

Documentation

HiPath 2000, HiPath 3000, HiPath 5000

HiPath OpenOffice

OpenStage 60/60 G, OpenStage 80/80 G

OpenStage Key Module

Operating Instructions






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: L30250-F600-C14x (x: 1=EU, 2=UK, 3=US) or• in a LAN with PoE (Power over Ethernet), which complies with the IEEE 802.3af standard.
	<p>Never open the telephone or a key module. Should you encounter any problems, contact the responsible service personnel.</p>
	<p>Use only original Siemens accessories. The use of other accessories may be hazardous and will render the warranty, extended manufacturer's liability and the CE marking invalid.</p>

Trademarks

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

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

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

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

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

Location of the telephone

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

Software update



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.

Internet-based 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 web at:

<http://wiki.siemens-enterprise.com/>

Table of Contents

Important information2

Trademarks	2
Location of the telephone	3
Software update	3
Internet-based documentation	3

General information.....11

About this manual	11
Service.....	11
Intended use	12
Telephone type	12
Voice encryption	12
Speakerphone quality and display legibility	12
Multi-line telephone, executive/secretary functions	13
Team functions	13

Getting to know your OpenStage phone14

The user interface of your OpenStage 60/60 G/80/80 G	14
Ports on the underside of the phone.....	15
Using network ports more efficiently	16
OpenStage Manager	16
OpenStage Key Module	17
Keys and controls	18
Function keys.....	18
Audio controls	18
Mode keys.....	19
TouchGuide	20
Programmable sensor keys	21
Keypad	23
Graphic display	24
Appearance	24
Display keyboard	25
Context-dependent displays	27
Idle mode.....	27
Telephony dialogs	28
Messages	28
Context menus	29
Pop-up window	29
Application tab	30

Applications available on your OpenStage phone 31

Application navigation	31
Telephony interface	32
Phonebooks	33
Personal phonebook	34
LDAP directory	35
System phonebook	35
Call lists	36
Managing call lists	36
Entry details	37
Mailbox	38
Messages	38
Voicemail	38
Menu	39
Settings – Service Menu	39
Settings – telephone user menu	39
Settings – administration	41
Applications	41
Help function	41

Basic functions 42

Answering a call	42
Answering a call via the handset	42
Answering a call via the loudspeaker (speakerphone mode)	43
Switching to speakerphone mode	44
Switching to the handset	44
Open listening	44
Making calls	45
Off-hook dialing	45
On-hook dialing	45
Dialing with DDS keys	46
Ending a call	46
Rejecting a call	46
Turning the microphone on and off	47
Calling a second party (consultation)	48
Switching to the held party (alternating)	48
Transferring a call	49
Call forwarding	50
Variable forwarding (key-based configuration)	50
Variable forwarding (menu-based configuration)	52
Call forwarding no reply (CFNR)	53
Call forwarding in the event of telephone failure (CFSS)	54
Call forwarding in the carrier network and forwarding multiple subscriber numbers (MSN) (not for U.S.)	55

Using callback 56

 Storing a callback 56

 Accepting a callback 56

 Viewing and deleting a stored callback 57

Enhanced phone functions.58

 Answering calls 58

 Answering a call with a headset 58

 Answering a call for another phone 58

 Using the speakerphone 59

 Answering calls from the entrance telephone and opening the door60

 Accepting a call from an answering machine 61

 Making calls. 62

 Redialing from a call list 62

 Using a personal phonebook 62

 Using a system phonebook 64

 Using the LDAP directory 64

 Making calls using system speed-dial numbers 65

 Dialing with speed-dial keys 65

 Talking to your colleague with a speaker call 67

 Talking to your colleague with discreet calling. 67

 Automatic connection setup/hotline 68

 Reserving a trunk. 68

 Assigning a station number (not for U.S.) 69

 Associated dialing/dialing aid 69

 During a call. 70

 Using call waiting (second call) 70

 Preventing and allowing a second call (call waiting) 71

 Activating/deactivating the camp-on tone 71

 Parking a call 72

 Placing an external call on hold 73

 Conducting a conference. 74

 Activating tone dialing/DTMF suffix-dialing 76

 Recording a call 77

 Transferring a call after a speaker call announcement in a group . . 78

 Send trunk flash 79

 If you cannot reach a destination. 80

 Call waiting (camp-on) 80

 Busy override - joining a call in progress 80

 Using night answer 81

Programming sensor keys	82
Configuring function keys	82
Overview of functions	83
Programming a procedure key	85
Configuring redial keys	87
Configuring via a sensor key	87
Configuring using the Program/Service menu	88
Changing the label	89
Deleting sensor key programming	89
 Phonebooks and call lists	 90
Personal phonebook	90
Creating a new contact	90
Changing contact data	92
Managing the phonebook	93
Managing groups	94
LDAP database	96
Finding an LDAP entry	96
Call lists	97
View details	97
Deleting entries	97
 Displaying and assigning call charges	 98
Displaying call charges (not for U.S.)	98
Displaying call charges for another telephone (not for U.S.)	99
Dialing with call charge assignment	100
 Privacy/security	 101
Voice encryption	
(only for HiPath 2000/3000/5000/HiPath OpenOffice EE)	101
Notes on voice encryption	101
User password	102
Turning ringer cutoff on and off	103
Deactivating the ring tone	103
Do not disturb	104
Suppressing your phone number on the called party's phone	104
Monitoring a room	105
Trace call: identifying anonymous callers (not for U.S.)	106
Locking the telephone to prevent unauthorized use	107
Locking another telephone to prevent unauthorized use	108
Saving your PIN	109

More functions/services.110

Appointments function 110

 Saving appointments 110

 Using timed reminders 111

Sending a message 112

 Creating and sending a message. 112

 Viewing and editing incoming messages. 113

Leaving an advisory message 114

 Deleting advisory messages 114

Displaying the number of waiting calls/overload display 115

Using another telephone like your own for a call 115

Using another phone like your own for extended periods (mobility) . . 116

Fax details and message on answering machine 117

Resetting services and functions
(system-wide cancellation for a telephone). 117

Activating functions for another telephone 118

Using system functions from outside

DISA (direct inward system access) 119

Using functions in ISDN via code dialing (keypad dialing) 121

Controlling Connected Computer or Their Programs/Tel. Data Service 122

Communicating with PC applications over a CSTA interface 123

Controlling relays (only for HiPath 3000) 124

Sensors (HiPath 33x0/35x0 only) 124

Radio paging (not for U.S.). 125

**Making calls in the team
executive/secretary configuration126**

Lines 126

 Line utilization 126

 Line seizure 127

Trunk keys 127

 Answering calls with the trunk keys 128

 Dialing with trunk keys. 128

 Placing a call on hold on a trunk key and retrieving the held call . . 128

 Making calls on multiple lines alternately 129

 MULAP conference release. 129

Direct station selection key 130

 Using DSS keys to answer calls 130

 Calling a team member directly 130

 Transferring a call in progress 131

 Accepting a call for another team member 131

Forwarding calls on trunks 132

Transferring calls directly to the executive phone. 134

Using team functions 135

Activating/deactivating a group call	135
Accepting a call for another member of your team	137
Ringling group	137
Uniform Call Distribution (UCD)	138

Special functions in the LAN 140

Leaving hunt group/group call	140
Setting up "follow me" call forwarding	141
Using night answer	142
Ringling group	143
Controlling relays (only for HiPath 3000)	144
Opening a door	145

Individual phone configuration 146

Adjusting display settings	146
Adjusting the display to a comfortable reading angle	146
Setting contrast	146
Duration for idle mode	147
Screensaver	148
Color scheme	150
Changing lamp brightness for TouchSlider	151
Adjusting displays on the OpenStage Key Module	152
Adjusting audio settings	153
Volumes	153
Room character	154
Ringer file	155
Activating/deactivating the ringer	156
Adjusting the volume during a call	156
Language for system functions	156
Configuring Bluetooth	157
Bluetooth settings	157
Connecting/disconnecting a Bluetooth device	159
Managing Bluetooth devices	160
Context menu	163
Closing automatically	163
Setting the automatic display duration	164
Displaying status	165
Displaying service data	166

Bluetooth167

Discoverability 167

Linking 167

Transferring contacts..... 168

 Receiving a vCard 168

 Sending a vCard..... 169

Using a Bluetooth headset 170

 Testing a Bluetooth headset 170

Differing display view in a HiPath 4000 environment171

Web interface172

User Pages 172

Administrator Pages 172

Configuring settings on the User Pages 173

 Calling up the Web interface 173

 Overview of the Web interface user menu 174

Fixing problems175

Responding to error messages on the screen 175

Contact partner in the case of problems 176

Troubleshooting..... 177

Caring for your telephone 177

Index.....178

Overview of functions and codes182

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.

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. 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.

Voice encryption

Your OpenStage60/60 G/80/80 G, software release 2 (V1 R2.xxxx) and later, supports voice encryption on HiPath 2000/3000/5000 (R 4 and later), HiPath OpenOffice EE (V1). This allows you to use your OpenStage to perform tap-proof calls. Voice transmission is encrypted and data is decrypted at the other call party's phone and vice versa.

If "Secure Mode" is enabled on your phone (consult your service personnel), and a connection is established to a phone that does not support voice encryption, the call is not encrypted and thus unsecured.

Your service personnel can define at the communication system whether you are notified of unencrypted calls and how → page 101.

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 146^[1].

[1] For OpenStage 80/80 G only

Multi-line telephone, executive/secretary functions

Your OpenStage60/60 G/80/80 G is a "multi-line telephone". This means that your service personnel can configure multiple lines on your phone, which is not the case with single-line phones. Each line is assigned an individual phone number which you can use to make and receive calls. The programmable sensor keys function as line keys on multi-line phones → page 127.

When using a multi-line phone to make and receive calls, certain particulars must be taken into account → page 128 ff.

The executive-secretary configuration is a special case. This is a multi-line telephone with special features (e.g. "Ring Transfer" and "Accept call"), configured especially for executive/secretary use → page 126 ff.

Team functions

To increase the efficiency of telephony, your service personnel can configure various Team functions such as pickup groups, hunt groups, and call distribution groups.

Getting to know your OpenStage phone

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

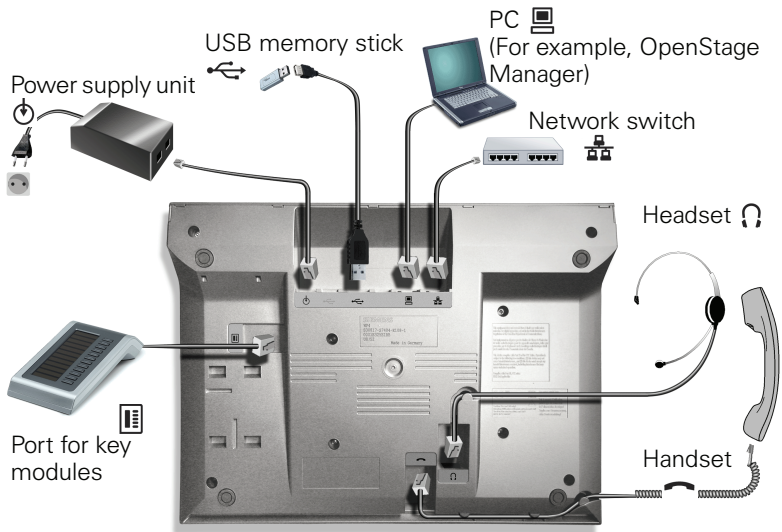
The user interface of your OpenStage 60/60 G/80/80 G

The diagram shows an OpenStage 60/60 G, the description applies to both product variants.



1	You can make and receive calls as normal using the handset .
2	The large graphic display permits intuitive operation of the phone → page 24.
3	The mode keys allow easy operation of the applications featured on your telephone. To select a tab within a function press the relevant key repeatedly until the required tab is displayed → page 19.
4	Use the TouchGuide to navigate conveniently through the applications on your telephone → page 20.
5	You can customize your telephone by assigning phone numbers and functions to the programmable sensor keys → page 21.
6	The function keys allow you to call up the most frequently used functions during a call (e.g. Disconnect) → page 18.
7	Audio keys are also available, allowing you to optimally configure the audio features on your telephone → page 18.
8	The TouchSlider allows you to adjust the current volume (e.g. telephone rings - ringer volume) → page 18.
9	Incoming calls are visually signaled via the call display .
10	The keypad can be used to enter phone numbers and text → page 23.

Ports on the underside of the phone



OpenStage operating features

	OpenStage	80	80 G	60	60 G
Display type		Color TFT 640x480		Color TFT 320x240	
Illuminated display		✓		✓	
Programmable sensor keys		9		8	
Full-duplex speakerphone function		✓		✓	
Headset		✓		✓	
Bluetooth		✓		✓	
USB master ^[1]		✓		✓	
10/100 Mbps Ethernet switch → page 16		✓	-	✓	-
1000 Mbps Ethernet switch → page 16		-	✓	-	✓
Interface for key modules		✓		✓	
Web-based Management (WBM)		✓		✓	

[1] Not suitable for USB hubs

Using network ports more efficiently


OpenStage 60/80 has a built-in 10/100 Mbps Ethernet switch.
OpenStage 60 G/80 G has a 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 Manager

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

 Contact your service personnel for the latest version of OpenStage Manager.

OpenStage Key Module

The OpenStage Key Module is a key module attached to the side of the phone that provides 12 additional illuminated, programmed sensor keys. Like keys on the phone, these sensor keys can be programmed and used according to your needs → page 21.



The diagram shows an OpenStage Key Module for OpenStage 80/80 G.

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



Other technical explanations, safety notices, and installation instructions can be found in the relevant documentation.

You can find these on the Internet at

<http://www.enterprise-communications.siemens.com>

Keys and controls

Function keys

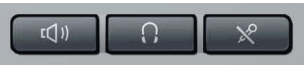


Key	Function when key is pressed
	End (disconnect) call → page 46.
	Call forwarding → page 50.
	Start voice recognition ^[1] .

[1] This function is not yet available.

Audio controls

Audio keys



Key	Function when key is pressed
	Activate/deactivate the loudspeaker → page 43.
	Activate/deactivate headset → page 58.
	Activate/deactivate microphone (also for speakerphone mode) → page 47.

TouchSlider

Similar to the TouchGuide → page 20, you can set properties for your telephone, such as the volume, by sliding your finger over the TouchSlider.



Icon used in the manual:









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

Set the lamp brightness of the TouchSlider → page 151.

Mode keys


These sensor keys allow you to switch to the required application with the simple stroke of a key. To select a tab within an application press the relevant key repeatedly until the required tab is displayed.















Key	Function when key is pressed	LED display
	Display telephony interface → page 32	Blue: Application is active
	Display phonebooks → page 33	Blue: Application is active
	Display call lists → page 36	Blue: Application is active White: New entry in call list
	Display messages → page 38	Blue: Application is active White: New voicemail
	Display user/applications menu → page 39	Blue: Application is active
	Display Help function → page 41	Blue: Application is active

The icons for the mode keys also appear on the display → page 30.

