ul style="list-style-type: none">• 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.
	<p>Use only original Siemens accessories. The use of other accessories may be hazardous and will render the warranty and the CE marking invalid.</p>
	<p>Never open the telephone or a key module. Should you encounter any problems, contact the responsible administrator.</p>

Trademarks

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

Location of the telephone

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

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/>

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General information

About this manual

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

If a particular function on your phone is not available to you, this may be due to one of the following reasons:

- The function is not configured for you or your telephone. Please contact your system support representative.
- Your communications platform does not feature this function. Please contact your Siemens sales partner for information on how to upgrade.

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

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



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

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

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

Symbols used in the manual

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



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



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

Service



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

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

Intended use

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

Telephone type

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

Please have this information ready when you contact our service department regarding faults or problems with the product.

Speakerphone quality and display legibility

- To ensure good speakerphone quality, the area in front of the telephone (front right) should be kept clear.
The optimum handsfree distance is 20 in. (50 cm).
- Proceed as follows to optimize display legibility:
 - Turn the phone to tilt the display. This ensures you have a frontal view of the display while eliminating light reflexes.
 - Adjust the contrast as required → page 122.

Single-line telephone/multi-line telephone

Your OpenStage 40/40 G is a "multi-line telephone". This means that multiple lines can be configured, which is not the case with single-line phones. Each line is assigned an individual phone number which you can use to make and receive calls.

The programmable sensor keys function as line keys on multi-line phones
→ page 19.

The "Overview" tab on the telephony interface provides information about the lines configured on your phone and the current status of each line
→ page 27.

A number of specific features must be considered when using a multi-line phone to make and receive calls → page 84.

Getting to know your OpenStage phone

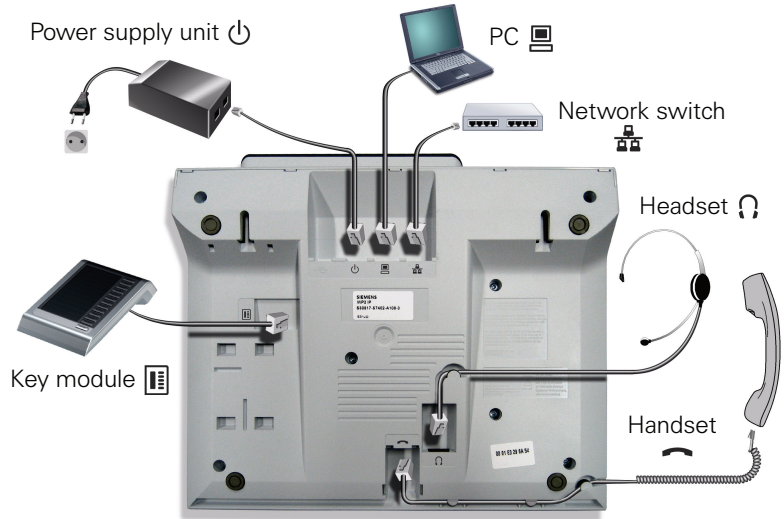
The following sections describe the most frequently used operating elements and the displays on your OpenStage phone.

The OpenStage 40/40 G user interface



1	You can make and receive calls as normal using the handset .
2	The graphic display permits intuitive operation of the phone → page 23.
3	You can customize your telephone by assigning phone numbers and functions to the programmable sensor keys → page 23.
4	You can use function keys when conducting a call to access frequently used functions (such as, Disconnect) or to open the Program/Service menu and mailbox → page 16.
5	Audio keys are also available, allowing you to optimally configure the audio features on your telephone → page 16.
6	The 5-way navigator is a convenient navigation tool → page 17.
7	The keypad can be used to enter phone numbers and text → page 21.
8	Incoming calls are visually signaled via the call display .

Ports on the underside of the phone



Properties of your OpenStage 40/40 G

	OpenStage 40	40 G
LCD-Display, 40 x 6 characters	✓	✓
Illuminated display	✓	✓
Programmable sensor keys	6	6
Full-duplex speakerphone function	✓	✓
Headset	✓	✓
10/100 Mbps Ethernet-Switch → page 18	✓	-
1000 Mbps Ethernet-Switch → page 18	-	✓
Interface for key modules	✓	✓
Wall mounting	✓	✓

Using network ports more efficiently

OpenStage 40 has a built-in 10/100 Mbps Ethernet switch.
OpenStage 40 G has a built-in 1000 Mbps Ethernet switch. This means that you can connect a PC to the LAN directly via the phone.



Using this connection option saves one network port for each switch used and requires fewer or shorter network cables when arranged correctly.

OpenStage Key Module 40

The OpenStage Key Module 40 is a key module attached to the side of the phone that provides 12 additional illuminated, programmed sensor keys. You can assign and use these sensor keys according to your needs, in the same way as the keys on the telephone → page 18.



You can attach up to two OpenStage Key Module 40 to your OpenStage 40.



Other technical explanations, safety notices, and installation instructions can be found in the relevant documentation. You can download these from the Internet at <http://www.siemens.com/enterprise> > "Downloads" > "Installation Guides".

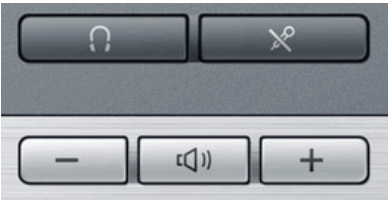
Keys

Function keys



Key	Function when key is pressed	LED display
	End (disconnect) call.	none
	Open redial list	none
	Activate/deactivate forwarding	Red: Call forwarding is activated
	Open Program/Service menu → page 31	Red: Menu is active
	View messages → page 28.	Red: New voicemail

Audio keys













Key	Function when key is pressed
	Activate/deactivate microphone (also for speakerphone mode).
	Activate/deactivate headset.
	Decrease the ring, handset, and loudspeaker volume.
	Activate/deactivate loudspeaker for speakerphone mode and open listening.
	Increase the ring, handset, and loudspeaker volume.

Navigator




Before using the telephone, remove the protective covering from the navigator surface.

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

Operation	Functions when key is pressed
 Press 	<ul style="list-style-type: none"> • Call up the context menu • Perform action • Go down a level • Call up the context menu in the idle display
 Press 	<ul style="list-style-type: none"> • Short press: Go up a level • Long press (held down): Go back to the first level • Extended long press: Return to idle mode • Cancel function • Quit the context menu • In input fields: Delete character to the left of the cursor
 Press 	<ul style="list-style-type: none"> • Scroll downwards • Select element below • Long press (held down): Jump to the end of the list/menu
 Press 	<ul style="list-style-type: none"> • Scroll upwards • Select element above • Long press (held down): Jump to the start of the list/menu
 Press the  key.	<ul style="list-style-type: none"> • Confirm input • Perform action • Call up the context menu

Programmable sensor keys


Your OpenStage 40 telephone features six programmable lit sensor keys.

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



Touch the key briefly to activate the programmed function or dial the stored number → page 59.

Press and hold down the key to open a menu for programming it → page 56.




 Only for repdial keys can you also program the second level for direct destination selection.

You can label these keys with internal and external phone numbers or frequently used functions (platform-dependent; please contact the responsible administrator).

The configured phone number or function name is displayed next to the key.

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

Meaning of LED displays on function keys

LED		Meaning of function key
	Off	The function is deactivated.
	Flashing ¹	The function is in use.
	On	The function is activated.

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

Trunk keys (on multi-line phones only)

The programmable sensor keys on multi-line phones function as trunk keys. Each key programmed with the "Line" function is handled as a line. This means up to six lines can be configured.

A distinction is drawn here between primary, secondary and phantom lines. Each of these line types can be used on a private or shared basis → page 19.

Primary line

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



To avoid conflict between individual multi-line phones, the functions "Do not disturb" and "Call forwarding" can only be used for the primary line.

Secondary line

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

Phantom line




Phantom lines are not used as primary lines by any telephones in the LAN. Phantom lines are established when the number of lines provided by a communications system exceeds the number of available telephones.

Line utilization

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

The line status is indicated by the LED in addition to the display in the "Overview" tab → page 27.

LED display

LED		Explanation
	Not lit	The phone is in idle mode.
	Flashing	<ul style="list-style-type: none">• Incoming call on the line (→ page 84)• "Hold reminder" is activated (→ page 65)
	Flickering	<ul style="list-style-type: none">• Outgoing call on the line• The incoming call was prioritized and selected in accordance with the "Automatic line selection for incoming calls" option
	Fast blinking	The line is on "Hold".
	Blinking	Call forwarding is activated.
	Illuminated	The line is busy.