TouchGuide

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

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

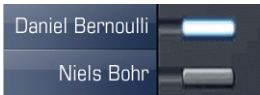
Operation	Functions when key is pressed
 Press 	In idle mode: <ul style="list-style-type: none">• Open the idle menu → page 27 In lists and menus: <ul style="list-style-type: none">• Go to next level Entry selected: <ul style="list-style-type: none">• Perform action You can now access a context menu: <ul style="list-style-type: none">• Open the context menu
 Press 	In lists and menus: <ul style="list-style-type: none">• One level back Entry selected: <ul style="list-style-type: none">• cancel action In input fields: <ul style="list-style-type: none">• Delete character to the left of the cursor
 Press 	In lists and menus: <ul style="list-style-type: none">• Scroll down• Hold down: Jump to the end of the list/menu
 Press 	In lists and menus: <ul style="list-style-type: none">• Scroll up• Hold down: Jump to the start of the list/menu
 Move your finger around the inner wheel 	In lists and menus: <ul style="list-style-type: none">• Scroll up or down In input fields: <ul style="list-style-type: none">• Select a character in the display keyboard → page 25
 Press the  key.	Entry selected: <ul style="list-style-type: none">• Perform action• Initiate call

Programmable sensor keys

Your OpenStage 80/80 G has nine (OpenStage 60/60 G: eight) illuminated sensor keys. You can assign functions or numbers to them.



Increase the number of programmable sensor keys by connecting a key module → page 17.



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

- Function keys → page 82
- Redial keys → page 87
- Procedure keys → page 85



You can program internal and external station numbers on the second level for all programmable sensor keys (except the Shift key). The LED function is not available for internal station numbers on the second level.

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

Press and hold a function key or redial key to open a menu for programming it. Direct station selection (DSS) keys can only be programmed via the service menu.

A label indicating the key's function is displayed to the left of the key; it cannot be changed. You can change the labels for redial or DSS keys according to your requirements → page 89.

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

Meaning of LED displays on function keys

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

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




The programmable sensor keys on multi-line phones function as trunk keys → page 127.

Text input

Example: Changing the key label → page 89.

Enter the required characters via the keypad.

Select the functions using the keys  and .

Confirm your entry with .

L1 label: Ma

Save

Delete Character


Previous

Exit













Characters entered

Save entry

Delete character^[1]

[1] Alternatively, press the key 

Character overview (depends on the current language setting)


Key	1x	2x	3x	4x	5x
	[1]	1			
	a	b	c	2	
	d	e	f	3	
	g	h	i	4	
	j	k	l	5	
	m	n	o	6	
	p	q	r	s	7
	t	u	v	8	
	w	x	y	z	9
	+	.	-	0	
	[2]				
	[3]				



[1] Space
[2] Next letter in upper case
[3] Delete character

Keypad

Text input



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

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

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

Alphabetic labeling of dial keys is 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).

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).

Function		
Hold down key	Turn ringtone on/off → page 103.	Turn phone lock on/off → page 107.
Key label → page 22	Next letter in upper case.	Delete character.
Display keyboard → page 25	Write special characters	Switch between upper and lower-case text and number entry.

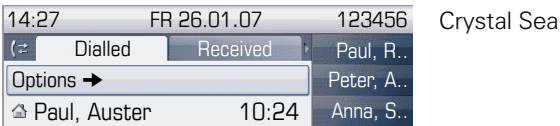
Graphic display

Your OpenStage 60/60 G/80/80 G is equipped with a tilt-and-swivel color display → page 15.

Appearance

You can customize your display to suit your personal requirements:

- Angle the display as required → page 12.
- Set the contrast (OpenStage 80/80 G only) → page 146.
- Select your preferred display design → page 150.



Status bar

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

In addition, different icons represent different situations and switches:

Icon	Explanation
	The ring tone is deactivated → page 103
	The "Do not disturb" function is activated → page 104
	The phone lock is activated → page 107
	The Bluetooth function is activated → page 157
	A mobile user is logged on to the telephone ^[1] .

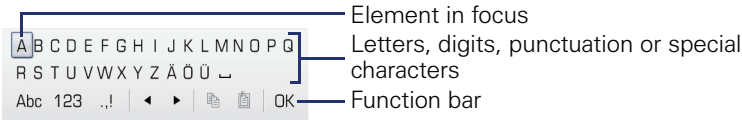
[1] This function is not yet available.

Display keyboard



Simple text and characters can also be entered at any time using the keypad → page 23.

Depending on the context, the display keyboard is displayed with different elements.



Use the TouchGuide to operate the display keyboard → page 20.

Operation	Function
Move your finger around the wheel	Set the focus on the next/previous element
Press	Select the element in focus (enters the character or performs the function)
Press	Delete character to the left
Press	Set focus to

You can select the following functions from the function bar:

Element	Explanation
	Switch to upper/lower case characters for first letter of words (initial letter upper case, all subsequent letters lower case)
	Switch to lower case characters
	Switch to numeric characters
	Switch to punctuation and special characters
	Move cursor one character to the right/left
	Copy entire content of the active field to the clipboard
	Insert clipboard content at cursor position. Existing content is not overwritten.
	Confirm changes

Character overview (depends on the current language setting)

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x	13x	14x
	1	[1]												
	a	b	c	2	ä									
	d	e	f	3										
	g	h	i	4										
	j	k	l	5										
	m	n	o	6	ö									
	p	q	r	s	7	ß								
	t	u	v	8	ü									
	w	x	y	z	9									
	0	+												
	.	*	#	,	?	!	'	-	()	@	/	:	_
	[3]													

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

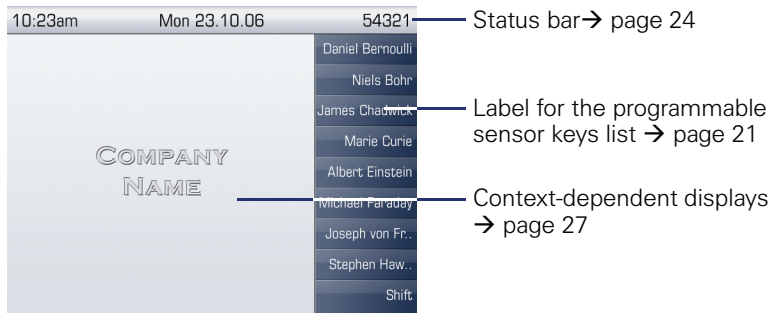
Context-dependent displays

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

Idle mode

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

In addition to the status bar and the programmable sensor key list, the graphic display offers a wide range of context-dependent displays.



Idle menu

In idle mode, press ➡ on the TouchGuide ➔ page 20 to display the idle menu. You can call up various functions here. The sequence and status of the entries correspond to the status of the function.

The idle menu may contain the following entries:

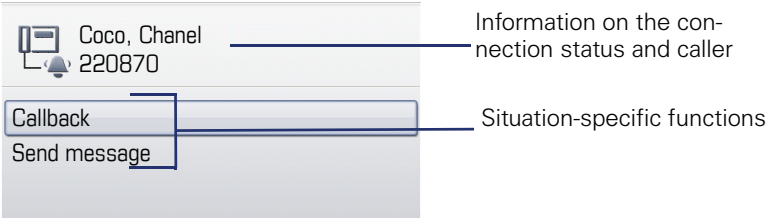
- Forwarding on
- Lock phone
- DND on
- Advisory msg. on
- Ringer cutoff on
- Send message
- View callbacks^[1]
- Directory
- HF answerback on
- Suppress call ID
- Waiting tone off
- DISA intern

[1] Only appears if callback requests are saved

Telephony dialogs

The dialogs in the lower area of the display prompt you to input data or provide you with information about the call states.

Example: You dialed the phone number of a contact saved in the phone-book.



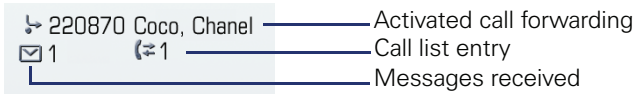
The pop-up menu (→ page 29) provides functions suited to the situation, which you can select and confirm using the TouchGuide → page 20.

Messages

The messages displayed in the upper left area of the display advise you of current settings or events.

Example:

- Call forwarding is activated for all calls. All calls are forwarded to the number "220870".
- You received a message while you were absent.
- A call list contains a new entry



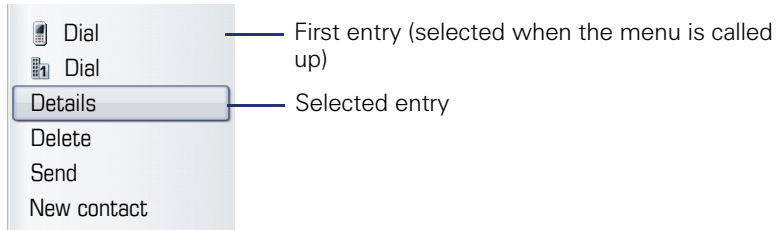
Explanation of all message icons:

Icon	Explanation
	You have received one or more new messages
	One or more new entries have been added to the call lists
	Call forwarding is active

Context menus

If the arrow icon ➔ appears next to a selected entry, additional menu levels or selection options are available in the form of a context menu. Navigate through these options using the TouchGuide ➔ page 20.

You can set context menus to automatically close in certain situations (for example, during a connection) ➔ page 163. You can also select the display duration ➔ page 163.



Pop-up window

In certain situations, a pop-up window opens automatically in the lower third of the display.

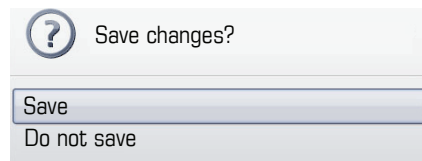
Pop-up menu

You will be prompted to use a pop-up menu to select situation-dependant functions and to confirm them or to make entries.

You can use the TouchGuide to navigate within the pop-up menu ➔ page 20.

Example:

The following pop-up menu opens after you change a setting and press the ⏮ key on your TouchGuide.

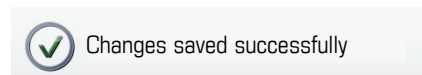


Pop-up message

Pop-up messages only indicate actions or states for which further action is not required.

Example:


The following pop-up message appears briefly when you change a setting.









Application tab

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



Example: Press the  mode key to open the call lists → page 19. Press this key repeatedly to switch between the various tabs.

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

Icon	Explanation
	Telephony interface→ page 32
	Phonebooks → page 33
	Call lists → page 36
	Messages→ page 38
	Menu → page 39
	Help function → page 41

Applications available on your OpenStage phone

The following descriptions provide an overview of the various applications available on your OpenStage phone.

Application navigation

Activating an application

You can switch to the relevant application using the mode keys → page 19.

Scrolling through application tabs

If an application has more than one tab, you can press a mode key repeatedly to select the relevant tab → page 30.

Scrolling through lists


You can use the TouchGuide to scroll through entries and confirm the functions you want → page 20.


Opening context menus

If the arrow ➡ appears beside an entry, a context menu is available for this entry → page 29.

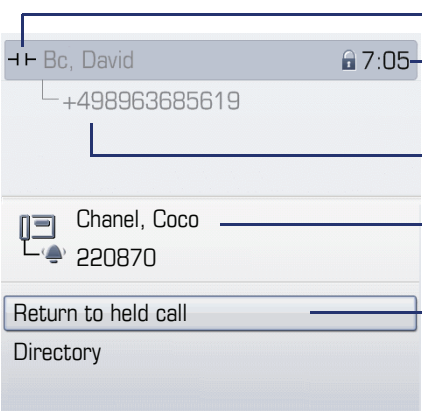
Telephony interface

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

 The same information is available on multi-line telephones for the selected line in the line overview.







Press  to open this interface.


Example:



The screenshot shows a call log or contact list. At the top, there's a header bar with a call status icon (a green phone handset) and the text 'Bc, David'. To the right of the header bar, the call duration '7:05' is displayed. Below the header bar, the phone number '+498963685619' is shown. Further down, there's a section for 'Chanel, Coco' with a call status icon (a red phone handset) and the number '220870'. At the bottom, there's a button labeled 'Return to held call' and a 'Directory' link. Lines connect the text labels on the right to the corresponding elements in the interface: 'Icon indicating call status' points to the green handset icon, 'Call duration' points to '7:05', 'Current call(s) stored in the phonebook (where available, with information)' points to the contact entry 'Chanel, Coco', 'Call requests and current states' points to the red handset icon, and 'Pop-up menu with situation-dependent options' points to the 'Return to held call' button.

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
	You are conducting a call via a secure connection.
	You are conducting a call via an unsecured connection.

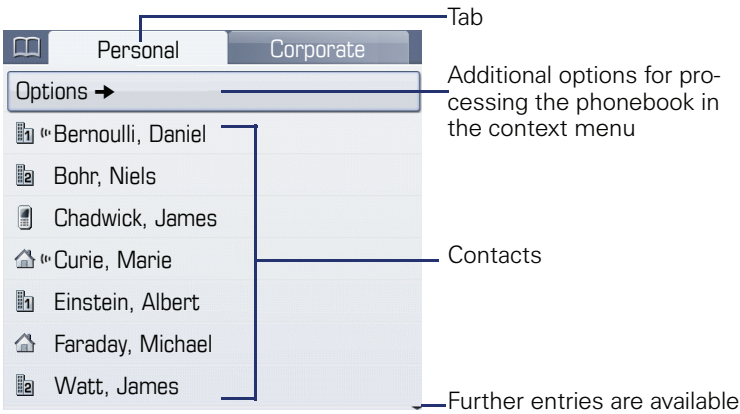
 Detailed descriptions of the various functions can be found in the sections "Making calls – basic functions" → page 42 and "Making calls – enhanced phone functions" → page 58.

Phonebooks






In addition to the personal phonebook, this application contains entries from other directory services such as an LDAP corporate directory and the company's internal phonebook.

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

Example:

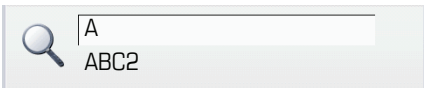


Phonebook icons

Icon	Explanation
	Primary business number
	Secondary business number
	Mobile phone number
	Private phone number
	Voice recognition is possible for this entry

Search contacts

When in the phonebook or directory list view, press the keypad key that corresponds to the first letter of your search term.
A field opens for you to enter the search term:



Enter your search term using the keypad → page 23.

The cursor jumps to the first entry in the list that matches the character you entered in the search field.

Personal phonebook

The "Personal" tab contains your personal phonebook. You can store up to 1000 contacts in this phonebook. The entries are sorted in alphabetical order in the phonebook list and displayed with the icon for the specified default phone number.

There are two ways of creating new contacts:

- Via the phonebook list context menu → page 90
- Accept entry from LDAP search → page 96

Contact details

The type of data displayed for a call in the telephony interface → page 32 is dependent on the information you have stored for the contact in your personal phonebook.

A contact consists of the entry in the "First name" or "Last name" fields and at least one phone number → page 90.

In addition, you can store non-telephony-specific data (e.g. address, function, etc.) for each entry.

You can store several phone numbers for each contact. In this case, however, you should define a preferred number → page 91.

Classify your contacts into groups → page 94.

Store a picture of the contact → page 91.

Managing contacts

All saved contacts are listed in alphabetical order in the "Personal" tab.

You can use the "Options" context menu to

- create new contacts → page 90
- define contact display format → page 93
- sort contacts into groups → page 94
- delete the entire phonebook list → page 93



To manage your contact data professionally and to synchronize your data with the Outlook e-mail program, we recommend using OpenStage Manager → page 16.

Using contacts

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

- Calling a contact → page 62
- Editing a contact → page 92
- Deleting a contact → page 93

LDAP directory

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

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

Searching for a contact

- Searching for an entry → page 96

Using a contact

- Call contact → page 64
- Importing an entry into the personal phonebook → page 96


System phonebook

The "System" tab contains the central speed-dial directory, which is configured and maintained by your service personnel. This directory contains all internal phone numbers and speed-dial numbers that were assigned a name.

- Dialing from the system phonebook → page 64
- Dialing with system speed-dial numbers → page 65


Call lists


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

 Callers with suppressed numbers cannot be saved in the call lists.

The following call lists are displayed individually on separate tabs:

- "Missed" tab: missed calls
- "Received" tab: answered calls
- "Dialled" tab: dialed numbers

 Callers with suppressed numbers cannot be saved in the call lists.

When new entries are added to the call lists, a message appears (→ page 28) on the idle display and the LED of the mode key  (→ page 19) lights up white.


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

Managing call lists

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

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

Example: "Missed" tab



The screenshot shows the 'Missed' tab of a call list. At the top, there are two tabs: 'Missed' (selected) and 'Received'. Below the tabs is a 'Form options' bar. The list contains several entries, each with a name, a date, and a number of call attempts. Annotations point to various elements:

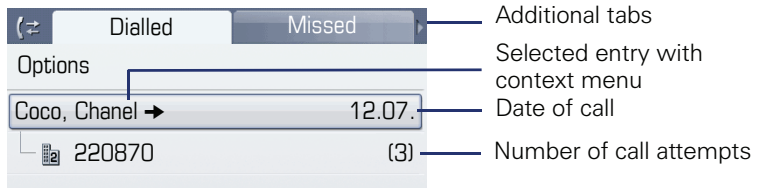
- Additional tabs**: Points to the 'Missed' and 'Received' tabs.
- Selected new entry with context menu**: Points to the 'Bernoulli, Daniel' entry.
- Date of call**: Points to the date '18.10.' for the 'Bernoulli, Daniel' entry.
- Number of call attempts**: Points to the number '(1)' for the 'Bernoulli, Daniel' entry.
- Old entry**: Points to the 'Bohr, Niels' entry.

Name	Date	Attempts
Bernoulli, Daniel	18.10.	(1)
Curie, Marie	18.10.	
Bohr, Niels	17.10.	

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

- Delete All → page 97

Example: "Dialled" tab



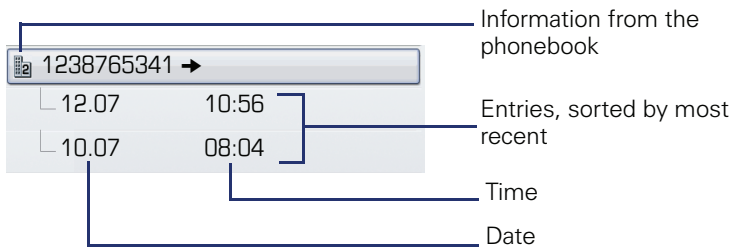
The following functions are available via the context menu of a selected entry:

- Dial → page 62
- Details → page 97
- Delete → page 97

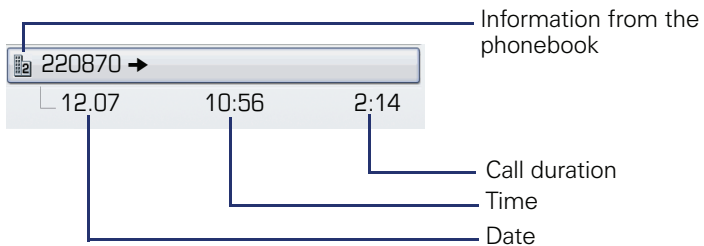
Entry details

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

Example: entry in the "Missed" tab



Example: entry in the "Dialled" tab



In this view, the context menu contains the following entry:

- Dial → page 62



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

Mailbox

Depending on the type and configuration of your communications platform (contact the relevant service personnel), messages from services, such as HiPath Xpressions, are displayed in this application in addition to messages received.

The following messages are displayed individually on separate tabs:

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

Messages

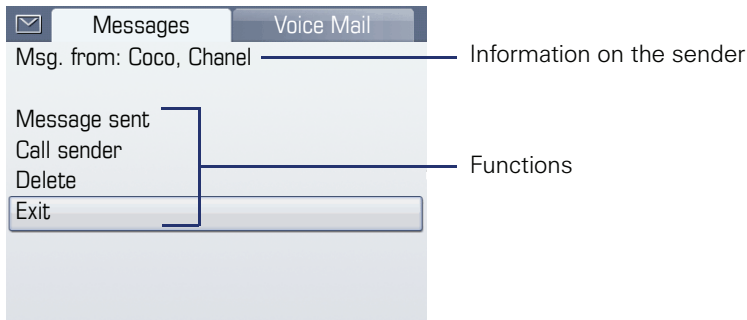
You can send short text messages to individual internal stations or groups.

In idle mode (→ page 27) the following signals alert you to the presence of new messages:

- ☑ key LED illuminates
- Display → page 28.

Press the ☑ key until the "Messages" tab is active.

Example:



➡ For a description of how to edit the entries → page 112.

Voicemail

If your telephone is connected to a voicemail system (such as Entry Voice Mail), the Mailbox key will also light up to alert you to any messages that have arrived.

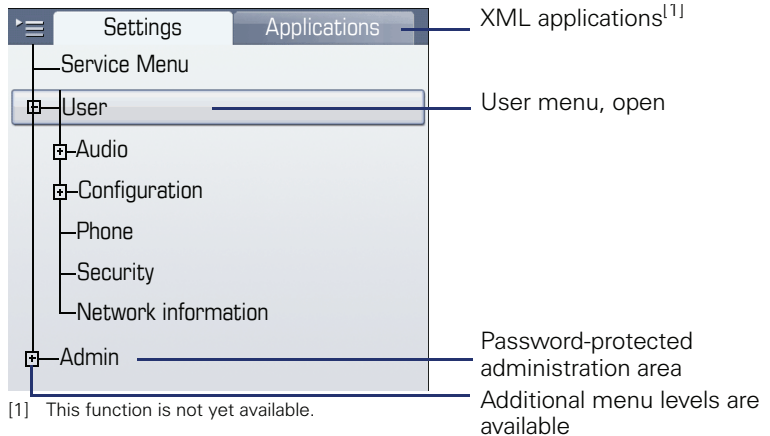
An appropriate message also appears on the display (for instance, in Entry Voice Mail: "X new messages").

To play back your voicemail, follow the instructions on the display.

Menu

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


Press the  key.



Settings – Service Menu

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

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

Confirm the "Service Menu" entry by pressing .



An overview of the maximum functions available can be found at
→ page 182.

Settings – telephone user menu

Here you can configure settings for your OpenStage.

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

Select and confirm the "User" entry using the TouchGuide → page 20.

If necessary, enter the user password → page 102.

The menu structure comprises several levels.



You can also configure some of the settings using the Web interface
(→ page 174) on your OpenStage.
Go to the page references next to the menu entries below to view
descriptions of the corresponding parameters.

Audio

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

Volumes



Adjust the settings on your telephone → page 153.

Settings



Adjust the settings on your telephone → page 154.



Make settings via the Web interface → page 174.

Configuration

Call forwarding

Set up call forwarding for your telephone.



Adjust the settings on your telephone → page 50.

Context menu

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



Adjust the settings on your telephone → page 163.



Make settings via the Web interface → page 174.

Bluetooth

Prepare your phone for Bluetooth operation.



Adjust the settings on your telephone → page 157.



Make settings via the Web interface → page 174.

Phone

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

Screensaver



Adjust the settings on your telephone → page 148.



Make settings via the Web interface → page 174.

Display



Adjust the settings on your telephone → page 146.



Make settings via the Web interface → page 174.

Key programming



Adjust the settings on your telephone → page 82.

Security

Protect your settings and data by assigning a password.



Adjust the settings on your telephone → page 102.



Make settings via the Web interface → page 174.

Network information

View status information for the network environment.



Viewing settings on your telephone → page 165.

Settings – administration

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

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


Applications^[1]

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

Help function

You can call up the "Help" function at any time, even during a call.

Calling up the "Help" function

Press . The "Help" function is activated.

[1] This function is not yet available.

Step by Step

Basic functions



Please read the introductory chapters "Getting to know your OpenStage phone" → page 14 and "Applications available on your OpenStage phone" → page 31 carefully before performing any of the steps described here on your phone.

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.

- When you receive an internal call, your telephone rings once every four seconds (single-tone sequence).
- When you receive an external call, your telephone rings twice in rapid succession every four seconds (dual-tone sequence).
- When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone sequence).
- If a call is waiting, you hear a short tone (beep) every six seconds.



Your service personnel can adjust the ring cadence for external and internal calls for you. In other words, different ring cadences can be set for different internal callers.

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



An incoming call will interrupt any ongoing telephone setting operations.

Answering a call via the handset

The phone is ringing. The caller is displayed. Pay attention to the notes on voice encryption → page 101.

Lift the handset.

Set the call volume.



if nec.

Step by Step

Answering a call via the loudspeaker (speakerphone mode)

Suggestions for using speakerphone mode

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

The phone is ringing. The caller is displayed.
Pay attention to the notes on voice encryption
→ page 101.



Press the key shown. The LED lights up.

or

Answer

Confirm.

if nec.



The speakerphone function is activated.
Set the call volume.

Ending a call



Press the key shown. The LED goes out.

or



Press the key shown.


Step by Step

Switching to speakerphone mode

People present in the room can participate in your call.

Prerequisite: You are conducting a call via the handset.



if nec. 

Hold down the key and replace the handset. Then release the key and proceed with your call.
Set the call volume.

U.S. mode

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

Press the key shown.

Replace the handset. Proceed with your call.



if nec. 

Set the call volume.

Switching to the handset

Prerequisite: You are conducting a call in speakerphone mode.

Lift the handset.

The LED key goes out.



Open listening

People present in the room can silently monitor your call.

Prerequisite: You are conducting a call via the handset.

Activating

Press the key shown. The LED lights up.

Deactivating

Press the lit key. The LED goes out.



Step by Step

Making calls

Off-hook dialing



Lift the handset.



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

Pay attention to the notes on voice encryption
→ page 101.

The called party does not answer or is busy



Replace the handset.

On-hook dialing



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



Your system may also be programmed so that you have to press the "internal" key before you dial an internal number.

To call an external party, you have to enter an external code before dialing the party's telephone number (Prime Line is not active; contact your service personnel).

Pay attention to the notes on voice encryption
→ page 101.

The other party answers with speaker:



Lift the handset.

or

On-hook dialing: Speakerphone mode.

The called party does not answer or is busy:



Press the key shown. The LED goes out.

Step by Step

Dialing with DDS keys

Prerequisite: You have saved a number on a sensor key
→ page 87.



Press the programmable repdial key.

If the required phone number is on a different level, first press the programmed sensor key to shift levels "Layer X".



You can press the DDS key during a call and automatically initiate a callback → page 48.

Pay attention to the notes on voice encryption
→ page 101.

Ending a call



Replace the handset.



Press the key shown.

or



Press the key shown.

Rejecting a call

The phone is ringing. The caller is displayed.

Select and confirm the option shown.

The connection is cleared down. The caller receives the message "Currently not possible".

Reject call

Step by Step

Turning the microphone on and off

To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone. You can also switch on the handsfree microphone to answer an announcement via the → page 59 telephone speaker.

Prerequisite: A connection is set up, the microphone is activated.



or



Press the key shown. The LED lights up.

Press the lit key. The LED goes out.

Step by Step

if nec. →
Consultation



Return to held call

or

Quit and return

Toggle/Connect

Conference

Leave conference

Calling a second party (consultation)

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

Open the context menu → page 29.

Confirm.

Call the second party.

Pay attention to the notes on voice encryption → page 101.

Returning to the first party

Confirm.

Select and confirm the option shown.

Switching to the held party (alternating)

Select and confirm the option shown.

Pay attention to the notes on voice encryption → page 101.

Initiating a three-party conference

Select and confirm the option shown.



If voice encryption is not active or not available on a conference party's phone, the entire conference is unsecured. If necessary, more information about unsecured connections is available here: → page 101.

Joining calling parties from a conference

Select and confirm the option shown.



For more information on conferences, see → page 74.

Step by Step

Consultation

if nec. →**or**

Transfer

Transferring a call

If the person you are speaking to wants to talk to another colleague of yours, you can transfer the call that colleague.

Open the context menu → page 29.

Confirm.

Enter the number of the party to which you want to transfer the call.

Announce the call, if necessary.

Replace the handset.

Select and confirm the option shown.

Step by Step

Call forwarding

You can immediately forward internal or external calls to different internal or external telephones (destinations). (An external destination requires special configuration in the system.)

You have two options for programming variable call forwarding on your station:

- "Variable forwarding (key-based configuration)"
→ page 50
- "Variable forwarding (menu-based configuration)"
→ page 52

When call forwarding is active, a special dial tone sounds when you lift the handset.

If DID DTMF is active (contact your service personnel), you can also forward calls to this destination. Destinations: fax = 870, DID = 871, fax DID = 872.

If you are a call forwarding destination, your display will show the station number or the name of the originator on the upper line and that of the caller on the lower line.

Variable forwarding (key-based configuration)

Configuring using the call forwarding key



Press the key shown.

Edit call forwarding

Select and confirm the option shown.

The "Call forward status" page opens.



Select a call forwarding type:

- All Calls
- Internal
- External

Off →

The phone displays the current setting. Confirm.

or

On →

Select and confirm the option shown.

The "Edit call forward" page opens.

Step by Step



"All Calls" entry:^[1] select.

Off →

The phone displays the current setting.
Confirm.

On

Select and confirm the option shown.



Select the "Destination" entry.

Confirm.



Enter the call forwarding destination number.



Select the "Form options" entry.

Save & exit

Confirm.

or



Press the key shown.

Save

Confirm.



Press the key shown. The LED goes out.

if nec.

Confirm.

Deactivating using the call forwarding key

[1] The entry varies correspondingly to the call forwarding type previously selected.

Step by Step

Variable forwarding (menu-based configuration)

Configuration via the Program/Service menu



Open the idle menu → page 27.



Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 141!

Forwarding on

1=all calls

or

2=external calls only

or

3=internal calls only



Save

Select and confirm the option shown.

Confirm.

Select and confirm the option shown.

Select and confirm the option shown.

Enter the destination number.

Confirm.

Deactivating via the Program/Service menu



Open the idle menu → page 27.

Forwarding off

Select and confirm the option shown.

Call forwarding is deactivated.

Step by Step

Call forwarding no reply (CFNR)

Calls that are not answered after three rings (=default, can be adjusted by service personnel) or that are received while another call is ongoing can be automatically forwarded to a specified telephone.



Open the Program/Service menu → page 39.

Destinations →

Confirm.

CFNR on

Select and confirm the option shown.

if nec.

If a phone number is already entered:

Change

Confirm.



Enter the destination phone number.

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

Save

Confirm.

Deactivating call forwarding/deleting a destination:



Open the Program/Service menu → page 39.