Keypad

You can only use the digits 1 to 9 and 0 as well as the * and # characters when dialing a number. The ↩ navigation key is used to delete from right to left.

In cases where text input is possible, you can use the keypad to input text, punctuation and special characters in addition to the digits 0 to 9 and the hash and asterisk symbols. To do this, press the numerical keys repeatedly.

Example: To enter the letter "h", press the number **4_{ghi}** key on the keypad twice. When entering the text, all available characters for this key are displayed. After a short while, the character in focus is displayed in the input field.

➡ To speed up the input, you can confirm your entry by pressing "➡" on the navigator after you have selected the required character. To **enter a digit** in an alphanumerical input field, press the relevant key and hold it down. You no longer need to scroll through the entire list of possible characters.



Character overview (depends on the current language setting)

Key	1x	2x	3x	4x	5x	6x
1]	1				
2	a	b	c	2	ä	
3	d	e	f	3		
4	g	h	i	4		
5	j	k	l	5		
6	m	n	o	6	ö	
7	p	q	r	s	7	ß
8	t	u	v	8	ü	
9	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

A function menu appears under the character selection field in certain situations (such as, when labeling programmable sensor keys). You can enter punctuation marks and special characters and switch between the entry of alphanumeric characters in lower and upper case and straightforward digit entry.

You can select further editor functions via the **navigator**:

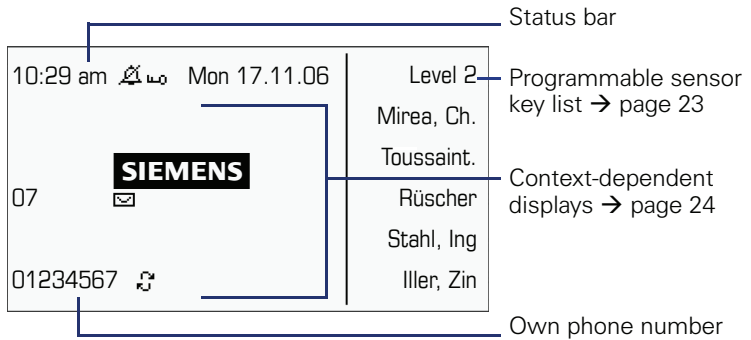
- OK – Confirm and terminate the entire input
- Cancel – Cancel your entries without saving
- Mode: Setting with the key 
 - 123 (# -> ABC) – Numerical entry
 - ABC (# -> Abc) – Upper-case characters
 - Abc (# -> abc) – Initial character upper case
 - abc (# -> 123) – Lower-case characters
- Move cursor left to add or delete characters
- Move cursor right to add or delete characters
- Copy – Copy a visible character string
- Paste – Insert a copied a character string at a cursor position

Display

Your OpenStage 40 comes with a tilt-and-swivel black-and-white LCD display. Adjust the tilt and contrast to suit your needs.

Idle mode

If there are no calls taking place or settings being made, your OpenStage 40 is in idle mode.



The left area contains the status bar on the first line and is followed by a five-line field for comprehensive context-specific displays. The right area is used for labeling the programmable sensor keys.

Idle-display view and icons

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

In addition, different icons represent different situations and switches:

Icon	Explanation
	The ring tone is deactivated.
	The "Do not disturb" function is activated.
	The phone lock is activated.
	A mobile user is logged on to the telephone
	The microphone is deactivated.

Context-dependent displays


Depending on the situation at hand, the graphic display on your OpenStage phone displays different content, to which you can respond intuitively.

Information on actual events





The following icons appear centered on the display when your phone is idle and signal current properties or events.

Example: You missed two calls in your absence.





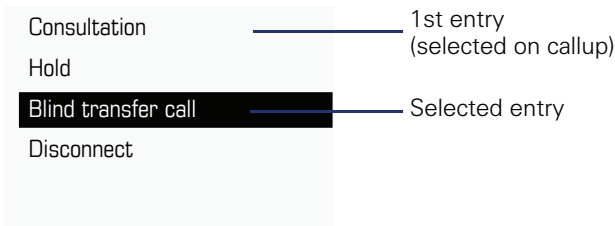
You have two new voice messages that you can open by pressing  → page 28.

Icons for events

Icon	Explanation
	Callback requests are active.
	You received new voice messages.
	New entries have been added to the call lists.
	Local call forwarding is active.

Context menus

An arrow beside a selected entry indicates the existence of a context menu that you can open by pressing the  or  buttons on the navigator (→ page 17). The range of functions available is situation-specific.



Idle display context menu

The following functions (where released) can be accessed by pressing the right key on the navigator:

Redial {1} 1234	First entry (selected when you call up the menu, if you have already dialed a phone number)
Ringer off	
Do not disturb off	Selected entry
Mobile logon	Only available when configured to support mobility
Cancel call backs	

Pop-up menus

In many operating situations, suitable functions or information is offered in an automatic pop-up window.

Example: You set up a consultation call. The pop-up menu opens and offers suitable functions for selection with the navigator.

012345	Level 2
Dial	Mirea, Ch.
Redial {1}	Toussaint.
Retrieve held call	Rüscher
	Stahl, Ing
	Iller, Zin

A pop-up window automatically closes as soon as you have performed an action.

To suppress information pop-up windows, press **OK** on the navigator.

Telephony interface

Single-line view

Additional information is displayed in the telephony interface when your phone rings, when you dial a number or during a call, for instance.

➡ The same information is available on multi-line telephones for the selected line in the "Overview" tab.

Example:

—

Smith Michael

L08912345678

Consultation

Hold

Blind transfer call

🔒 3:16

Context menu with situation-specific options

Icon indicating call status

Call duration

Current call(s)

Icons for frequent call states


Icon	Explanation
—	The call is active
⚡	The call has been disconnected
⏸	You have placed the call on hold (e.g. consultation hold).
⏸	Your call partner has placed the call on hold
🔒	The voice connection is secure.
🔓	The voice connection is not secure.

➡ Detailed descriptions of the various functions can be found in the sections "Basic phone functions" → page 33 and "Enhanced phone functions" → page 61.

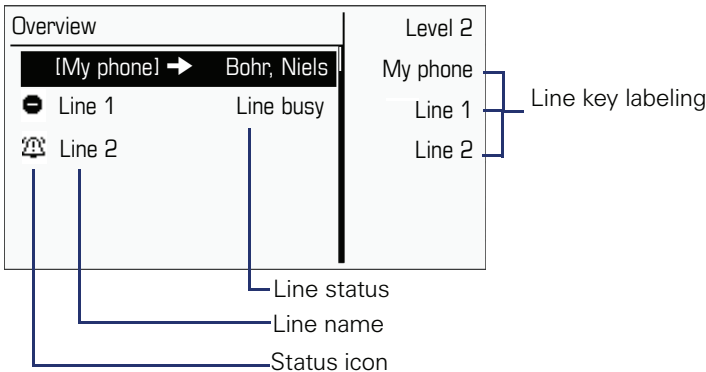
Multi-line view

Two tabs are displayed on the telephony interface:







- "[My phone]" tab – represents the primary line or the line view of a selected line → page 26
- "Overview" tab – configurable overview of the secondary lines → page 19


To access the menu: Press the  key.

Example:




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


Icon	Explanation
	Call for the corresponding line.
	Call from a DSS line.
	Call for a line with suppressed ring tone → page 94.
	"Hold reminder" is activated → page 65.
	The line is currently not available.
	The line is busy.

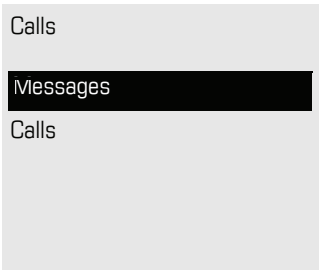
 Please note the LED displays for the line keys → page 20.

Messages

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

When new messages are received, a message appears (→ page 24) on the idle display and the LED on the  (→ page 16) key lights up.

To access the menu: Press the  key and use the navigator to select and confirm the relevant submenu.




Voicemail

You will find voicemails in the **Messages directory**.

Messages Directory:

The following default entry appears in the list: **Voice mail**

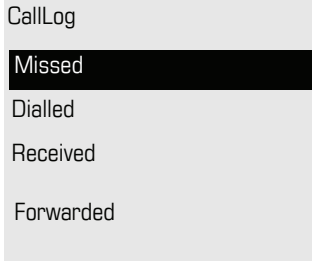


Alternative call: Hold down the  key.