Destinations →

Confirm.

CFNR off

Select and confirm the option shown.

Delete

Confirm the option shown to deactivate and delete the forwarding destination.

or

Exit

Select and confirm to deactivate but not delete the forwarding destination.




If CFNR is activated, "CFNR to: <x>" appears briefly on the display when you hang up.

Step by Step

Call forwarding in the event of telephone failure (CFSS)

If configured (consult your service personnel), you can define an internal or external call forwarding destination that activates in the event of telephone failure.

 Open the Program/Service menu → page 39.
Confirm.

Destinations →

CFSS on

if nec. If a phone number is already entered:

Change

Confirm.




Enter the destination number.

Save

Confirm.

Deactivating call forwarding/deleting a destination

 Open the Program/Service menu → page 39.
Confirm.

Destinations →

CFSS off

Select and confirm the option shown,

Delete

Confirm the option shown to deactivate and delete the forwarding destination.

or

Exit

Select and confirm to deactivate but not delete the forwarding destination.

Step by Step

Call forwarding in the carrier network and forwarding multiple subscriber numbers (MSN) (not for U.S.)

If this function has been configured (contact your service personnel), you can forward calls to your assigned multiple subscriber number (MSN) (DID number) directly within the carrier network.

For example, you can forward your phone line to your home phone after business hours.

Trunk FWD on

Select and confirm the option shown.

1=immediate

Select and confirm the call forwarding type required.

or

2=on no answer

or

3=on busy



Enter your DID number.



Enter the destination number (without the external code).

Save

Confirm.

Deactivating call forwarding

Trunk FWD off

Select and confirm the option shown.

Confirm the displayed call forwarding type.

or

1 or 2 or 3

Enter the activated call forwarding type.




Enter your DID number.

Step by Step

Using callback

You can request a callback if the station called is busy or if nobody answers. This feature saves you from having to make repeated attempts to reach the user. You receive a callback,

- When the other party is no longer busy,
- When the user who did not answer has conducted another call.

 When configured (contact your service personnel), all callback requests are automatically deleted over night.


Storing a callback

Prerequisite: You have reached a busy line or no one answers.

Confirm.

Accepting a callback

Prerequisite: A callback was saved. Your telephone rings. "Callback: ..." appears on the display.

 Lift the handset.

or



Press the key shown. The LED lights up.

or

Answer



You hear a ring tone.

Pay attention to the notes on voice encryption
→ page 101.

Step by Step



View callbacks

Next callback

Delete

Exit

or



Viewing and deleting a stored callback

Open the idle menu → page 27.

Select and confirm the option shown^[1].

Select and confirm to display additional entries.

Deleting a displayed entry

Confirm.

Ending retrieval

Select and confirm the option shown.

Press the key shown. The LED goes out.

[1] "Differing display view in a HiPath 4000 environment" → page 171

Step by Step

Enhanced phone functions

Answering calls

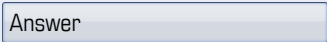
Answering a call with a headset

Prerequisite: You have connected a headset or are using a Bluetooth headset → page 170.



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

or



Confirm.

if nec.

Set the call volume.

Pay attention to the notes on voice encryption
→ page 101.

Ending a call



Press the key shown. The LED goes out.

or



Press the key shown. The LED goes out.

Answering a call for another phone

You hear another telephone ring.

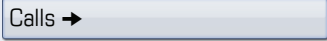


Press the flashing key.

or



Open the Program/Service menu → page 39.



Select and confirm the option shown.



Select and confirm the option shown^[1].



Confirm.

[1] "Differing display view in a HiPath 4000 environment" → page 171

Step by Step

or



If you know the number of the telephone that is ringing, enter it directly.

Pay attention to the notes on voice encryption
→ page 101.



Accepting a call in a team → page 135.

Using the speakerphone

A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the announcement. The other party's name or station number appears on the screen.

You can conduct the call with the handset or in speakerphone mode.



Lift the handset and answer the call.

or

Mute off

Press the "OK" key to confirm your selection and answer the call.

or



Press the key and answer the call.



If "handsfree answerback" is enabled (see below), you do not need to switch on the microphone - you can answer directly. You can answer immediately in speakerphone mode.
If handsfree answerback is disabled (default setting), follow the procedure described above.

Placing a speaker call to a colleague → page 67.

Enabling and disabling handsfree answerback



Open the idle menu → page 27.

HF answerback on

Select and confirm the option shown,

or

HF answerback off

select and confirm the option shown.

Step by Step

Answering calls from the entrance telephone and opening the door

If an entrance telephone has been programmed, you can use your telephone to speak to someone at the entrance telephone and to activate a door opener. If you have the proper authorization (contact your service personnel), you can activate the door opener, enabling visitors to open the door themselves by entering a 5-digit code (using a DTMF transmitter or the keypad installed).

Speaking to visitors via the entrance telephone

Prerequisite: Your telephone rings.



Lift the handset within 30 seconds. You are connected to the entrance telephone immediately.

or



Lift the handset and answer the call.



Dial the entrance telephone number.

Opening the door from your telephone during a call from the entrance telephone

Confirm.

Open door

Opening the door from your telephone without calling the entrance telephone



Open the Program/Service menu → page 39.

Open door

Select and confirm the option shown.



Dial the entrance telephone number.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 145!

Opening the door with a code (at the door)



After ringing the bell, enter the five-digit code (using the keypad or a DTMF transmitter). Depending on how the door opener has been programmed, a doorbell call signal may or may not be forwarded.

Step by Step

More features →

Door opener on



or

3=change password

1=enable with ring

or

2=enable w/o ring

More features →

Door opener off



Activating the door opener

Open the Program/Service menu → page 39.

Select and confirm the option shown.

Select and confirm the option shown.

Dial the entrance telephone number.

Confirm the five-digit code to change the code.

Select the displayed function and press the "OK" dialog key to change the code.

Select and confirm the option shown.

Select and confirm the option shown. You can also open the door without a doorbell ring.

Deactivating the door opener

Open the Program/Service menu → page 39.

Select and confirm the option shown.

Select and confirm the option shown.

Accepting a call from an answering machine

Prerequisite: An answering machine is configured (consult your service personnel).

The LED lights up. Press the key shown.


For a more detailed description of how this function works, see → page 38.

Step by Step

Making calls

Redialing from a call list


For information about the call lists as well as sample entries, refer to → page 36.

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

Niels, Bohr → 18.10.

Select and confirm the entry you want.
The phone number is dialed immediately.


or

 Open the context menu.

Dial


Confirm.
The phone number is dialed.

or

 Open the context menu.

Details

Select and confirm the option shown.

 Open the context menu.

Dial


Confirm.
The phone number is dialed.

Pay attention to the notes on voice encryption
→ page 101.

Using a personal phonebook

For information about the personal phonebook as well as sample entries, refer to → page 33. For a description of how to create contacts, see → page 90.


Calling a contact from the phonebook list

 Press the key shown until the "Personal" tab is active.
Search for a contact → page 33

or

 Niels, Bohr →

Select with the TouchGuide.

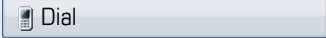
 Confirm. The phone number defined as the default number (→ page 91) is dialed.

Step by Step

or



Open the context menu.



Select and confirm the required phone number using the icons.

Explanation of the icons → page 33.

Pay attention to the notes on voice encryption
→ page 101.

Calling a contact from a group



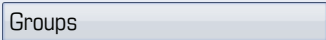
Press the key shown until the "Personal" tab is active.



Select and confirm the option shown.



Open the context menu.



Select and confirm the option shown.



Select the required group.



Open the context menu.



Confirm.



Select group member.

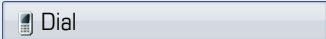


Confirm. The phone number defined as the default
number (→ page 91) is dialed.

or



Open the context menu.



Select and confirm the required phone number using the icons.


Explanation of the icons → page 33.

Pay attention to the notes on voice encryption
→ page 101.


Step by Step

Using a system phonebook

For information about the system phonebook, see
→ page 35.

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

or

 Open the idle menu → page 27.

Directory

Select and confirm the option shown.

if nec. If the system phonebook contains multiple directories:
Confirm.


1=internal

Search for a contact → page 33


or

Marie, Curie →

Select with the TouchGuide.

 Confirm. The phone number is dialed immediately.

or

 Open the context menu.

Call

Select and confirm the option shown.

Pay attention to the notes on voice encryption
→ page 101.


Using the LDAP directory

For information about the LDAP directory, refer to
→ page 35.

Prerequisite: You searched for and selected a contact
in an LDAP database (→ page 96).

Confirm; the phone number is dialed immediately.

or

 Open the context menu.

Dial

Confirm.

or

Call

Select and confirm the option shown.

Pay attention to the notes on voice encryption
→ page 101.

Step by Step

Use speed dialing



if nec.



Use speed dialing



Destinations →

Change Speed Dial



Making calls using system speed-dial numbers

Prerequisite: You know the system speed-dial numbers (consult your service personnel).

Open the Program/Service menu → page 39.

Select and confirm the option shown.

Enter a three-digit speed-dial number.

Pay attention to the notes on voice encryption → page 101.

Suffix-dialing

If necessary, you can suffix-dial additional digits (for example, the user's extension) at the end of the saved station number.

If this feature is configured, a suffix is automatically dialed (for example, "0" for the exchange) if no entries are made within 4 or 5 seconds.

Dialing with speed-dial keys

Prerequisite: You have configured speed-dial keys → page 65.

Open the Program/Service menu → page 39.

Select and confirm the option shown.

Press the key shown.

Press the required speed-dial key.

Pay attention to the notes on voice encryption → page 101.

Configure a speed-dial key

You can program the keys to with ten frequently used phone numbers.

Open the Program/Service menu → page 39.

Confirm.

Select and confirm the option shown^[1].

Press the key shown.

[1] "Differing display view in a HiPath 4000 environment" → page 171

Step by Step



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

Change

Confirm.



First enter the external code and then the external station number.

Save

Confirm.

or **If you make a mistake**

previous

Select and confirm the option shown.
This deletes all entered digits.

Next

Confirm.

or

Change

Select and confirm the option shown.

or

Delete

Select and confirm the option shown.

or

Exit

Select and confirm the option shown.

Step by Step

Talking to your colleague with a speaker call

You can make a loudspeaker announcement through a loudspeaker if connected (ask your service personnel), or to an internal user with a system telephone without any action on their part.



Open the Program/Service menu → page 39.

Calls →

Select and confirm the option shown.

Speaker call

Select and confirm the option shown.



Enter the station number.



Responding to a speaker call → page 59.

Talking to your colleague with discreet calling

If this function has been configured (ask your service personnel), you can join an ongoing call conducted by an internal user at a system telephone with display. You can listen in unnoticed and speak to the internal user without being overheard by the other party (discreet calling).



Lift the handset.



Enter the code.



Enter your internal station number.



Your service personnel can protect your telephone against discreet calling.

Step by Step

Automatic connection setup/hotline

If this function is configured (contact your service personnel), the system automatically sets up a connection to a preset internal or external destination.



Lift the handset.

Depending on the setting, the connection is either set up **immediately** or only **after** a preset **period of time** (hotline after a timeout).

Reserving a trunk

If configured (ask your service personnel), you can reserve an occupied trunk for yourself. When the line is free, you receive a call and a note on the display.

Prerequisite: "Currently busy" appears on the display.
Confirm.

Reserve trunk

Reserved line is free



Your telephone rings. "Trunk is free" appears on the display.



Lift the handset.



You will hear the dial tone.



Enter the external phone number.

Step by Step

Calls →

Temporary MSN

Associated dial



Assigning a station number (not for U.S.)

If this function has been configured (contact your service personnel), you can selectively assign a specific number (DID number) to your telephone before making an external call. The assigned number then appears on the called party's display.

Open the Program/Service menu → page 39.

Select and confirm the option shown.

Select and confirm the option shown.

Enter the DID number you wish to use.

Enter the external phone number.

Associated dialing/dialing aid

If this function has been configured (contact your service personnel), you can use a dialing aid to dial numbers and set up calls for your telephone.

The operating procedure depends on whether the dialing aid is connected to the **S₀ bus** or the **a/b (T/R) port**.

You can also use your system telephone as a dialing aid for other telephones.

Dialing aid on the S₀ bus:

On the PC, select a destination and start dialing.

The speaker on your telephone is switched on. Lift the handset when the other party answers.

Dialing aid at the a/b (T/R) port:

On the PC, select a destination and start dialing.

"Lift the handset" appears on the PC screen.

Lift the handset.

Associated dialing from your telephone for another telephone

Open the Program/Service menu → page 39.

Select and confirm the option shown.

Enter the internal station number ("Dial for:").

Enter the number you wish to dial.

Step by Step

During a call

Using call waiting (second call)

You can be reached by a caller even if you are already conducting a call. The call waiting tone signals a second call.

You can ignore or accept the second call.

When you accept the waiting call, you can either end the first call or place it on hold and resume the call later on.

You can block the second call or the signal tone (→ page 71).

Prerequisite: You are conducting a call and hear the camp-on tone (approximately every six seconds).

Ending the first call and answering the second call



Replace the handset. Your telephone rings.

Pay attention to the notes on voice encryption
→ page 101.



Answer the second call. Lift the handset.

Placing the first call "on hold" and answering the second call

Call waiting

Select and confirm the option shown.

Pay attention to the notes on voice encryption
→ page 101.

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

Quit and return

Ending the second call and resuming the first one

Confirm.

or



Replace the handset. "Recall appears on the display: ..." appears on the screen.



Lift the handset.

You are reconnected with the first party.

Step by Step

Call wait.trm.off



or

Call wait.term.on

Preventing and allowing a second call (call waiting)

If this function has been configured (ask your service personnel), you can prevent or allow a second call → page 70 from being signaled by automatic camp-on during an ongoing call.

Open the Program/Service menu → page 39.

Select and confirm the option shown^[1],

select and confirm the option shown.

Activating/deactivating the camp-on tone

You can suppress the camp-on tone (every six seconds) for external calls. A one-time special dial tone then alerts you to the waiting call.

Activating the call waiting tone



Open the idle menu → page 27.

Select and confirm the option shown.

Waiting tone on

Deactivating the call waiting tone



Open the idle menu → page 27.

Select and confirm the option shown.

Waiting tone off

[1] "Differing display view in a HiPath 4000 environment" → page 171

Step by Step

Parking a call

You can park up to ten calls, either internal, external, or both. Parked calls can be displayed on and picked up from another telephone. This feature is useful if you want to continue a call at another phone.

Prerequisite: You are conducting a call.

Open the Program/Service menu → page 39.

Select and confirm the option shown.

Select and confirm the option shown.

Enter the number of the park slot (0 - 9) and make a note of it. If the park slot number you entered is not displayed, it is already in use; enter another one.

Retrieving a parked call

Prerequisite: One or more calls have been parked. The phone is idle.

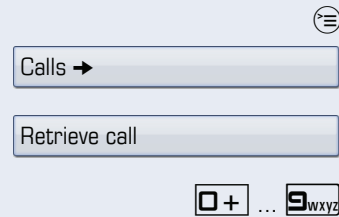
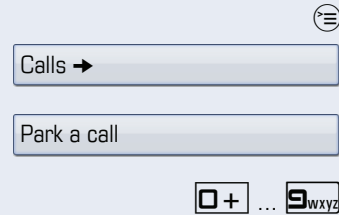
Open the Program/Service menu → page 39.

Select and confirm the option shown.

Select and confirm the option shown.

Enter the park slot number you noted earlier. If the park slot number you enter is not in use, you cannot retrieve the call.

➡ If a parked call is not picked up, after a specific period of time the call is returned to the telephone from where it was parked (recall).



Step by Step

Placing an external call on hold

If you have programmed a hold key on your phone → page 82, you can put external calls on hold. Then all other stations can accept the call on the assigned trunk.

Press the "Hold" key.

Held on line: 801

The message of the relevant trunk appears (e.g. 801) and note the trunk number.

If available, the LED of the assigned trunk key flashes slowly.

if nec.



or



Replace the handset or press the key shown.

Depending on the configuration, this may be necessary so other members can also pick up the call on hold.

Picking up a held call:

Prerequisite: One or more calls are on hold. The phone is idle.



Open the Program/Service menu → page 39.

Retrieve line

Select and confirm the option shown.

or



If the "Retrieve" → page 82 key is available, press it.



Enter the noted trunk number.

or




If there is a "Line:" key available for the relevant trunk, this flashes slowly. Press the key shown.

Step by Step

Conducting a conference

In a conference call, you can talk to as many as four other parties at the same time. These may be internal or external users.

 You can only add parties to or remove them from a conference if you initiated the conference.



if nec. →

Start conference



if nec.

Return to held call

Conference



You are conducting a call.

Open the context menu → page 29.

Select and confirm the option shown.

Call a third party.


If the third party does not answer:

Confirm.

Inform this party that you are initiating a conference.

Select and confirm the option shown.

A tone sounds every 30 seconds to indicate that a conference is in progress.

 If voice encryption is not active or not available on a conference party's phone, the entire conference is unsecured. If necessary, more information about unsecured connections is available here: → page 101.

Adding up to five parties to a conference

if nec. →

Add party



Conference

Open the context menu → page 29.

Confirm.

Call the new party.

Select and confirm the option shown.

Removing parties from the conference



→

Remove party

Select a station.

Open the context menu → page 29.

Select and confirm the option shown.

Step by Step



If a participant that was connected to the conference via an unencrypted line leaves, the conference remains unsecured.

Ending a conference



Open the context menu → page 29.

End conference

Select and confirm the option shown.

or



Replace the handset, if this feature is configured (contact your service personnel).

Removing the ISDN central office party from the conference



Select a station.



Open the context menu → page 29.

Drop last conf. party

Select and confirm the option shown.

Leaving a conference



Open the context menu → page 29.

Leave conference

Select and confirm the option shown.

or



Replace the handset, if this feature is configured (contact your service personnel).

Step by Step

Activating tone dialing/DTMF suffix-dialing

You can transmit dual-tone multifrequency (DTMF) signals to control devices such as an answering machine or automatic information system.



Open the Program/Service menu → page 39.

Calls →

Select and confirm the option shown.

DTMF dialing

Select and confirm the option shown.



You can use the keys  through ,  and  to transmit DTMF signals.



Ending the call also deactivates DTMF suffix dialing.
Your system may be configured so that you can start DTMF suffix-dialing immediately after setting up a connection.

Step by Step

Recording a call

If configured (contact your service personnel), you can record an ongoing call.

Prerequisite: You are on a call, the "Recording" key is configured → page 82.



Press the "Recording" key. The LED lights up.

You and the other party hear an acoustic announcement, indicating that recording has started, and an acoustic signal is emitted approx. every 15 seconds during the entire recording session.



During recording, it is not possible to add further call parties.

Stopping recording



Press the illuminated "Recording" key. The LED goes out.

Listening to a recording

Playback of the recording depends on the voice recording system used (see the associated user guide).

Step by Step

Transferring a call after a speaker call announcement in a group

If this function has been configured (contact your service personnel), you can use a speaker call (announcement, → page 135) to announce a call in progress to a group of users → page 67.
After a member of the group has accepted the call request, you can transfer the waiting party.

Prerequisite: You are conducting a call.

Confirm. The other party is placed on hold.
Open the Program/Service menu → page 39.
Select and confirm the option shown.


Select and confirm the option shown.

Enter the group's station number.

Announce the call.
When a member of the group accepts the call → page 59, you are connected to this party.

Replace the handset.

Select and confirm the option shown.

 If the connection between the two other parties is not established within 45 seconds, the call from the first part returns to you (recall).

Consultation



Calls →

Speaker call



or

Transfer

Step by Step

Send trunk flash

To activate ISDN-type services and features through the network carrier's analog trunks or those of other communications platforms (such as "consultation hold"), you must send a signal to the trunks before dialing the service code or telephone number.

Prerequisite: You have set up an external connection.



Open the Program/Service menu → page 39.

Calls →

Select and confirm the option shown.

Trunk flash

Select and confirm the option shown.



Enter the service code and/or telephone number.

Step by Step

Camp-on

Override


If you cannot reach a destination

Call waiting (camp-on)

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Wait (approx. 5 seconds) until "Camp-on" appears on the display and the busy tone is followed by the ring tone.

The called party can then respond → page 70.

 The called party can prevent automatic call waiting → page 71.

If this feature is configured (contact your service personnel), you will hear the ring tone and the message "Camp-on" is immediately displayed.

Busy override - joining a call in progress

This function is only possible if configured by your service personnel.

Prerequisite: You have dialed an internal number and hear a busy signal. It is important that you reach the called party.

Select and confirm the option shown.

The called party and person to whom this party is talking hear an alerting tone every two seconds. If the called party has a system telephone with display, the following appears on the screen: "Override: (Number or name)".

You can now start talking.

Step by Step

Using night answer

When night answer mode is active, for example during a lunch break or after office hours, all external calls are immediately forwarded to a specific internal telephone (night station). The night station can be defined by service personnel (standard night answer service) or by you (temporary night answer service).

Activating

Select and confirm the option shown.

Night answer on

*=default

or



Enter the destination number (temporary night answer service).

Save

Confirm.

Deactivating

Select and confirm the option shown.

Night answer off

Service personnel can also configure an "automatic night answer service". The automatic night answer service activates at specific times for your telephone depending on how it is programmed.

You can deactivate the automatic night answer service or replace it with a night answer service you configured.

Step by Step

Programming sensor keys

You can program frequently used functions, phone numbers or procedures on your OpenStage 60/60 G/ 80/80 G's sensor keys.

Configuring function keys


See also → page 21.

Example: Programming the Shift key

Press and hold the required sensor key.

Confirm.

Confirm.

 A list of all available functions is displayed, see the overview → page 83.


Select and confirm the option shown.

Confirm.

if nec.

Select and confirm the option shown.
Some functions (e.g. with "Call forwarding") cannot be saved completely. This means that when later initiating the function by pressing the button, further inputs are required.

Confirm.

 The programmed function is activated by briefly touching the key. For functions that can be switched on/off such as "Do not disturb", press once to switch the function on and press again to switch the function off. When the function is switched on, the LED lights up.

The label appears automatically and cannot be altered.

The LED displays → page 21 and → page 83 show the status of the function.

Assign functionality

Change key

More features →

Shift Key

if nec.

Save incomplete

Save

Step by Step

Overview of functions

The functions are split into the following menus:

- Destinations
- Feature Settings
- PIN and Authorization
- Calls
- More features



The available functions depend on your configuration. If a function is missing, contact your service personnel.

Saved function LED messages

Call forwarding, Forwarding - trunk, Forward Line, Night answer, Do not disturb, Telephone lock, Advisory message, Ringer cutoff, HF answerback on/off, Join/leave group, Caller ID suppression, Call wait.term., Waiting tone off, Ring Transfer, Recording, Door opener on/off, Control Relay (only for HiPath 3000), Ringing group on, Shift Key, UCD (Available on/off, Work on/off), Night answer on/off, MULAP Privacy Release:



Saved function is not activated.



Saved function is activated.

Callback:



You have no entry for callback.



You have an entry for callback.

Redial key (Internal), Direct station select:



Party not on a call.



Party is on a call or has activated DND.



Flashing quickly - I'm being called, please accept.

Flashing slowly - another party is being called and has not yet answered.

Call key, General call key, Trunk key, MULAP Key, Temporary MSN:



No call via corresponding trunk.



Active call via the corresponding trunk.



Flashing quickly - call on the relevant trunk, call pickup is possible by pressing the sensor key.

Flashing slowly - a call is placed on hold on the relevant trunk.

Step by Step

Trunk group key:



At least one trunk is free.



All lines in this trunk group are occupied.

View call charges:



No chargeable calls have been set up since the last check.



Chargeable calls have been set up since the last check.

Call forwarding, Forward Line:



Flashing slowly - your line is a call forwarding destination.

Fax details:



No fax received or no message on the answering machine.



Fax received or message on the answering machine.

View number of calls:



No waiting callers.



Flashing quickly - callers waiting (certain number is exceeded).

Flashing quickly - callers waiting (certain number is reached).

Data I/O Service:



No connection to an application.



Active connection to an application.



Flashing slowly, connection to an application is temporarily interrupted.

The following functions programmed on keys do not have a LED function:

Redial key, Procedure key, Trace call, Speed dial, Clear, Lock all phones, Send message, Directory (1=internal, 2=LDAP), Call waiting, Toggle/Connect, Conference, Speaker call, Retrieve line, Reserve trunk, Release trunk, Temporary Phone, Override, Park a call, Pickup - directed, Pickup - group, Account code, Show call charges, Page, Answer page, Timed reminder, Open door, DTMF dialing, Recall-key, Room monitor, Hold key, Consult internal, Consultation, Associated dial, Associated serv., Tel. data service, Mobile Login, Discreet Call.

Step by Step

Programming a procedure key

Numbers and functions which require further input, i.e. which contain several operating steps, can be saved on a key on your telephone.

Press and hold the required sensor key.

Select and confirm the option shown.

Confirm.

Select and confirm the option shown.

Confirm.

Enter procedure. Example:

Code for associated dialing.

Number of the phone to for which the call should be made.

the number to be called.

Press "Pause" to enter pauses (a "P" appears on the display).

Confirm.

If you make a mistake:

Select and confirm the option shown.
This deletes all entered digits.

if nec.

Select and confirm the option shown → page 89.

Confirm.

or

Select and confirm the option shown.

Assign functionality

Change key

More features →

Procedure key



* 6 mno 7 pqrs

2 abc 3 def 1

0+ 1 2 abc 3 def 4 ghi

if nec.

Save

or

previous

if nec.

Key label

Exit

or

Another key

Step by Step



Select the stored procedure by clicking the sensor key.

Procedures with activatable/deactivatable functions are activated by pressing the sensor key once and deactivated by pressing it again.

You can press the procedure key during a call to automatically send the saved digits as DTMF signals → page 76.

Step by Step

Configuring repdial keys

You can also program internal and external station numbers on the second level. The LED function is not available for internal station numbers on the second level. To program the second level, you must program a "Shift" key → page 82.

See also → page 21.

You can program repdial keys in two ways:

- "Configuring via a sensor key" → page 87
- "Configuring using the Program/Service menu" → page 88

Configuring via a sensor key

if nec. ☐

Press the Shift key. The key LED lights up.



Press and hold the required sensor key.

Assign phone number

Confirm.

The "Programming speed dial destination" page opens.



Select the "Number" entry.

Confirm.



Enter the station number.



Select the "Label" entry.

Confirm.



Enter the required key label text → page 25.



Select the "Options" entry.

Save & Exit

Select and confirm the option shown.



or

Press the key shown.

Save

Confirm.

Step by Step

Configuring using the Program/Service menu



Open the Program/Service menu → page 39.

Prog. feature key

Select and confirm the option shown.



Press the required sensor key.
If the key is already in use, the programmed phone number appears on the screen.

Change key

Confirm.

if nec.

+=Next layer

Select and confirm to save the phone number on the second level.

Destinations →

Confirm.

Redial key

Confirm.



Enter the station number.

or

Speed dial

Select and confirm the option shown.



Enter the speed-dial number (the speed-dial numbers correspond to the system phonebook → page 35).

if nec.

Key label

Select and confirm the option shown → page 89.

Exit

Confirm.

or

Another key

Select and confirm the option shown.

Step by Step

Changing the label

The label set when a repdial key was programmed can also be subsequently changed.

Changing the label



Open the Program/Service menu → page 39.

Prog. feature key

Select and confirm the option shown.



Press the required sensor key.
The seizure is displayed on the screen.

Change key

Confirm.

if nec.

+ = Next layer

Select and confirm to make the change on the second level.

Key label

Select and confirm the option shown.

Change

Confirm.



Change

Enter the required key label text → page 22.

Confirm.

or

Default label

Select and confirm to reset to the default label.

Save

Select and confirm the option shown.

or

Previous

Select and confirm to cancel the entry.

Exit

Confirm.

Deleting sensor key programming



Hold down the required key.

Delete

Select and confirm the option shown.


Step by Step

Phonebooks and call lists

Personal phonebook

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

Creating a new contact

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

Options →

Confirm.
The form for entering contact data opens.

New contact

Last name

Confirm.



Enter and confirm text → page 25.

 Business 1

Select and confirm the option shown.



Enter and confirm the phone number → page 23.

if nec.



Select and fill out additional fields.



Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Step by Step

Defining the default number

If you have multiple numbers saved for a contact, you can define the default number here that should be used when dialing directly using the phonebook → page 62.



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

Niels, Bohr →

Select a contact.



Open the context menu.

Details

Select and confirm the option shown.

Select the "Default No." entry.

Business 1 →

The phone displays the current setting.
Confirm.

Mobile

Select and confirm the required phone number.



Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Saving a picture for a contact

Prerequisite: Your service personnel have loaded pictures to the OpenStage.



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

Niels, Bohr →

Select a contact.



Open the context menu.

Details

Select and confirm the option shown.

Select the "Picture" entry.

No picture →

The phone displays the current setting.
Confirm.

Pic 1

Select and confirm the picture you wish to use.



Select the "Options" entry.

Save & exit

Select and confirm the option shown.

Step by Step

Save

Press the key shown.

Confirm.

Changing contact data

1 Niels, Bohr →



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

Select a contact.

Open the context menu.

Details

Select the required field.

if nec. ↩

Delete existing text.

Enter and confirm the new text → page 25.

if nec. 

Select and edit additional fields.

Select the "Options" entry.

Save & exit

or



Press the key shown.

Save

Confirm.

Step by Step

Managing the phonebook

Defining the contact display format

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

Confirm.

Select and confirm the option shown in the context menu.

Select and confirm the display format.

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

Press the key shown.

The display format is changed immediately.

Deleting contacts from the phonebook

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

Select a contact.

Open the context menu.

Select and confirm the option shown.

Confirm in the pop-up menu.

The selected entry is deleted.

Deleting all phonebook entries

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

Confirm.


Select and confirm the option shown in the context menu.

Confirm in the pop-up menu.

All entries are deleted.

Options →

Display

 Niels, Bohr →

Delete

Delete

Options →

Delete all

Delete all entries

Step by Step

Managing groups

Creating a group

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

Confirm.

Select and confirm the option shown in the context menu.

Confirm.

Confirm the option shown in the context menu.

Select the "Group name" entry.