If your system is appropriately configured (contact the relevant administrator), you can call the voice mailbox directly and immediately play back the messages saved.

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. The following calls and call attempts are recorded as call lists in the **CallLog** menu:



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

Call lists

All calls to your phone are timestamped and logged in consecutive order in the call lists.

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

Multiple calls from the same number are only listed once. The number of call attempts is logged in the "Details" context menu as well as in the "Missed" log on the list display.

The list contains the phone number as well as the time of the last call.



Callers with suppressed numbers are listed as "Unknown" in the call lists.



Only calls to the primary line are received on multi-line phones (→ page 11).

Example of the **Missed** call list:

Missed

Options →

(Busch, Wilhelm)12:11

└11178(2)

(Benz, Karl)10:25

└235689(1)

(Lessing, Ephraim)7:22

└2568900(1)

Time of call

Number of call attempts

Selected new entry with context menu

Old entry

Call list options

You can select the following function in the **Options** context menu:
Delete all → page 83

Entry-specific context menu

You can select the following functions for an individual entry:

- Dial → page 74
- Details → page 83
Call attempts with date and time (up to ten can be saved)
- Delete → page 83

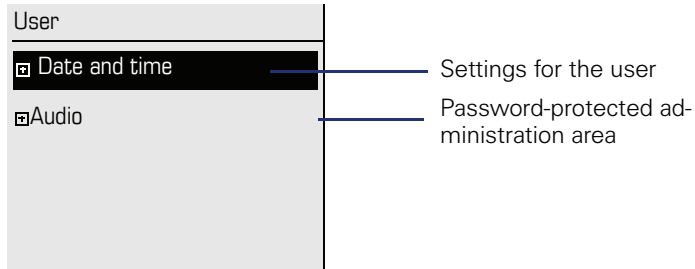
Program/Service menu/Applications menu

You can make local settings here and use this menu to navigate to the password-protected administration area.

To access the menu: Press the  key and use the navigator to select and confirm the relevant menu.

User settings

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



Settings

You can specify call-related settings in the "User" menu. This menu contains several options for customizing the appearance of your telephone.

Select one of the following menus with the navigator (→ page 17):

- "Date and time" → page 124
- "Audio" → page 128
- "Configuration" for instance → page 62 or → page 79
- "Phone" → page 55 → page 122
- "Locality" → page 124
- "Security" → page 98
- "Network information" → page 32
- "Reset" → page 60

Network information

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



View information on the phone → page 135



Contact your administrator or refer to the OpenStage Administration Manual for more on the network information values listed here.

Administration

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

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



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

An update action is indicated by messages on the display and/or by flashing LEDs.

Step by Step

Basic functions



Please read carefully the introductory chapter "Getting to know your OpenStage phone" → page 12 before performing any of the steps described here on your phone.

Secure voice transmission

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


If you call a party or receive a call from a party over a secure connection, a **padlock icon**¹ appears on the other party's row on your graphic display. 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 132).

Answering a call

Your OpenStage phone rings with the tone signal set when an incoming call is received. The call is also visually signaled on the call display.

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



An incoming call will interrupt any ongoing telephone setting operations. When the call ends, you can press the  key to return to the point in the menu structure where you were interrupted.

Answering a call via the handset

The phone is ringing. The caller is displayed.



Lift the handset.

if nec.



Set the call volume.

1. Closed for secure or open for nonsecure voice communication

Step by Step

Accept?

or



if nec.

Answering a call via the loudspeaker (speakerphone mode)

The phone is ringing. The caller is displayed.
The pop-up menu opens:
Select and confirm the option shown. The key lights up.

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

Set the call volume.

Suggestions for using speakerphone mode:

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

Answering a call via the headset

Prerequisite: A headset is connected.

The phone is ringing. The audio key flashes.



Press the key shown.

if nec.

Set the call volume.

Step by Step

Directed Pickup (V1 R4.x and higher)

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

Gezielte Übernahme

resp.



Replace the handset.

or



Press the key shown.

Gezielte Übernahme


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.

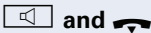
Step by Step

Switching to speakerphone mode

 Make note of the two different processes and activate, if necessary, your preferred setting → page 131.

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

Standard mode



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.



 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 33)

Step by Step

Switching to the handset

Prerequisite: You are conducting a call in speakerphone mode.



Lift the handset.



The key shown 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.

Switching to speakerphone mode



Hold down the lit key and replace the handset.

Step by Step

Activating/deactivating the microphone

You can temporarily deactivate the microphone on your handset 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



Press the key shown.

Activating the microphone



Press the lit key.

Ending a call



Press the key shown.

or

Disconnect?

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

or



Lit key pressed

or

In speakerphone mode



Press the lit key.

Step by Step

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?

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.

Ignore?

Ignoring a group call

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

Step by Step

Making calls

If you are using a dial plan and "Immediate dialling" is set → page 76, 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 77, 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

In the pop-up menu:

Redial {1} S. Hawking

Select and confirm the option shown.

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

Dialing in speakerphone mode



Enter the station number. Use the navigator → page 17 to correct entries as necessary.



The speaker key lights up.

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 17 to correct entries as necessary.



Lift the handset.

or



Press the key shown.

or

In the pop-up menu:

Dial

Confirm.

The connection is set up.

Step by Step



Press the key shown.



Enter the station number.

or

Redial {1} S. Hawking

In the pop-up menu:

Select and confirm the option shown.

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

Dialing with a headset connected

Prerequisite: The headset is connected.



Enter the station number.



The headset key lights up.

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

Step by Step

Niels, Bohr 07:06 am



Redial {1} S. Hawking



or




Redial {1} S. Hawking



Redial

Redialing from the call list

 Only calls to the primary line are received on multi-line phones (→ page 11).

Press the key shown.
You are automatically directed to the **Dialled** list in the **CallLog** menu.

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


Redialing from the pop-up menu

Lift the handset.

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

Redialing from the idle menu

Select and confirm from the idle display context menu (→ page 25). The last phone number entered is dialed.

 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 33)

Step by Step

Consult



Disconnect & return

Disconnect

Disconnect & return

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.

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

Call the second party.

Ending a consultation call

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

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

Ending the first call

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

The connection to the second party remains active.

If the called party does not answer

In the pop-up menu:

Select and confirm the option shown.

The call with the first party is resumed.

Step by Step

Alternate?

Switching to the held party (alternating)

Prerequisite: You are conducting a consultation call.

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



It does not matter which context menu is open when alternating. The "Alternate" function appears in both menus (active and passive connection).

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

Disconnect?

Ending an alternate operation

Disconnecting the held call:

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

Disconnect & return?

Disconnecting the active call:

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

Step by Step



or



if nec.



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 43 and call joining must be allowed → page 45.

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

The active and held calls are joined. The active call and the consultation call are cleared down.

Connect by hanging up

Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. The other two parties are now connected to one another.

Allowing call joining

You can also configure this setting via the Web interface → page 136.

Press the key shown.

Confirm.

Enter and confirm the User password.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown in the context menu.

Confirm.

Step by Step

Call forwarding



HiPath 8000 also supports system-based call forwarding. These functions are described on → page 108.

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.



On multi-line telephones (→ page 11), you can only configure call forwarding for the primary line.

Three forwarding conditions can be programmed in the forwarding menu:

- All Calls
- Busy
- No reply

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

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

Forwarded calls can be logged in a call list (see → page 29).

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

All calls (off/on)

Destination

Busy (off/on)

Destination

No reply (off/on)

Destination

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

Step by Step

Programming call forwarding

Configuring destination phone numbers for call forwarding

You can configure 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 49).



Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

An overview of call forwarding settings appears.



You can also enter the call forwarding settings via the user menu (→ page 63).

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 in the context menu.

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.

Save & Exit

Select and confirm the option shown.

Step by Step

Assigning a destination phone number to a call forwarding type



Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

Destination

An overview of call forwarding settings appears.

Select the destination option for one of the following forwarding types:

- All calls
- Busy
- No reply

Confirm the destination selected.

08972228596

Select and confirm a destination number from the list.

Save & Exit

Select and confirm the option shown.

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 136.

Prerequisite: The phone is idle.



Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown. An overview of call forwarding settings appears.

Duration

Select and confirm the option shown.



Enter a value for the duration.

Save & Exit

Select and confirm the option shown.

Step by Step



Activating/deactivating call forwarding

You can also configure this setting via the Web interface
→ page 136.

Prerequisite: At least one destination phone number is programmed (→ page 48).



Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

All calls

An overview of call forwarding settings appears.

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" in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

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 47.




Press the key shown.

The pop-up menu opens:

Accept

Select and confirm the option shown. The  key lights up. Call forwarding is activated.


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

Deactivating call forwarding for all calls



Press the lit key.

The pop-up menu opens:

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

or

Accept

Select and confirm the option shown. Call forwarding is deactivated.

Step by Step

Callback

You can request a callback if the station called is busy or if nobody answers.

You receive a callback when the other party's line becomes free.



This option must be activated by your administrator.



On multi-line telephones → page 11, only the callback requests for your primary line are logged.

Requesting callback

Prerequisite: The station called is busy or nobody answers.

In the pop-up menu:

Select and confirm the option shown.

Call back?

Deleting callback requests

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

Prerequisite: At least one callback was requested.

Select and confirm the option shown in the idle display (→ page 25) context menu.

Cancel call backs?

Disconnect? ▲

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

Step by Step

Accept?

Reject?

Deflect



Responding to a callback

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

The pop-up menu opens:

Accepting a callback

Select and confirm the option shown.

Rejecting a callback

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

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 136.



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.

Callback: busy

Select and confirm the option shown.

or

Callback: no reply

Select and confirm the option shown.

Yes


Select and confirm the option shown in the context menu.

Save & Exit


Select and confirm the option shown.

Step by Step

Calling back missed calls

Calls received while you are absent are indicated by a message on the idle display (→ page 24). 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, see also → page 29).

 On multi-line telephones → page 11, only the calls missed on your primary line are logged.



CallLog

Press the key shown.

Missed

Select and confirm the option shown.

Niels, Bohr 20.05 10:06

Select and confirm the option shown.

Select and confirm the appropriate list entry. The phone number associated with the list entry is dialed.

Step by Step

Programmable sensor keys

The phone features a range of functions that can, if required, be stored on programmable sensor keys.

The phone comes with six programmable sensor keys, all of which can be programmed on two separate levels.

The "Shifted" programmable sensor key, which allows you to switch between the two programmable sensor key levels, is preassigned. This programmable sensor key should be maintained where possible so you can switch between the two programmable sensor key levels.

The labels for the programmable sensor keys are displayed on the right side of the display.

The programmable sensor keys can also be programmed via the Web interface (→ page 136).

List of available functions

- | | |
|-------------------------|-------------------------|
| 1. Unallocated | 14. Conference |
| 2. Selected dialling | 15. Headset |
| 3. Repeat dialling | 16. Do not disturb |
| 4. Forward all calls | 17. Group pickup |
| 5. Forward no reply | 18. Repertory dial |
| 6. Forward busy | 19. Feature toggle |
| 7. Ringer off | 20. Mobility |
| 8. Hold | 21. Directed.Pickup |
| 9. Alternate | 22. Callback |
| 10. Blind transfer call | 23. Cancel callbacks |
| 11. Transfer call | 24. Consultation |
| 12. Deflecting | 25. Call Waiting toggle |
| 13. Shift | 26. Immediate ring |

Step by Step

Programming programmable sensor keys



Press the sensor key you want to program until the field opens. The programmable sensor key lights up.



You can also configure this setting via the Web interface → page 136.

or



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.

Program keys

Select and confirm the option shown. You are prompted to press the key you wish to program.



Press the sensor key you want to program until the field opens. The programmable sensor key lights up.

Normal

Select and confirm the option shown to program the first level.

or

Shifted

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

Do not disturb

Select and confirm the required function in the list (for instance, Do not disturb).

Label

Select and confirm the option shown if you want to change the label on the graphic display.



Enter and confirm the label you want.

Save & Exit

Select and confirm the option shown.

Step by Step

Programming enhanced functions

Repertory dial



Press the sensor key you want to program until the field opens. The programmable sensor key lights up.



You can also configure this setting via the Web interface → page 136.

Normal

Select and confirm the option shown to program the first level for instance.

Repertory dial

Select and confirm the function in the context menu.

Label



Select and confirm the option shown if you want to change the label on the graphic display.

Setting



Enter and confirm the label you want.

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

Enter and confirm a stations's destination phone number.

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

- « Clear call
- ~ Make consultation
- » Make normal call
- ↵ Pause

The pop-up menu also offers the following functions:

- Move cursor right and left
- Copy
- Paste
- Mode selection
- Cancel
- OK

Save & Exit

Select and confirm the option shown.

Step by Step

Feature toggle

Can only be used for **Hunt group functions** (→ page 119).

Press the sensor key you want to program until the field opens. The programmable sensor key lights up.



You can also configure this setting via the Web interface → page 136.

Normal

Select and confirm the option shown to program the first level for instance.

Feature toggle

Select and confirm the function in the context menu.

Label

Select and confirm the option shown if you want to change the label on the graphic display.



Enter and confirm the label you want.

Setting

Select and confirm this option to enter a code.



Enter and confirm the code, for example: *96 (contact your administrator).

Save & Exit

Select and confirm the option shown.

Forwarding

Press the sensor key you want to program until the field opens. The programmable sensor key lights up.



You can also configure this setting via the Web interface → page 136.

Normal

Select and confirm the option shown to program the first level for instance.

Forward all calls

Select a forwarding type:

- Forward all calls
- Forward no reply
- Forward busy

Select and confirm the function in the context menu.

Label

Select and confirm the option shown if you want to change the label on the graphic display.



Accept or edit the label and confirm.

Setting

Select and confirm this option to enter the forwarding destination.

Step by Step



Save & Exit

Enter and confirm the phone number of the forwarding destination.

Select and confirm the option shown.

Immediate ring

This function allows you to switch the preset delay (→ page 92) on and off for all line keys.

Using programmable sensor keys

The use of programmed functions depends on the phone's status. The relevant display appears once you have pressed a programmable sensor key.

Example 1: Accessing a stored contact or phone number

Prerequisite: The idle menu is displayed on the graphic display.



Press the programmable sensor key for the stored contact until the connection setup procedure appears on the graphic display. The programmable sensor key lights up.

Example 2: Deactivating the ring tone for incoming calls



Press the "Ringer off" programmable sensor key. The programmable sensor key lights up.

The ring tone is deactivated. In this case, the programmable sensor key flashes when an incoming call is received.

Step by Step

Resetting programmable sensor keys



Press the key shown.

User

Confirm.

if nec. 

Enter and confirm the user password.

Reset

Select and confirm the option shown to switch to the **Reset user data** menu.

Function key data

Select the option shown.

Yes

Select and confirm the option shown in the context menu to delete the content of all sensor keys.

Perform reset

Select and confirm the option shown.

Step by Step

Enhanced phone functions

Incoming calls

Answering a call with a headset

Prerequisite: The headset is connected.



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

Ending the call:



Press the key shown. The LED goes out.

Deflecting a call

Using call deflection

Prerequisite: An incoming call is displayed or signaled.

In the pop-up menu:

Deflect

Select and confirm the option shown. The call is immediately deflected if a destination phone number is programmed (→ page 62).


or


If you did not set a phone number when programming call deflection, a pop-up menu appears prompting you to enter a destination phone number for call deflection.




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


Step by Step





if nec.





Permitting call deflection

You can also configure this setting via the Web interface → page 136.

Press the key shown.

Select and confirm the option shown.

Enter and confirm the User password.

Select and confirm the option shown.

Select and confirm the option shown.


Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown in the context menu.

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.

or Deflecting to a DSS number

A call can be deflected to a direct station selection (DSS) subscriber using the DSS key, if the key is configured and the deflect function is activated by your administrator → page 90.

Select and confirm the option shown.

Select and confirm the option shown in the context menu.

Select and confirm the option shown.

Step by Step

Reject

Rejecting a call

You can reject an incoming call.

In the pop-up menu:

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.

Configuring call forwarding



You can also enter the call forwarding settings via the Forwarding key (→ page 47).



Press the key shown until "Menu" is active.

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 the chapter Call forwarding (→ page 46).

Settings

Select and confirm the option shown.

For a description of the settings, see the chapter Call forwarding (→ page 46).

Configuring call forwarding (V1 R3.x or higher)

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

Alerts

Select and confirm the option shown.

Step by Step

Visual alerts

Select the option shown.

Yes

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

or

Audible alerts

Select the option shown.

Yes

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

Save & Exit

Select and confirm the option shown.

Placing a call on hold

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

Prerequisite: You are conducting a call.

Hold

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

Retrieving a held call:

Reconnect

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

Using line keys

On multi-line telephones you can use the line keys to place ongoing calls on hold.



To do this, press the corresponding line key. The line key LED starts flickering. The call is now on hold.