Confirm.

Give the group a name → page 25.

Select the "Options" entry.

Select and confirm the option shown.

or

Press the key shown.

Confirm.

The new group is stored.

Adding a contact to a group

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

Select a contact.

Open the context menu.

Select and confirm the option shown.

Select the "Groups" entry.

Confirm.

In the context menu, select and confirm a group.

Select the "Options" entry.

Select and confirm the option shown.

Options →

Groups

Options →

New group



Save & exit



Save



Niels, Bohr →



Details

No group →

VIP



Save & exit

Step by Step

or



Press the key shown.

Save

Confirm.

Deleting a contact from a group



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

Niels, Bohr →

Select a contact.



Open the context menu.

Details

Select and confirm the option shown.

Select the "Groups" entry.

VIP →

Confirm.

No group

Select and confirm the option shown in the context menu.



Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Deleting a group



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

Options →

Confirm.

Groups →

Select and confirm the option shown in the context menu.

VIP →

Select and confirm a group.

Delete

Select and confirm the option shown.

Delete

Confirm in the pop-up menu.


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

Step by Step

LDAP database


For a detailed description of this function, see
→ page 35.


Finding an LDAP entry

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

Options →

Find

 Enter search text → page 25.

 Select the "Options" entry.

Find

Confirm.

Find

Confirm the option shown in the context menu.

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

Viewing information about an LDAP entry

Coco, Chanel →

→ Open the context menu.

Details

Select and confirm the option shown in the context menu.

All available information is displayed.

Importing an LDAP entry into the phonebook

Coco, Chanel →

→ Open the context menu.

Save

Select and confirm the option shown.

if nec. 

The view changes to the personal phonebook.
Enter additional information.

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

Step by Step

Call lists

For a detailed description of this function, see
→ page 36.

View details



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

Niels, Bohr 18.10.

Select the entry you want.



Open the context menu → page 29.

Details

Select and confirm the option shown.


For illustrated examples and descriptions of the displayed information, refer to → page 37.

Deleting entries

Deleting an individual entry



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

 Niels, Bohr 18.10.

Select the entry you want.



Open the context menu → page 29.

Delete

Select and confirm the option shown.

The entry is deleted.

Deleting all entries in a list



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

Options →

Confirm.

Delete All

Confirm the option shown in the context menu.

All entries in the list displayed are deleted.


Step by Step

Displaying and assigning call charges

Displaying call charges (not for U.S.)

For the current call

Call charges are shown by default on the display when a call ends.
If you want to display call charges as they occur during a chargeable call, your service personnel must request this option from the network operator.
Call charge display must be requested from the network operator and configured by the relevant service personnel.
Depending on the setting, call charges are displayed during or after a call.
Depending on the network operator, free external calls are also displayed. The message "Free of Charge" appears on the screen either before or during the call.
If the cost indication facility has not been installed, the display will show the dialed number and/or the length of the telephone call.

 If a call is forwarded, call charges are assigned to the destination of the call transfer operation.

For all calls and for the last call

Connection charges for the last chargeable call made are displayed first. After five seconds, the accumulated connection charge (total) is displayed.

 Open the Program/Service menu → page 39.

More features →

Select and confirm the option shown.

Show call charges

Select and confirm the option shown.

Step by Step

Displaying call charges for another telephone (not for U.S.)

If configured (contact your service personnel), you can also display and print out information on chargeable calls for other phones (such as a pay phone).

Prerequisite: You have programmed the function "Show call charges" on a key → page 82.

The LED lights up to indicate that a you have conducted a chargeable call since the last time you viewed the charges.



Press the "Call Charges" key. Chargeable calls are displayed.



Select a connection.

Print

Select and confirm the option shown,

or

Delete

select and confirm the option shown,

or

Add I information

select and confirm the option shown,

or

Exit

select and confirm the option shown.

Step by Step

Dialing with call charge assignment

You can assign external calls to certain projects.

Prerequisite: Your service personnel have defined account codes for you.

Open the Program/Service menu → page 39.

Select and confirm the option shown.

Select and confirm the option shown.

Enter the account code.


Press the key shown,

Confirm.

Must be configured (consult your service personnel):


Enter the external phone number.


➡ You can also enter the account code during a call.



Calls →

Account code



if nec. 

or

#=Save



Step by Step

Privacy/security

Voice encryption (only for HiPath 2000/3000/5000/ HiPath OpenOffice EE)



Please see also the explanations on → page 12.

Notes on voice encryption

Notification of unencrypted calls

Your service personnel can define at the communication system whether you are notified of unencrypted calls and how.



and/or

Warning tone



Standard Call

Display

 23189 Coco →  01:39

Notification of an encrypted connection

A closed padlock symbol appears next to the caller ID.

 23133 Yves →  01:63

Notification of an unencrypted connection

A struck-through padlock symbol appears next to the caller ID.

Step by Step

User password

The user password protects access to the user menu
→ page 39.

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



You can also configure this setting via the Web interface
→ page 174.



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

User



Enter and confirm the user password → page 23.
Select and confirm the option shown.

Security

Select the "User password" entry.
Confirm.



If applicable, delete the old password.



Enter a new password (at least six digits) and confirm your entry.

Select the "Confirm password" entry.
Confirm.



Re-enter and confirm the password.
Select the "Phone lock" entry.

Disabled →

The phone displays the current setting.
Confirm.

Enabled

Select and confirm the option shown in the context menu.



Save & exit

Select the "Form options" entry.
Select and confirm the option shown.

or



Press the key shown.
Confirm.

Save

Step by Step

Turning ringer cutoff on and off

If you do not wish to take calls, you can activate the ringer cutoff function. Calls are only identified by **one** ring signal, an indication on the display, and a key which has been programmed to flash (such as a trunk key).

Activating



Open the idle menu → page 27.

Ringer cutoff on

Select and confirm the option shown^[1].

Deactivating



Open the idle menu → page 27^[1].

Ringer cutoff off

Confirm.

Deactivating the ring tone

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

Deactivating



Press the key shown until the icon for the deactivated ringer appears on the display → page 24.

Activating



Calls are only identified by **one** ring signal, an indication on the display, and a key which has been programmed to flash (such as a trunk key).

[1] "Differing display view in a HiPath 4000 environment" → page 171

Step by Step

DND on


DND off

Suppress call ID

Restore caller ID

Do not disturb

If you do not wish to take calls, you can activate do not disturb. Internal callers hear the busy tone, external callers are connected to another phone, which you can specify (contact your service personnel).

 In multi-line telephones, "Do not disturb" can only be used for the primary line → page 126.

Activating


Open the idle menu → page 27.

Select and confirm the option shown. The DND icon appears on the status bar → page 24.

Activating

Open the idle menu → page 27.

Confirm.

 When you lift the handset, you will hear a special tone (continuous buzzing) reminding you that "Do not disturb" is activated.

Authorized internal callers automatically override the DND feature after five seconds.

Suppressing your phone number on the called party's phone

You can prevent your station number or name from appearing on the displays of external parties you call. This setting remains active until you deactivate it.

Activating


Open the idle menu → page 27.

Select and confirm the option shown.

Deactivating

Open the idle menu → page 27.

Select and confirm the option shown.

 Your service personnel can activate/deactivate caller ID suppression for all phones.

Step by Step

Room monitor



Monitoring a room

You can use a phone to monitor a room. This function must be enabled on the monitoring phone. When you call this phone, you can immediately hear what is happening in that room.

Activating the telephone to be monitored

Open the Program/Service menu → page 39.

Select and confirm the option shown.

You can either leave the telephone in speakerphone mode or lift the handset and leave it directed towards the noise source.

Deactivating the telephone to be monitored



Press the lit key. The LED goes out.

or



Replace the handset.

Monitoring the room



Enter the internal station number of the phone located in the room that you wish to monitor.

Step by Step

Trace call: identifying anonymous callers (not for U.S.)

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



Open the Program/Service menu → page 39.

Trace call

Select and confirm the option shown.



If the trace is successful, the transmitted data is stored by your network operator. Contact your service personnel.

Step by Step

Locking the telephone to prevent unauthorized use

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

Locking the phone



Lock phone

Open the idle menu → page 27.

Select and confirm the option shown.

or



Press the key shown.



Enter code (telephone lock) → page 109.

The padlock icon appears on the status bar → page 24.

Unlocking the phone



Unlock phone

Open the idle menu → page 27.

Select and confirm the option shown.

or



Press the key shown.



Enter code (telephone lock) → page 109.



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

Your telephone can also be locked or unlocked again by an authorized party → page 108.

Step by Step

Locking another telephone to prevent unauthorized use

If configured (contact your service personnel), you can lock and unlock other telephones to prevent unauthorized access.

If a phone user locks his or her phone and forgets the personal lock code, you can use this function to unlock the phone.



Open the Program/Service menu → page 39.

Lock all phones

Confirm.



Enter the internal station number of the phone you wish to lock/unlock.

*=lock phone

Confirm.

or

#=unlock phone

Select and confirm the option shown.

Step by Step

Saving your PIN

Enter the lock code to use the functions

- for locking the phone → page 107
- for using another telephone like your own → page 115.

You can change this lock code on your own.



If you forget your code, contact your service personnel to have the default code restored.

The default code is "00000".



Open the Program/Service menu → page 39.

PIN and Authorization →

Select and confirm the option shown.

Change PIN

Select and confirm the option shown.



Enter the current five-digit PIN.

If you have not yet set a PIN, use "00000" the first time.



Enter the new PIN.



Re-enter the new PIN.

Step by Step

More functions/services

Appointments function

You can program your telephone to send you a timed reminder call.

You must save the relevant time of the call for this. You can enter a single appointment that will take place in the next twenty-four hours or you can enter a daily recurring appointment.

Saving appointments



Open the Program/Service menu → page 39.

Select and confirm the option shown.



Enter a 4-digit time, such as 0905 for 9.05 (= 9.05 a.m.) or 1430 for 14.30 (= 2.30 p.m.).

possibly **2**_{abc} or **7**_{pqrs}

If the selected language is "US English" → page 156, you can enter the code 2 for "am" or 7 for "pm" (standard = "am").

Confirm.

or

Select and confirm the option shown.

Confirm.

Deleting and checking a saved appointment



Open the Program/Service menu → page 39.

Select and confirm the option shown.

Confirm.
The reminder is deleted.

or

Select and confirm the option shown.
The reminder is not deleted.

Timed reminder on

one time only

Daily

Save

Timed reminder off

Delete

Exit

Step by Step

Reminder at 1200



or



Using timed reminders

Prerequisite: You have saved a reminder → page 110.
The saved time arrives.

The phone is ringing. The appointment time is displayed.

Press key twice.

Lift the handset and replace it again.



If you do not answer the timed reminder, it is repeated five times and then deleted.

Step by Step

Sending a message

You can send short text messages to individual stations or groups of stations with system telephones.

Creating and sending a message



Open the idle menu → page 27.



Open the context menu during a call
select and confirm the option shown.

Send message



0=Please callback

Enter the internal station number of the recipient or group.

Select predefined text (can be changed by service personnel) and confirm.

or



Enter the code.
The code is shown on your display with the corresponding message.

or

Enter message text

Select and confirm, for information on how to enter text → page 23.

Send

Confirm.

Transmitted text messages are saved as callback requests on system telephones with no display and on ISDN, pulse or tone dialing telephones.

Displaying and deleting messages you have sent

Prerequisite: The recipient has not yet accepted a sent message.



Open the idle menu → page 27.

View sent message

Select and confirm the option shown.

Message sent

Confirm.

The text message is displayed.

Delete

Select and confirm the option shown.

The message is deleted.

Step by Step**or**

View messages

Message sent

Time/date sent

Call sender

Delete

Viewing and editing incoming messages

Pay attention to the notes on → page 38.

The LED lights up. Press the key shown.

Confirm.

The sender's caller ID appears on the display.

Confirm.

The text message appears on the display.

Viewing the transmission time

Confirm.

Calling the sender

Select and confirm the option shown.

Deleting messages

Select and confirm the option shown.

Step by Step

Leaving an advisory message

You can leave messages/advisory messages on your phone's display for internal callers that wish to contact you in your absence.
When you receive a call, the message appears on the caller's display.



Open the idle menu → page 27.

Advisory msg. on

Select and confirm the option shown.

0=Will return at:

Select predefined text (can be changed by service personnel) and confirm.

or



Enter the code directly.
The code is shown on your display with the corresponding message.

Predefined messages with a colon can be completed by entering a digit.

or

Enter message text

Select and confirm, for information on how to enter text → page 23.

Save

Confirm.

Deleting advisory messages



Open the idle menu → page 27.

Advisory msg. off

Confirm.

or



The LED lights up if the "Advisory message" key is available → page 82. Press the key shown.

Step by Step

Displaying the number of waiting calls/ overload display

You can show the number of external waiting calls on the display by pressing the "View number of calls" key → page 82.



Press the " Calls in Q" key.

If the number of waiting calls exceeds a preset limit while you are engaged in another call (overload), the LED on the key lights up. Contact your service personnel to find out the waiting call limit.



LED off: There are no waiting calls.



- LED is flashing slowly:
The set limit has been reached.
- LED is flashing quickly:
The limit has been exceeded (overload).

Using another telephone like your own for a call

Other parties can temporarily use your phone like their own for an outgoing call.



Open the Program/Service menu → page 39.

PIN and Authorization →

Select and confirm the option shown.

Temporary Phone

Select and confirm the option shown.



Enter the number of the other user.



Enter the other user's lock code. → page 102.

if nec.

Change PIN

If the other user has not set a PIN, he or she is prompted to do so on his or her phone.



Enter the external phone number.

Step by Step

Using another phone like your own for extended periods (mobility)

If configured, you can use any OpenStage like your own phone. Your phone number is transferred along with all settings (for example, programmed keys).

Prerequisite: You received a mobile phone number and, where applicable, a password (consult your service personnel).

Open the Program/Service menu → page 39.

Select and confirm the option shown.

Enter the mobile phone number.

Enter the logon password/logon.

Press the key shown.

Confirm.

Logging off

Select and confirm the option shown.

Mobile Logon



if nec.



if nec.



or

Entry complete

Mobile Logoff

Step by Step

Fax details and message on answering machine

If a fax or answering machine is connected to your system and you have assigned the "Fax details" function to a programmable key → page 82, the key lights up when a fax or a message has been received.

Deactivating signaling



Press the flashing key "Fax service". The LED goes out.

Resetting services and functions (system-wide cancellation for a telephone)

A general reset procedure is available for initiated functions. The following functions are deleted, if enabled:

- Forwarding on
- Advisory msg. on
- Ringing group on
- Hunt group off
- Suppress call ID
- Call waiting tone off
- Do not disturb on
- Ringer cutoff on
- Received messages:
- View callbacks



Open the Program/Service menu → page 39.

More features →

Select and confirm the option shown.

Reset services

Select and confirm the option shown.

Step by Step

Activating functions for another telephone

If configured (contact your service personnel), you can activate and deactivate the following functions for other phones (associated service):

- Do not disturb,
code: *97/#97 → page 104
- Call forwarding,
code: *11, *12, *13/#1 → page 52
- Lock and unlock phone,
code *66/#66 → page 107
- Ringing group
code *81/#81 → page 135
- Leave an advisory message,
code *69/#69 → page 112
- Group call,
code *85/#85 → page 135
- Reset services and functions,
code #0 → page 117
- Control relays,
code *90/#90 → page 124
- Night answer,
code *44/#44 → page 81
- Timed reminders,
code *46/#46 → page 110

Associated serv.