Retrieving a held call:

To do this, press the corresponding line key. The line key LED lights up. The call is retrieved.



The LED display → page 20 or status display on the "Overview" tab → page 27 indicates to other multi-line telephones on which this line is also configured, that the call is on hold. These phones can then pick up the call.

Step by Step

Held call wait status

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

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

In the pop-up menu:

Retrieve held call

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

or

Disconnect

Select and confirm the option shown to disconnect the call.

Activating/deactivating the hold reminder tone



You can also configure this setting via the Web interface → page 136.



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.?

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Setting the hold reminder time

Use 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 136.



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

Select and confirm the option shown.



Enter a value between 3 and 15 and confirm.

Save & Exit

Select and confirm the option shown.

Music on hold

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 136.



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.

Step by Step

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Call waiting (second call)

You can accept a second incoming call in the course of an ongoing call. The caller hears the on-hook signal while you hear a call-waiting signal tone.

You can 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 68).

Accepting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 68).

In the pop-up menu:

Accept

Select and confirm the option shown.

You can talk to the second party.

The connection to the first party is on hold.

Disconnect & return

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

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

Rejecting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 68).

In the pop-up menu:

Reject

Select and confirm the option shown.

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

Step by Step

Deflect



Complete Xfer

or



Deflecting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 68).

In the pop-up menu:

Select and confirm the option shown.

Enter and confirm the phone number.

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

Connecting parties


Select and confirm the option shown in the active connection's context menu. The other two parties are now connected to one another. You can now hang up or dial another number for instance.

Connect by hanging up

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

Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. The other two parties are now connected to one another.

Allowing call waiting

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

Prerequisite: The option was programmed by your administrator.



You can also configure this setting via the Web interface → page 136.



Press the key shown.

User

if nec. 

Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Step by Step

Incoming calls

Select and confirm the option shown.

Handling

Select and confirm the option shown.

Allow call waiting

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.

Transferring a call

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

Blind transfer

Prerequisite: You are conducting a call. The options "Allow call transfer" and "Transfer on ring" were allowed (→ page 70).

Blind transfer

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



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



The graphic display returns to idle following successful transfer.

Transferring with consultation

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

Prerequisite: You are conducting a call. The options "Allow call transfer" and "Transfer on ring" were allowed (→ page 70).

Consultation

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



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

Dial

Confirm.

Step by Step

Complete Xfer

Complete transfer

User

if nec.

Configuration

Connected calls

Allow call transfer

Yes

Save & Exit

If the party answers:


Announce the call you want to transfer.
Select and confirm the option shown in the connections's context menu.

If the party does not answer:

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


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


or

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


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

Allowing call transfer

 You can also configure this setting via the Web interface → page 136.

 Press the key shown.

Select and confirm the option shown.

if nec.  Enter and confirm the User password.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown in the context menu.

Select and confirm the option shown.

Step by Step

Allowing "Transfer on Ring"

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



You can also configure this setting via the Web interface → page 136.



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

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

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 136.

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

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Beep on auto-answer

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.

Step by Step

Beep on auto-reconnect

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 136.



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.

Beep on auto-unhold

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.

Step by Step

Making calls

Dialing with the DDS key

You can program frequently used phone numbers on programmable keys (→ page 55). If you press a direct destination selection key for around three seconds, the associated contact or phone number appears and dialing is initiated.

Prerequisite: A direct destination key is programmed → page 55.



Press the programmed DDS key. Dialing is initiated.

Dialing a phone number from a list

The following call lists are available in the "CallLog" directory:

- Missed
- Dialed
- Received
- Forwarded



For a detailed description of the call lists, see → page 29.



Press the key shown.

CallLog

Select and confirm the option shown.

Dialed

Select and confirm the required call list.

Niels, Bohr 07:06am

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

Step by Step

Using autodial delay

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

- when dialing in idle mode
- when deflecting an incoming call
- when setting up a consultation call
- when transferring an answered call.

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



- Press the key shown. This always works.



- Lift the handset (off-hook). 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.



- Press the key shown. 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



You can also configure this setting via the Web interface
→ page 136.



The setting does not affect automatic emergency
number dialing.

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



Press the key shown.

User

Select and confirm the option shown.



Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Outgoing calls

Select and confirm the option shown.

Autodial delay

Select and confirm the option shown.



Specify a value and confirm your entry.

Save & Exit

Select and confirm the option shown.

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 136.



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

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.



You will find these settings also in the menu "Incoming calls" > "Handling"

Step by Step


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 43 or have accepted a second call → page 67, and the conference function is active → page 79.

Initiating a local conference

 You can initiate a conference by calling the "Conference" function in the context menu of either the active or held call.

Conference?

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

User


Conducting one-on-one calls

Select the connection you want to clear down on the display.

Disconnect

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

 or 

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

The entire conference is nonsecure if the connection to at least one of the parties is not secure (see also → page 33).

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

Step by Step

Exit Conf?

or



or



End Conf?



User

if nec.



Configuration

Connected calls

Allow conferences

Yes

Save & Exit

Ending a local conference

Allowing call partners to continue a conference after you exit

Prerequisite: The "Allowing joining in a local conference (→ page 80)" function is activated.

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

Replace the handset or, if you are in speakerphone mode, press the loudspeaker key. Both call partners remain connected. You are disconnected from the conference call.

Disconnecting a party

Select and confirm any of the connections in the context 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 136.

Press the key shown.

Select and confirm the option shown.

Enter and confirm the User password.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown in the context menu.

Select and confirm the option shown.

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.



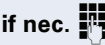
You can also configure this setting via the Web interface → page 136.



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

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

Conference?

Consultation?

Conference?

Hold?

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 43 or you have accepted a second call → page 67, and the "Centralized Conference" feature was configured by your administrator.

Establishing a 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

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.

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.

Putting the conference on 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

Exit Conf?



Exiting a conference call

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.



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 33.

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

Step by Step

Call lists

For a detailed description of the different call lists, see → page 29.

Editing entries

Selecting an entry



Press the key shown.

CallLog

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 22.05 13:22

Select the list entry.

Details

Displaying details

Select and confirm the option shown in the context menu.

For display and information shown → page 30

Delete

Delete the entry

Select and confirm the option shown in the context menu.

The entry is deleted.

Delete all entries



Press the key shown.

CallLog

Select and confirm the option shown.

Dialled

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

Options

Select the option shown.

Delete All

Select and confirm the option shown in the context menu.

All entries in the list displayed are deleted.

Step by Step

Making calls with multiple lines

You can use your OpenStage 40 as a multi-line phone. If you have any questions regarding how to configure your OpenStage phone as a multi-line phone, please contact your administrator.

The following is a description of the telephony scenarios for multi-line phones. To facilitate comprehension, you should familiarize yourself with the enhanced telephony application and how to use the line keys beforehand. Furthermore, you can specify individual settings for your multi-line telephone. Refer to the following sections for a detailed description of the individual components:

- Introduction to multi-line phones → page 11
- Lines and line keys → page 19
- Multi-line telephony interface → page 27
- Individual settings → page 91

Incoming calls

Depending on your individual settings, you will be notified of incoming calls → page 129.

Accepting calls for the primary line

In this case, the telephone behaves in the same way as a single-line telephone. See → page 33 and → page 61.

Accepting calls for secondary lines

Prerequisite: The secondary line is configured on your multi-line telephone.

Using the handset



Lift the handset.



Conduct call.



The line that rings is automatically selected. If calls are ringing on more than one line, you will be connected to the line that has been ringing the longest.

Step by Step



Accept

Using the line keys

- Press the flashing trunk key.
- Speakerphone mode.
- Select and confirm the option shown.
- Speakerphone mode.

Making calls

You must seize a line before you can make calls on a multi-line telephone.

Trunk seizure can be configured on an individual basis. Your administrator can determine if the lines on your telephone can be automatically seized and with which priority.



If you have seized a secondary line, this line is reserved for you for making calls for a specific period as defined by the administrator. No other user can seize this line during this period, even if the line is also assigned to this user's telephone.



or



Line 2



Manual trunk seizure

- Lift the handset or press the speakerphone mode or headset key.
- Press the required trunk key.
- Press the key shown to open the **Overview** tab → page 27.
- Select and confirm the required line (e.g. line 2). The selected line is displayed on the screen.
- Enter the phone number or use redial, for example. The connection is set up.

Step by Step

Automatic trunk seizure

Prerequisite: Your administrator has configured automatic trunk seizure.



Lift the handset or press the speakerphone mode or headset key.



The line defined during configuration is seized.



Enter the station number. The connection is set up.

Dial last dialed number

Regardless of the line used, the last number dialed on your telephone is displayed for redialing in the selected number's context menu.



Lift the handset or press the speakerphone mode or headset key.



Press the required line key (→ page 85).

In the pop-up menu:

Redial {1} 12345

Confirm. The connection is set up.

Step by Step

During calls

Making and receiving calls on a single line

If you only use one line on your multi-line telephone to make calls, and you receive calls on the same line, the phone operates in the same way as a single-line telephone:

- Redial → page 42
- Consultation → page 43
- Toggle/Connect → page 44
- Callback → page 51
- Hold → page 64
- Call waiting (second call) → page 67
- Transferring a call → page 69
- Conference → page 78

Functions available exclusively for the primary line:

- Call lists → page 29
- Voicemail → page 28
- Call forwarding → page 46
- Do not disturb → page 96



Depending on your individual settings, you will be notified of incoming calls → page 94.

Making and receiving calls with multiple lines

Incoming call on another line when dialing a number

Prerequisite: You are in the process of dialing a number (→ page 85). At the same time, a call is incoming on another line.


You can answer the call as normal (→ page 84).

The line on which dialing is initiated is placed on hold while you answer the call.

When you have finished the call, dialing is automatically resumed on the held line.

Step by Step

Accepting a waiting call


 Depending on the settings for "Rollover", you will be notified of incoming calls → page 94.


Prerequisite: You are conducting a call. At the same time, a call is incoming on another line.

- Call on line 1.
- In the pop-up menu for line 2:
 - Select and confirm the option shown.


Accept


or

 Press the line key for line 2. The call on line 1 is placed on hold.


 All multi-line users that share the line on which the call is being held (→ page 19) can now pick up the held call. To prevent other users from answering the held call, you must place the call on "Consultation" hold → page 43.

Depending on the configuration by the administrator, you must possible press the line key twice to pick up the call on the other line. Depending on the setting, the first call is held or disconnected.

 Conduct call on line 2.

 End call on line 2.

 Press line key for line 1.

 Retrieve call on line 1.

Step by Step

Direct station selection keys

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

Calling a station directly

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

Calling from the idle menu

Press the relevant DSS key.

or



Press the key shown to open the **Overview** tab → page 27.

DSS call 1

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



administrator can configure the DSS key so that the connection is also established when the DSS station has activated do-not-disturb or call forwarding.

Consultation with the DSS station

Prerequisite: You are conducting a call and administrator have configured the DSS key for consultation.

Press the relevant DSS key for the consultation. The key lights up and a connection is established. If the called party answers, you can toggle, transfer the first call or initiate a conference.



If administrator have configured transfer instead of consultation, you can only transfer the current call to the DSS station.

Step by Step

Call pickup

You can pick up calls for another DSS station. If a call is waiting on their line, the LED flashes.

Indirect pickup

Prerequisite: The auto-answer function must be deactivated → page 72.



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



Lift the handset or press the speakerphone mode or headset key. You are connected with the other party.

Rejecting a call

Prerequisite: administrator must activate the reject option for DSS keys and auto-answer must be deactivated → page 72.



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



Select and confirm the option shown in the pop-up menu.
The caller hears a busy signal.

Direct pickup

Prerequisite: The auto-answer function must be activated → page 72.



Press the DSS key. The call is routed to your primary line and you are immediately connected with the other party via speakerphone.

Deflecting a call to a DSS station

Prerequisite: The Deflect function must be enabled for DSS keys (see → page 62).

If you receive a call on one of your lines, you can immediately deflect it to the DSS station.



Your phone rings and a line key flashes.



Press the relevant DSS key. The call is deflected to the DSS station. If the DSS station does not answer, you can pick up the call by pressing the DSS key.

Step by Step

Settings for MultiLine (keyset)

The details for each keyset line contain supplementary information for the user. The following uneditable fields are displayed:

- Address
 - Displays the phone number for the line
- Ring on/off
 - Shows whether the ringer is activated for this line
- Selection sequence

Displays the priority of each line seizure when the handset is lifted or the loudspeaker key for this line is pressed

Displaying the line in the "Overview" tab

Specify here if the selected line should be displayed in the "Overview" tab.



You can also configure this setting via the Web interface → page 136.



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.

Keyset

Select and confirm the option shown.

Lines

Select and confirm the option shown.

Line 1

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

Allow in overview

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Setting the time for a delayed ringer

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



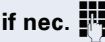
You can also configure this setting via the Web interface → page 136.



Press the key shown.

User

Select and confirm the option shown.



Enter and confirm the User password.

Configuration

Select and confirm the option shown.

Keyset

Select and confirm the option shown.

Lines

Select and confirm the option shown.

Line 1

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

Ring delay

Select and confirm the option shown.



Enter and confirm a delay value.

Save & Exit

Select and confirm the option shown.

You can activate and deactivate the set delay time for all line keys using a function key → page 59.

Step by Step

Configuring the "Overview" tab display

Specify here the sequence in which the individual lines in the "Overview" tab should appear on the display.



You can also configure this setting via the Web interface → page 136.



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.

Keyset

Select and confirm the option shown.

Overview

Select and confirm the option shown.

All lines that are displayed in the overview are listed.

Line 1

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

Select one of the following options from the context menu to move an individual line:

- Move up
- Move down
- Move to top
- Move to bottom

or

Use FPK order

Select and confirm the option shown to arrange the lines in the same sequence as the line keys

or

Add all lines

Select and confirm the option shown to display all line keys in the overview.



The setting made for "Allow in overview" (→ page 91) is disregarded here.

Save & Exit

Select and confirm the option shown.

Step by Step

Rollover for a line

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

Only the relevant line key blinks.



or



You hear a **special advisory tone** via the currently active microphone and the corresponding line key blinks.

or



The **ringer melody set sounds briefly** (approx. 3 seconds) via the loudspeaker and the corresponding line key blinks.



The ringer melody is not played in speakerphone mode.



The telephone rings using the configured call signal, the corresponding line key blinks, and a pop-up menu containing the available information is displayed.

Step by Step

Privacy/security

Deactivating the ringer

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



Hold down the key shown.

The "Ringer off" icon appears in the status bar on the idle display → page 23.



Hold down the key once again to reactivate the ringer. The icon disappears.

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

Ringer off?

Select and confirm the option shown.

or

Deactivating the ringer tone using a programmable sensor key

Prerequisite: The "Ringer off" programmable sensor key must be programmed (→ page 55).



Press the "Ringer off" programmable sensor key.

An incoming call is signaled by a single ring tone burst.



The programmable sensor key blinks.




Press the lit programmable sensor key once more to deactivate the "Ringer off" function.

Step by Step

Do not disturb

If "Do not disturb" is activated, your telephone will not ring. The caller hears the busy signal.

 On multi-line telephones (→ page 11) you can only activate the "Do not disturb" function for your primary line.

Prerequisite: A programmable key must be assigned the function "DND" (Do Not Disturb) (see → page 55). "Do not disturb" must be allowed (→ page 97).

Enabling do not disturb via a key




Press the "Do not disturb" programmable key.



The programmable key blinks to signal incoming calls. The caller hears the busy signal. Calls for pickup groups are however connected.

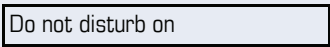


Press the lit programmable key once more to deactivate the "Do not disturb" function.

 You can also use the programmable key to activate the "Do not disturb" function during a call or deactivate it when an incoming call is being signaled.

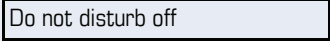
or

Enabling do not disturb via the idle menu



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

or



Select and confirm the option shown in the idle menu. 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 136.



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

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit


Select and confirm the option shown.

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 100.

 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.



You can also configure this setting via the Web interface → page 136.



Press the key shown.

User

Select and confirm the option shown.

if nec.



Change and confirm User password.

Security

Select and confirm the option shown.

User password

Select and confirm the option shown.



Specify a new password (at least six characters, text entry, see → page 22) and confirm your entry.

Confirm password

Select and confirm the option shown.



Save & Exit

Enter the password again and confirm.

Select and confirm the option shown.

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 136, 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 100 any more, and the user menu is **not** password protected.



You can also configure this setting via the Web interface → page 136.



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.



Press this key to delete the previous password.



Enter 6 zeros ("000000") to deactivate the password (for text entry, see → page 22).

Confirm password

Select and confirm the option shown.



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

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, contact your administrator.

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

 You can only lock the phone if you set a user password (→ page 98). The password for this should not match the default "000000".