Open the Program/Service menu → page 39.

Select and confirm the option shown.



Enter the internal station number of the phone where you wish to activate the function.



Enter code (for example, *97 for "Do not disturb on").

For any additional input, follow the instructions on your display.

Step by Step

Using system functions from outside DISA (direct inward system access)

If configured (contact your service personnel), you can use an external phone like an internal station to set up an outgoing external connection via the system. You can also activate or deactivate the following system functions:

- Reset services and functions, code #0 → page 117
- Call forwarding, code *1/#1 → page 52
- Lock and unlock phone, code *66/#66 → page 107
- Save your PIN, code *93 → page 109
- Send a message, code *68/#68 → page 112
- Leave an advisory message, code *69/#69 → page 114
- Ringing group, code *81/#81 → page 135
- Group call, code *85/#85 → page 135
- Caller ID suppression, code *86/#86 → page 104
- Camp-on tone, code *87/#87 → page 71
- Open door, code *61 → page 60
- Release door opener, code *89/#89 → page 61
- Control relays, code *90/#90 → page 124
- Do not disturb, code *97/#97 → page 104
- Ringer cutoff, code *98/#98 → page 103
- Dial using speed dial, code *7 → page 65
- Associated service, code *83 → page 118

Prerequisite: Your phone supports tone dialing (DTMF) or you can switch your phone to tone dialing. The phone is not connected to the system.



Establish a connection to the system. Enter the station number (contact your service personnel).



Wait for the continuous tone (if necessary, switch phone to tone dialing) and enter the internal number assigned to you and the corresponding PIN.



Enter the code (only required if programmed in the system).

Step by Step



Wait for the dial tone and enter the code for example, *97 for Do not disturb on. If necessary, make further entries; refer also to the user guide for dial pulse/DTMF phones.

or



Dial the external number.



You can only perform one function/establish one outgoing connection at a time.
The connection is cleared as soon as the function is successfully activated.
In the case of an external call, the connection is cleared as soon as one of the call partners hangs up.

Step by Step

Keypad dialing



Using functions in ISDN via code dialing (keypad dialing)

If authorized (contact your service personnel), you can access ISDN functions in some regions using codes.

Open the Program/Service menu → page 39.

Select and confirm the option shown.

Enter the required trunk number (contact your service personnel).

Entering a code for required ISDN function (contact your service personnel).



Contact your network provider to find out which ISDN functions can be code-operated in your country.

Siemens Enterprise Communications GmbH & Co. KG shall not be liable for damages/ costs which may be incurred by fraudulent activities or remote operation (such as toll fraud).

Step by Step

Controlling Connected Computer or Their Programs/Tel. Data Service

If this function has been configured (contact your service personnel), you can control connected computers or programs running on them, such as hotel services or information systems, from your telephone.

Prerequisite: If this function has been configured (contact your service personnel), you can control connected computers or programs running on them, such as hotel services or information systems, from your telephone.

Open the Program/Service menu → page 39.

Confirm.

For entering data, you are guided by the connected computer. However, depending on configuration (contact your service personnel), you must activate your entries in one of the following ways:

Inputs in en-bloc mode

Enter data.

Complete entry.

or

Select and confirm the option shown.

Inputs in online mode

The connected computer processes your entries directly.

Complete entry.

Enter data.

Tel. data service



Entry complete



Step by Step

Communicating with PC applications over a CSTA interface

If configured (contact your service personnel), you can use your phone to communicate with PC applications (CSTA = **C**omputer **S**upported **T**elecommunications **A**p-plications). You send information to the application and receive information from the application, for example, via your phone display.



Press the "Data I/O" key, key programming → page 82.



Enter the three-digit ID for the application you wish to control.



Use the TouchGuide and the keypad for communication with the application.

Temporarily interrupting communication with the application



The phone is ringing. You answer the call.



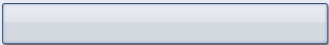
The LED on the "Data I/O" key flashes: Communication to the application is automatically interrupted.

Resuming communication with the application



Press the flashing "Data I/O" key. The LED lights up.

Ending communication with the application



Select and confirm the relevant CSTA message.

or




Lift the handset and replace it again.

Step by Step

Controlling relays
(only for HiPath 3000)

If this function has been configured (contact your service personnel), you can use up to four relays to enable/disable different devices (such as a door opener). Depending on how you program the relays, you can activate and deactivate them manually them or configure them to activate and deactivate automatically (after timeout).

 Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 144!

Control Relay On

or

Control Relay Off

1  ... 4  ghi

Select and confirm the option shown,

select and confirm the option shown.

Enter the relay.

Sensors (HiPath 33x0/35x0 only)

If configured (consult your service personnel), sensors are able to recognize signals, call your phone, and display an appropriate message on the screen.

Step by Step

Radio paging (not for U.S.)

If radio paging equipment (PSE) is connected to your system (contact your service personnel), you can locate people via their pocket receivers.

Pocket receivers signal a call request to the person you want to page. This person can then answer the page at the nearest phone.

Paging persons

To ensure that you can be found, you must have enabled a ringing group → page 135, call forwarding → page 50 or call forwarding-no answer to the internal station number of your PSE.

A call request is signaled automatically.

Answering the page from the nearest telephone



Lift the handset.



Enter the code.



Enter own station number.

Step by Step

Making calls in the team executive/secretary configuration

If configured (consult your service personnel), you belong to a team of subscribers with multiple lines (multi-line → page 13). Your phone features trunk keys (MULAP keys) → page 127.

Lines

A distinction is made between primary and secondary lines. Each of these line types can be used on a private or shared basis → page 126.

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.

Secondary line

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

Line utilization

Private line

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

Shared line

A line that is configured on multiple telephones. The line status (if configured) is displayed for all telephones that share this line. If, for example, a shared line is being used by a telephone, a status message indicating that this line is busy is displayed on all other telephones.

Direct call line

A line with a direct connection to another telephone. You can see the status of the line from the LED.

Step by Step

Line seizure

Line seizure must be configured (consult your service personnel). If automatic line seizure is configured, a trunk is automatically assigned when you lift the handset or press the trunk key.

Trunk keys




The programmable sensor keys on multi-line phones function as trunk keys. Every sensor key programmed as a "Trunk key" (key label: Transfer Trk) corresponds to a trunk with the result that you can configure up to nine trunks in OpenStage 80/80 G and up to eight trunks in OpenStage 60/60 G.

As a team member, you can independently program the following functions on sensor keys → page 82:

- Direct station select
- Join/leave group
(not available on executive phone in an executive/secretary team)
- Ring Transfer: On/Off
(only in an executive/secretary team)

You can also program a sensor key with the function "Forward Line" (call forwarding) for each line.

LED displays on trunk keys


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

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

Step by Step

Answering calls with the trunk keys

Prerequisite: You can see an incoming call on a trunk.

if nec. 

Press the trunk key that is flashing quickly.
(only if Prime Line → page 127 is not active).



Lift the handset.

or

Speakerphone mode.

Dialing with trunk keys

if nec. 

Select a line (only if Prime Line → page 127 is not active).



Enter the station number.



Lift the handset.

or

Speakerphone mode.

Placing a call on hold on a trunk key and retrieving the held call

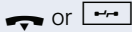
Prerequisite: You are conducting a call via one of your group's trunks. The "Hold" key has been programmed on your telephone → page 82.

Hold



Press the "Hold" key.

if nec.



Replace the handset or press the key shown.
Depending on the configuration (contact your service personnel), this may be necessary so other team members can also pick up the call on hold.

Retrieving the call



Press the trunk key flashing slowly.

Step by Step

Making calls on multiple lines alternately

Prerequisite: You are conducting a call via one of your group's trunks. Another trunk key is flashing.



Press the flashing trunk key. The first call party is on hold on the other trunk.



Press the trunk key flashing slowly. The second call party is on hold.

You can switch between lines as often as you wish. Press the trunk key flashing slowly each time.

MULAP conference release

If configured (consult your service personnel), you can program a sensor key on your phone with the function "MULAP Privacy Release" → page 82. The default label is "Priv Release".

If you program this key, you do not have to use the menu to set up a conference. Your team partner only has to press the flashing trunk key associated with your trunk on his or her phone to immediately join the conference.



You are conducting a call.



Press the "Priv Release" key. The LED lights up.

Up to three team members can now join the conference.

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






Press the flashing trunk key.

Step by Step

Direct station selection key

Your phone features a programmable sensor key configured for direct station selection for every team member.


Meaning of LED displays on DSS keys



LED		Meaning of function key
	Off	Team party not on a call.
	Flashing ^[1]	Quickly: I am being called, please accept. Slowly: Another party is being called and has not yet answered.
	On	Team party is on a call or has activated DND.

[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.

Using DSS keys to answer calls



Prerequisite: Your telephone rings or the DSS key flashes.



- if nec. 

Press the flashing DSS key.
- 
or


Lift the handset.
Press the key shown.

Calling a team member directly

- 
or


Press the DSS key.
If the team member you wish to reach is engaged in another call, the DSS key on your telephone is lit. You can still make the call in this case.
- 
or


Lift the handset.
Speakerphone mode.

Step by Step

Transferring a call in progress



Press the DSS key and announce the call if necessary.



Replace the handset.

or



Press the key shown.

Accepting a call for another team member



Press the flashing DSS key or trunk key.



Lift the handset.

or

Speakerphone mode.

Step by Step

Forwarding calls on trunks

You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system).
Activating call forwarding for one trunk activates the function for all trunk keys assigned to this trunk in your group.



Open the Program/Service menu → page 39.

Forward Line: On

Select and confirm the option shown.



Press the required trunk key.

or



Enter the required trunk number.

or



If available. Press the CFW MULAP key.
(You have programmed a key with the incomplete CFW MULAP function, excluding the call forwarding type and destination → page 82.)

1=all calls

Confirm,

or

2=external calls only

select and confirm the option shown,

or

3=internal calls only

select and confirm the option shown.

or



or



or



Enter the code.



Enter the destination phone number.

Confirm.

or



If available. Press the CFW MULAP key. (You have programmed the CFW MULAP key with the call forwarding type and destination, → page 82.)

Step by Step

Forward Line: Off



Deactivating call forwarding

Open the Program/Service menu → page 39.

Select and confirm the option shown.



Press the required trunk key.

or



Enter the required trunk number.

or



If available. Press the CFW MULAP key.



If you have activated call forwarding for a trunk, a special dial tone sounds when the line is seized.

Understanding the LED displays on the sensor key for CFW MULAP



The LED on the CFW MULAP key is off - call forwarding is not active for this trunk.



The LED on the CFW MULAP key lights up - call forwarding is active for this trunk.



The LED on the CFW MULAP key is flashing **slowly**, the trunk is the call forwarding destination.

Step by Step

Transferring calls directly to the executive phone

Understanding the LED displays on the sensor key for CFW MULAP. You can set audible signaling so calls are signaled only by the executive phone or by a second phone assigned to it.

Prerequisite: On your phone there is a sensor key programmed with the function "Ring Transfer". The default label is "Ring xfer".



This function is only available for the executive/secretary configuration.

Activating



Press the "Ring xfer" key. The LED lights up.

or



Open the Program/Service menu → page 39.

Ring Transfer: On

Select and confirm the option shown.



Press the required trunk key.

or



Enter the required trunk number.

Deactivating



Press the "Ring xfer" key. The LED goes out.

or



Open the Program/Service menu → page 39.

Ring Transfer: Off

Select and confirm the option shown.



Press the required trunk key.

or



Enter the required trunk number.

Step by Step

Using team functions

If configured (consult your service personnel), your telephone is part of a team. The team consists of internal phones that are able to use certain functions.

Activating/deactivating a group call

If configured (consult your service personnel), you belong to one or more groups of stations, which can be reached via hunt group or group call station numbers. Incoming calls are signaled one after the other (= hunt group) or simultaneously (= group call) on all phones in the group, until a group member answers the call. You can also belong to a team (including executive/secretary configurations) in which station numbers are programmed on trunk keys → page 126.

Every group member can still be reached at his or her personal phone number.

You can activate and deactivate the audible signal for a hunt group, group call or individual trunks in a group (including executive/secretary).

If the LED on a programmed "Hunt group" key is illuminated → page 82, this means that the audible tone was activated for at least one group.



This function is not available for the executive phone in team/executive/secretary configurations.



Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 140!



Open the idle menu → page 27.

Leave group



Select and confirm the option shown^[1].

or

Join group

Select and confirm the option shown^[1].

or

 or 

Press the "Hunt group".

[1] "Differing display view in a HiPath 4000 environment" → page 171

Step by Step

You belong to multiple groups or to one group with trunk keys (including executive/secretary configuration)



Leave group

Open the idle menu → page 27.

Select and confirm the option shown^[1],

or

Join group

select and confirm the option shown^[1].

☒ or ☐

Press the "Hunt group".

301 X Group name

If an "X" appears between group/trunk number (such as 301) and group name, the audible tone is active for this group or trunk.

or

301 Group name

No "X" means that the audible tone is deactivated.

Next

Confirm. The next group/trunk number is displayed with a group name.

or

Leave group

Select and confirm the option shown^[1].

The audible tone for the group/trunk displayed is deactivated.

or

Join group

Select and confirm the option shown^[1].

The audible tone for the group/trunk displayed is activated.

or

#=Leave all groups

Select and confirm the option shown.

The audible tone for all groups and trunks is deactivated.

or

*=Rejoin all groups

Select and confirm the option shown.

The audible tone for all groups and trunks is activated.



If you have activated the audible tone for another group/trunk or deactivated the audible tone for all groups/trunks you belong to, you will hear a special dial tone when you lift the handset.

[1] "Differing display view in a HiPath 4000 environment" → page 171

Step by Step

Pickup - group

Destinations →

Ringling group on

Ringling group off

Accepting a call for another member of your team

You can use your own telephone to accept calls for other telephones in your team, even while engaged in an ongoing call. To do this, contact your service personnel to find out if a pickup group has been configured.

Prerequisite: Your telephone rings briefly. "Call for:" appears on the upper display line with the station number/name of the originator; the station number/name of the caller appears on the lower line.

Select and confirm the option shown.

Ringling group

You can have calls for your telephone signaled audibly at up to five other internal phones. The phone that answers the call first receives the call.



Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) → page 143!

Saving, displaying, and deleting telephones for the ringling group



Open the Program/Service menu → page 39.

Confirm.

Select and confirm the option shown.

Follow the display prompts (enter the internal station number).



If your phone belongs to a ringling group, your display will show the station number or the name of the originator on the upper line and that of the caller on the lower line.

Removing all telephones in a call ringling group



Open the idle menu → page 27.

Select and confirm the option shown.

Step by Step

Uniform Call Distribution (UCD)

If configured (consult your service personnel), you may belong to a group of stations (agents), to which calls are distributed.

An incoming call is always assigned to the agent idle the longest.

Logging on and off at the beginning and end of your shift



Open the Program/Service menu → page 39.

Destinations →

Confirm.

UCD →

Select and confirm the option shown.