Activating the phone lock



Hold down the key shown until "Phone lock: Confirm locking the phone" appears.

Confirm lock

Confirm. The phone is locked.

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

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

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

Step by Step

Unlock phone

**Unlocking the phone**

Confirm.

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

Step by Step

Mobility

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 103.
- Log off as a mobility user → page 104.

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 105.
- 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 106.

Step by Step

Logging on and off at the same phone

Logging on to the phone

No other mobility user is logged on.

Logon via a key

If one of the program keys is configured for the mobility function.



Press the "Mobility" program key.

or

Logon via a menu

Mobile logon

Select and confirm the option shown in the telephony interface context menu (→ page 26).

Mobility ID

The **Mobility logon** dialog appears.

Select and confirm the option shown.



Enter and confirm the mobility code (generally your official phone number).

User password

Select and confirm the option shown.




Enter the user password and confirm with OK (select the input mode if necessary).

Logon

Select and confirm the option shown in the context menu.

The following messages appear on the display:

- Logging on mobile user
- Validating
- Registering
- Downloading user data

Once logon is complete, the "Mobility" program key LED lights up and the mobility icon  appears in the graphic display next to the mobile phone number.

Step by Step

Logging off from the phone

Prerequisite: You are logged on as a mobility user.



Press the "Mobility" program key.

or

Log on via the telephony interface context menu
→ page 26.

Mobile logoff

Select and confirm the option shown. The logoff procedure starts immediately.

or

If you need to enter a password, the following message appears:

"Mobility logoff User password required"

Please Enter Password

Select and confirm the option shown. You will see the prompt, "Please enter mobility password"



Enter user password.

Please Enter Password


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 graphic display, the following messages appear:

- Logging off mobile user
- Uploading user profile
- Registering
- Downloading user data

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

Step by Step

Logging on at different telephones

An attempted login is rejected if the user is already logged on to another phone and "Logon with forced logoff" is disabled for the mobility user.

Logging on with forced logoff at a remote phone

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

If, however, your 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.

Logon via a key

If one of the program keys is configured for the mobility function.



Press the "Mobility" program key.

or

Logon via a menu

Mobile logon

Select and confirm the option shown in the telephony interface context menu → page 26.

Mobility ID

The **Mobility logon** dialog appears.

Select and confirm the option shown.



Enter and confirm the mobility code (generally your official phone number).

User password

Select and confirm the option shown.



Enter and confirm the user password.


Logon

Select and confirm the option shown.

Step by Step

The following mobility messages appear in the display:

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

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

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.

Logon via a key



Press the "Mobility" program key. You are prompted to enter your mobility password.

or Logon via a menu

Mobile logon

Select and confirm the option shown in the telephony interface context menu → page 26.

Mobility ID

The **Mobility logon** dialog appears.

Select and confirm the option shown.



User password

Enter and confirm the mobility code (generally your official phone number).

Select and confirm the option shown.



Logon

Enter and confirm the user password.

Select and confirm the option shown.

The following mobility messages appear in the display:


- Validating
- Logging off elsewhere

Step by Step



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.

- Registering
- Downloading user data

Once login is complete, the "Mobility" program key LED lights up and the mobility icon appears in the graphic display .

Step by Step

HiPath 8000 functions

The System 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.

On multi-line telephones, the full scope of HiPath 8000 functions is only available for the primary line.

Feature toggle key

You can pick a programmable sensor key and program it as a feature toggle key for activating the "make line busy" and "stop hunt" functions.

You can then use the programmable sensor key to activate or deactivate the relevant System function on the server for this extension.

You can only program first-level programmable sensor keys because those linked to LEDs are used to display function status as either **on** (LED on) or **off** (LED off). The LED indicates the status of the function on the server and can therefore change without any of the programmable sensor keys being pressed.

If one of the programmable sensor keys is pressed, you can see the status of the function on the graphic display.

Example:

Switching between "Line busy" and "Line free" (see also → page 119).

Prerequisite: Your administrator configured a programmable sensor key with the function "Busy" ("make line busy" for the hunt group) → page 58.



Press the programmable sensor key.

"Line busy" appears on the graphic display, for instance, and the key lights up.



Press the lit programmable sensor key once again to release the line.

"Line free" appears on the graphic display.

Step by Step

Using system call forwarding

This section describes the system call forwarding functions in System. 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 121).

or



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 121) to deactivate call forwarding.



You hear a confirmation tone.

Step by Step

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 forwarding.

Activating



Lift the handset.



Enter the access code (see access code table → page 121).

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 121) to deactivate call forwarding.



You hear a confirmation tone.

Step by Step


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 121) 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 System 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 System 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 121). You hear the confirmation tone.

Step by Step

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 121).

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 121).



You hear a confirmation tone.

Step by Step

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 121) 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 121) 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.

Step by Step

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 121).



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 121).



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.

Step by Step

Creating a list for selective calls

For call acceptance

You can create a list of the phone numbers from which you are willing to accept calls (also known as a selection list). Your administrator knows how long this list may be in the System 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 System is configured on site.



Lift the handset.



Enter the access code (see access code table → page 121).

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.

Step by Step

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 System 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 121).

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.

Step by Step

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 121).

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 121).

Step by Step

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 121), followed by a number between 0 and 999 for the call number.

The number is dialed automatically.

Step by Step

Hunt group functions

To ensure optimum handling of specific calls, your telephone can be assigned to a pickup group → page 39 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.

This feature is configured using the feature toggle key (→ page 108).

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 121).



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 121).



Wait until you hear the confirmation tone.

Step by Step

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 121).



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 121).



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 109
Call forwarding busy line off		→ page 109
Call forwarding don't answer on		→ page 110
Call forwarding don't answer off		→ page 110
Call forwarding unconditional on		→ page 111
Call forwarding unconditional off		→ page 111
Call forwarding selective on		→ page 112
Call forwarding selective off		→ page 112
Making anonymous calls off		→ page 113
Making anonymous calls on		→ page 113
Temporarily activate anonymous calls		→ page 114
Temporarily deactivate anonymous calls		→ page 114
Creating list for call acceptance		→ page 115
Creating list for call rejection		→ page 116
Rejecting anonymous calls		→ page 117
Accepting anonymous calls		→ page 117
Using abbreviated dialing		→ page 118
Making a line busy on		→ page 119
Making a line busy off		→ page 119
Marking last line chain: on		→ page 120
Marking last line chain: off		→ page 120

Step by Step

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 six contrast levels that you can set according to your light conditions.



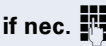
You can also configure this setting via the Web interface → page 136.



Press the key shown.

User

Select and confirm the option shown.



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.



Set and confirm the contrast.

Save & Exit

Confirm.



The administrator can set a time interval between 2 and 8 hours, after which the backlight of the display is turned off completely, if there has been no activity on the phone.

Step by Step

Contrast for key modules

If a key module is connected to your OpenStage 40, **you can set contrast for it.**



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.

Key mod. contrast-

Select and confirm the option shown.



Set and confirm the contrast.


Save & Exit

Confirm.

Step by Step

Date and time

You can choose the date and time display here.
You can also configure this setting via the Web interface
→ page 136.

 You must set the date and time manually if your phone is not connected to an (S)NTP server.

Setting the time

Press the key shown.
Select and confirm the option shown.
Enter and confirm the User password.

Select and confirm the option shown.
Select and confirm the option shown.


Enter and confirm the time.
Confirm.

Setting the date



Press the key shown.
Select and confirm the option shown.
Enter and confirm the User password.

Select and confirm the option shown.
Select and confirm the option shown.

Enter and confirm the date.
Confirm.




User


if nec. 

Date and time



Time



Save & Exit




User

if nec. 

Date and time

Date



Save & Exit

Step by Step

Setting daylight saving time

Prerequisite: Auto DST is deactivated → page 126.



You can also configure this setting via the Web interface
→ page 136.



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

Select and confirm the option shown.

Yes


Select and confirm the option shown in the context menu.


Save & Exit


Confirm.

Step by Step

Setting the difference between daylight saving and standard time


Prerequisite: **Auto DST** is deactivated → page 126.
Enter the difference to be used for daylight saving time.
 You can also configure this setting via the Web interface → page 136.

 Press the key shown.
Select and confirm the option shown.

if nec.  Enter and confirm the User password.

Select and confirm the option shown.


Select and confirm the option shown.


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

Confirm.


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 136.

 Press the key shown.

Select and confirm the option shown.

if nec.  Enter and confirm the user password.

Select and confirm the option shown.

Daylight saving time must be manually set if a **No** is entered for **Auto DST** → page 125.

Step by Step

Time display format



You can also configure this setting via the Web interface → page 136.



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

Select and confirm the option shown.

24 hour

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

Save & Exit

Confirm.

Date display format



You can also configure this setting via the Web interface → page 136.



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

Select and confirm the option shown.

dd/mm/yyyy

Select and confirm the format you want.

Save & Exit

Confirm.

Step by Step

Audio

Volumes

Use this selection to set the following volumes:

- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover

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 volume you want to adjust (for example, "Handset").



Set and confirm the volume.

An acoustic sample of the current volume is output via audio feedback when you adjust the volume.

Save & Exit

Confirm.

Step by Step

Settings

Room character

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



You can also configure this setting via the Web interface → page 136.



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

Select and confirm the option shown.

Normal

Select and confirm the room character in the context menu (for example, "Normal") (→ page 138).

Save & Exit

Confirm.

Ringer melody



You can also configure this setting via the Web interface → page 136.



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 melody

Select and confirm the option shown.

Step by Step

2

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

Save & Exit

Select and confirm the option shown.

Ringer tone sequence



You can also configure this setting via the Web interface → page 136.



Press the key shown.

User

Select and confirm the option shown.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.

Ringer tone sequence

Select and confirm the option shown.

2

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

Save & Exit

Select and confirm the option shown.

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 136.



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.

Save & Exit

Select the option shown and confirm twice.

Ringer file

Go to the selection directory.

Play tone

Select and confirm the option shown. You will hear the selected ringer melody.

Save & Exit

Confirm the selected file or choose another file.

Country setting for speakerphone mode

Enter the country setting you prefer for speakerphone mode here (see → page 36).



You can also configure this setting via the Web interface → page 136.



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

Select and confirm the option shown.

Standard mode

Select and confirm the setting you want in the context menu ("Standard mode" or "US mode").

Save & Exit

Confirm.

Step by Step

Nonsecure voice communication tone and message (R4.4)

With this option, you can activate an alert tone, which you will hear when the voice connection of your current call changes from secure to insecure. Additionally, the message "Unsecure connection" appears.

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



You can also configure this setting via the Web interface → page 136.



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



You can also configure this setting via the Web interface
→ page 136.



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?

Select and confirm the option shown.

Deutsch

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

Save & Exit

Confirm.

You may choose from the following languages:

1. Čeština
2. Dansk
3. Deutsch
4. English
5. Español
6. Français
7. Hrvatski
8. Italiano
9. Magyar
10. Nederlands
11. Norsk
12. Polski
13. Português
14. Slovenčina
15. Suomi
16. Svenska
17. Русский
18. Chinese
19. Japanese

1. The phone displays the current setting.

Step by Step

Country-specific setting

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



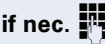
You can also configure this setting via the Web interface → page 136.



Press the key shown.

User

Select and confirm the option shown.



Enter and confirm the User password.

Locality

Select and confirm the option shown.

Country

Select and confirm the option shown.

Germany

Select the country^[1] in the context menu.

Save & Exit

Confirm.

You may choose from the following countries:

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

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.



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. The following overview opens:

Network information	
Options: Exit→	
IP address: 192.168.1.9	
[WBM URL http://192.168.1.	
DNS domain: opera.local	
LAN RX:	<div><div></div></div>
LAN TX:	<div><div></div></div>
PC RX:	<div><div></div></div>
PC TX:	<div><div></div></div>
LAN autonegotiated: Yes	
LAN information: 100 Mbps full	
PC autonegotiated: Yes	
PC information: Link down	

IP Address: IP address assigned to 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 administrator can also assign the phone to the IP address of a DNS domain (for example, <http://my-openStage.phone/>).

Web interface (WBM)

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 135.

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 the phone's HTTP server and must be **8085**.



You can ignore any certificate messages issued by the browser.

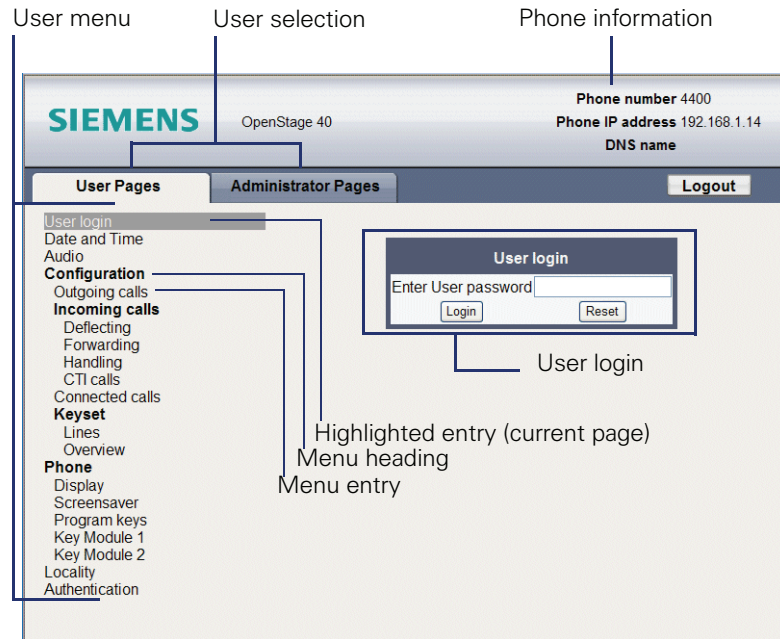
You will be prompted to configure a user password the first time you call up the Web interface → page 98. You must log on with this password in future every time you want to open the User Pages.

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:



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 98



















Date and Time



















- Local time  → page 124
- Local date (day, month, year)  → page 124
- Allow daylight saving  → page 125
- Difference (minutes)  → page 126
- Auto time change  → page 126

Audio

- Ringer melody ( → page 129)
- Ringer tone sequence ( → page 130)
- Ring file ( → page 130)
- Room Character ( → page 129)
- Open listening ( → page 131)




User Configuration

- Outgoing calls
 - Autodial delay (seconds)  → page 76
 - Allow callback: busy  → page 53
 - Allow callback: no reply  → page 53
 - Allow busy when dialling  → page 77
 - Allow transfer on ring  → page 71
- Incoming calls
 - Deflecting
 - Allow deflection ( → page 62)
 - Default deflect destination  → page 62
 - Deflect to DSS  → page 62
 - Forwarding
 - Settings
 - Forwarding Favourites Destination 1 to Destination 5
 → page 62
 - Forward all calls allowed  → page 49
 - to  → page 48
 - Forward on busy allowed  → page 49
 - to  → page 48
 - Forward on no reply allowed  → page 49
 - to  → page 48
 - No reply delay (seconds)  → page 48
 - Alerts
 - Visual alerts  → page 63
 - Audible alerts  → page 63





- Handling
 - Allow call waiting  → page 68
 - Allow DND  → page 97
- CTI-Calls
 - Allow auto-answer  → page 72
 - Allow beep on auto-answer  → page 72
 - Allow auto-reconnect  → page 73
 - Allow beep on auto-reconnect  → page 73
- Connected calls
 - Allow call transfer  → page 70
 - Allow call joining  → page 45
 - Allow exit conference  → page 80
 - Allow hold reminder  → page 65
 - Hold reminder delay (minutes)  → page 66
 - Allow music on hold  → page 66
 - Allow conferences  → page 79
 - Allow tone for secure call V → page 132
- Keypad
 - Lines
 - Ring delay (seconds)  → page 92
 - Allow in overview  → page 91
 - Address¹
 - Primary line^[1]
 - Ring on/off^[1]
 - Selection order^[1]
 - Overview
 - Use FPK order  → page 93
 - Add all lines  → page 93
 - Reordering directions: Move down, Move to bottom, Move to top, Move up  → page 93

[1]. Information - read only


Phone

- Display settings
 - Contrast  → page 122
 - Key module contrast V → page 123
- Program keys
 - Normal
 - Edit.  → page 56.
 - Shifted
 - Edit.  → page 56.
- Key Module 1 (if available such as Program keys)
- Key Module 2 (if available such as Program keys)

Locality

- Country  → page 134
- Language  → page 133
- Date format  → page 127
- Time format  → page 127

Authentication

- Old password
- New password  → page 98
- 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 aggressive or alcohol-based cleansers on plastic parts. 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 ("Do not disturb" appears on the screen → page 23). If so, deactivate it.

The displayed time is incorrect:

The time is corrected automatically over night after 24 hours at the latest.

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 administrator. 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.

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Reference No.:
A31003-S2010-U101-6-7619

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