Log on

Confirm,

or

Log off

select and confirm the option shown.



To log on, enter your identification number ("Agent:"). Contact your service personnel to find out what it is.

Logging on and off during your shift



Open the Program/Service menu → page 39.

Destinations →

Confirm.

UCD →

Select and confirm the option shown.

Not available

Confirm,

or

Available

select and confirm the option shown.

Step by Step

Requesting and activating a work time

You can request/activate work time to ensure you have enough time to wrap up the last call. Your phone is excluded from call distribution for a set period or until you log back on.



Open the Program/Service menu → page 39.

Destinations →

Confirm.

UCD →

Select and confirm the option shown.

Work on

Confirm,

or

Work off

select and confirm the option shown.

Turning the night service on and off for UCD



Open the Program/Service menu → page 39.

Destinations →

Confirm.

UCD →

Select and confirm the option shown.

UCD night on

Confirm,

or

UCD night off

select and confirm the option shown.

Display the number of waiting calls



Open the Program/Service menu → page 39.

Destinations →

Confirm.

UCD →

Select and confirm the option shown.

Calls in queue

Confirm.

Step by Step

Special functions in the LAN

If your telephone is operating in a HiPath 5000 environment, multiple HiPath 2000/HiPath 3000/HiPath OpenOffice EE systems are interconnected via a LAN (Local Area Network, such as a proprietary PC network). You are conducting a call via the LAN (PC network).
In this instance, you must note certain particularities for some functions. These are described in this section.

 HiPath OpenOffice ME can not be operated in a HiPath 5000 environment.

Leaving hunt group/group call

Prerequisite: You are part of a hunt group/group call
→ page 135 in another HiPath 2000/HiPath 3000/HiPath OpenOffice EE.



Open the idle menu → page 27.

DISA intern



Select and confirm the option shown.

Enter the (DISA) station number of the other HiPath 2000/HiPath 3000/HiPath OpenOffice EE.



or



Confirm your entry.



Enter the (DISA) station number of your phone.



or



Confirm your entry.

Leave group

or

Join group

Confirm,

select and confirm the option shown.

You belong to multiple groups associated with another HiPath 2000/HiPath 3000/HiPath OpenOffice EE



Enter group number for "directed joining/leaving".

Step by Step

Setting up "follow me" call forwarding

You can activate/deactivate call forwarding HiPath 5000 for your phone from other phones in the → page 52 environment.



Open the idle menu → page 27.

DISA intern



Select and confirm the option shown.

(DISA) station number of your HiPath 2000/HiPath 3000/HiPath OpenOffice EE.



or



Confirm your entry.



Enter the (DISA) station number of your phone.



or



Confirm your entry.

Activating



Open the idle menu → page 27

Forwarding on

Select and confirm the option shown.

1=all calls

Confirm,

or

2=external calls only

select and confirm the option shown,

or

3=internal calls only

select and confirm the option shown.



Enter the destination phone number.

Save

Confirm.

Deactivating



Open the idle menu → page 27.

Forwarding off

Select and confirm the option shown.

Step by Step

Using night answer

If authorized (contact your service personnel), you can define telephones in other HiPath 2000/HiPath 3000/HiPath OpenOffice EE communications platforms as the night answer → page 81.



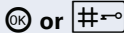
Open the idle menu → page 27.

DISA intern



Select and confirm the option shown.

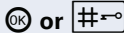
Enter the (DISA) station number of the HiPath 2000/HiPath 3000/HiPath OpenOffice EE where the night answer phone is connected.



Confirm your entry.



Enter the (DISA) station number of the phone you are using to activate/deactivate night answer.



Confirm your entry.

Activating



Open the idle menu → page 27.

Night answer on



Select and confirm the option shown.

Enter the destination number (= temporary night answer service).

Save

Select and confirm the option shown.

Deactivating



Open the idle menu → page 27.

Night answer off

Select and confirm the option shown.

Step by Step

Ringing group

You can have calls for your telephone signaled audibly at external telephones or at telephones in other HiPath 2000/HiPath 3000/HiPath OpenOffice EE communications platforms → page 135.

Saving, displaying, and deleting telephones for the ringing group



Open the Program/Service menu → page 39.

Destinations →

Confirm.

Ringing group on

Select and confirm the option shown.

Add to ringing group

Confirm,

or

Add another station

select and confirm the option shown,

or

Display/remove

select and confirm, then follow the operating instructions.



Enter the station number.

Entry complete

Confirm.

Save

Confirm.

Exit

Select and confirm the option shown.

Removing all telephones in a call ringing group



Open the idle menu → page 27.

Ringing group off

Select and confirm the option shown.

Step by Step

Controlling relays
(only forHiPath 3000)

If this feature is configured (contact your service personnel), you can also control relays → page 124 in other HiPath 3000 communications platforms.



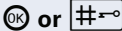
Open the idle menu → page 27.

DISA intern

Select and confirm the option shown.



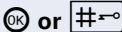
Enter the (DISA) station number of the HiPath 3000, where you wish to control the relay.



Confirm your entry.



Enter the (DISA) station number of the phone you wish to use to control the relay.



Confirm your entry.

Control Relay On

Confirm,

or

Control Relay Off

select and confirm the option shown.



Enter the relay.

Step by Step

Opening a door

If configured (contact your service personnel), you can also activate the door opener → page 60 in other HiPath 2000/HiPath 3000/HiPath OpenOffice EE communications platforms.



Open the idle menu → page 27.

DISA intern



Select and confirm the option shown.



or



Enter the (DISA) station number of the HiPath 2000/HiPath 3000/HiPath OpenOffice EE, where you wish to control the relay.



Enter the (DISA) station number of the phone you wish to use to control the relay.



or



Confirm your entry.

Open door

Select and confirm the option shown.



Dial the entrance telephone number.

Step by Step

Individual phone configuration

Adjusting display settings

Adjusting the display to a comfortable reading angle

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

Setting contrast

You can adjust the display contrast on OpenStage 80/80 G to suit the lighting conditions in your work environment.

You can also make this setting via the Web interface (→ page 174).

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

Enter and confirm the user password. Select and confirm the option shown.

Select and confirm the option shown. Select the "Contrast" entry.

Confirm.

Setting contrast.

Confirm.

Select the "Form options" entry.

Select and confirm the option shown.

Press the key shown.

Confirm.



if nec.



or



Step by Step

Duration for idle mode

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



You can also configure this setting via the Web interface → page 174.



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

User

if nec.



Enter and confirm the user password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

30

Select the "Inactivity delay (mins)" entry.

The phone displays the current setting.
Confirm.

20

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



Select the "Form options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Step by Step

Screensaver

Activate a screensaver for the telephone idle state.



You can also configure this setting via the Web interface
→ page 174.

Activating the screensaver

Prerequisite: Your service personnel have loaded pictures to the OpenStage.



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

User

if nec.

Enter and confirm the user password.
Select and confirm the option shown.

Phone

Screensaver

Select and confirm the option shown.
Select the "Enabled" entry.

No →

The phone displays the current setting.
Confirm.

Yes

Select and confirm the option shown in the context menu.



Select the "Form options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Step by Step

Screensaver fade-in time

Set the speed at which the screensaver images change here (5 - 60 seconds).



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

User

if nec.



Enter and confirm the user password.

Phone

Select and confirm the option shown.

Screensaver

Select and confirm the option shown.

Select the "Transition delay (secs)" entry.

10 →

The phone displays the current setting.
Confirm.

15

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



Select the "Options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.


Save

Confirm.

Step by Step

Color scheme

Select your preferred appearance for the menu display here.

 For sample display themes, see → page 24.



You can also configure this setting via the Web interface → page 174.



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

Confirm.

if nec.



Enter and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.

Select the "Display theme" entry.

The phone displays the current setting.
Confirm.

Select and confirm the option shown in the context menu.



Select the "Form options" entry.

Select and confirm the option shown.

or



Press the key shown.

Confirm.

User

Phone

Display

Crystal Sea →

Warm Grey

Save & exit

Save

Step by Step

Changing lamp brightness for Touch-Slider

Adjust the brightness of the TouchSlider → page 18 by choosing one of the six settings available.



You can also configure this setting via the Web interface → page 174.



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

User

Confirm.

if nec.



Enter and confirm the user password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Select the "Slider brightness" entry.

Confirm.



Setting contrast.



Confirm.



Select the "Form options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Step by Step

Adjusting displays on the OpenStage Key Module

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



You can also configure this setting via the Web interface → page 174.



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

if nec.

Enter and confirm the user password.
Select and confirm the option shown.

Select and confirm the option shown.
Select the "Sidecar contrast" entry.

Confirm.



Setting contrast.



Confirm.



Select the "Form options" entry.

Select and confirm the option shown.

or



Press the key shown.

Confirm.

Step by Step

Adjusting audio settings

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

Volumes



Use the TouchSlider to adjust the current volume settings → page 18.

You can preset different volumes for the following microphones and signals in eight levels:

- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover
- Warning tone



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

User

if nec.



Enter and confirm the user password.

Audio

Select and confirm the option shown.

Volumes

Select and confirm the option shown.

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

Confirm.



Set volume.



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



Confirm.



Select the "Form options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Step by Step

Room character

Configuring the appropriate acoustic settings for your environment:

- Normal
- Echoing
- Muffled



You can also configure this setting via the Web interface → page 174.



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

User

if nec.

Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings

Select and confirm the option shown.
Select the "Room Character" entry.

Normal →

The phone displays the current setting.
Confirm.

Echoing

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



Select the "Form options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Step by Step

Ringer file

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



You can also configure this setting via the Web interface → page 174.



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

User

Confirm.

if nec.



Enter and confirm the user password.

Audio

Select and confirm the option shown.

Settings

Select the "Ringer file" entry.

No audio file →

The phone displays the current setting. Confirm.

if nec.

Play tone

Select and confirm the option shown.



The current melody is played back.

xxx.mp3 →

The phone displays the current setting. Confirm.

xxx.mp3

Select and confirm the required file in the context menu.



Select the "Form options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Step by Step

Activating/deactivating the ringer

You can see whether the function is activated or deactivated from the corresponding icon in the status bar on the display → page 24.



Hold down the key shown.

Adjusting the volume during a call



You are conducting a call.



Set the volume using the TouchSlider → page 18.

Language for system functions



Open the Program/Service menu → page 39.

More features →

Select and confirm the option shown.

Select language

Confirm.

Spanish

Select the language you wish to use (such as "Spanish") and press the "OK" dialog key to confirm.

Step by Step

Configuring Bluetooth



Bluetooth is only available on OpenStage 60/60 G/80/80 G when the function is activated by your service personnel.

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

For a brief explanation of function and key terms, see → page 167.

For sample applications, see → page 168.

Bluetooth settings



You can also configure this setting via the Web interface → page 174.



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

User

Confirm.

if nec.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Configuration

Select and confirm the option shown.

The "Bluetooth settings" page opens.

Activating/deactivating Bluetooth

Prerequisite: The "Bluetooth settings" page opens → page 157.

Select the "Active" entry.

No →

The phone displays the current setting.
Confirm.

Yes

Confirm the option shown in the context menu.

Step by Step

No →

Yes

OpenStage (08:0...

if nec. ↶



No →

No

or

Prompt

or

Automatic

Discoverability

Set whether your OpenStage should be discoverable for other Bluetooth devices.
For more information, see → page 167.


Prerequisite: The "Bluetooth settings" page opens → page 157.

Select the "Discoverable" entry.
The phone displays the current setting.
Confirm.

Confirm the option shown in the context menu.

Bluetooth name

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

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

Prerequisite: The "Bluetooth settings" page opens → page 157.

Select the "Phone name" entry.
The phone displays the current setting.
Confirm.
Delete preconfigured setting.

Specify and confirm the required name.

Linking

Select how the linking should be implemented here.
For more information, see → page 167.

Prerequisite: The "Bluetooth settings" page opens → page 157.

Select the "Pairing mode" entry.
The phone displays the current setting.
Confirm.

Select and confirm the option shown in the context menu.

Select and confirm the option shown,

select and confirm the option shown.

Step by Step

if nec. 



Save & exit

or


Save

 XYZ →

Connect

or

Disconnect

PIN

The PIN contains at least four alphanumeric characters.

Prerequisite: The "Bluetooth settings" page opens
→ page 157.

Select the "Pairing password" entry.

The phone displays the current setting.
Confirm.

Delete current entry.

Enter and confirm the PIN.

Select the "Form options" entry.

Select and confirm the option shown.

Press the key shown.

Confirm.

Connecting/disconnecting a Bluetooth device

Prerequisite: The linking manager list contains entries
→ page 160.

Select and confirm the required device.

Select and confirm the option shown in the context menu,

select and confirm the option shown.

Step by Step

Managing Bluetooth devices

Linking manager list

Once you have scanned the area for Bluetooth-enabled devices, you can link your OpenStage to another device → page 167. Once linked, these devices are added to the list.

Black list

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

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

Create list/scan area



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

User

Select and confirm the option shown.

if nec.



Configuration

Enter and confirm the user password.

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Paired devices

Select and confirm the option shown.

or

Blacklist

Select and confirm the option shown.

Options →

Confirm.

Add device

Select and confirm the option shown in the context menu.

The search starts automatically.

You receive a list of all Bluetooth devices in the area.

XYZ →

Select and confirm the required device.

Step by Step

**For the linking manager list only**

Enter and confirm the agreed PIN → page 159.

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

Open the list

Prerequisite: The linking manager list or the black list contains entries → page 160.



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

User

Select and confirm the option shown.

if nec.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Bluetooth

Select and confirm the option shown.

Paired devices

Select and confirm the option shown.

or

Blacklist

Select and confirm the option shown.

Delete all entries from the list.

Options →

Confirm.


Delete all

Select and confirm the option shown in the context menu.

Delete

Confirm.


Step by Step

 XYZ →

Rename

if nec. ↩



 XYZ →

Delete

Delete

Change an entry name

A Bluetooth device is entered in the list with the name set in the device. This is often the device type. You can change this name.

Open the required list → page 161.

Select and confirm the required device.

Select and confirm the option shown in the context menu.

Delete preconfigured setting.

Enter and confirm the new name.

Deleting a specific entry from a list

Open the required list → page 161.

Select and confirm the required device.

Select and confirm the option shown in the context menu

Confirm.

Step by Step

Context menu

Here you can define whether context menus
→ page 29 should close automatically, and define the display duration.

Closing automatically



You can also configure this setting via the Web interface
→ page 174.



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

User

Confirm.

if nec.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Context menu

Select and confirm the option shown.

Select the "Auto hide allowed" entry.

No →

The phone displays the current setting.
Confirm.

Yes

Select and confirm the option shown in the context menu.



Select the "Form options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Step by Step

Setting the automatic display duration

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



You can also configure this setting via the Web interface → page 174.



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

User

if nec.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Context menu

Select and confirm the option shown.

10 →

Select the "Auto hide time" entry.

The phone displays the current setting.
Confirm.

20

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



Select the "Form options" entry.

Save & exit

Select and confirm the option shown.

or



Press the key shown.

Save

Confirm.

Step by Step

Displaying status

Here you will find the information you need to access the Web interface → page 172.

You will also find real-time information on network activity which could be important for debugging by the administrator.



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

Confirm.

User

if nec.



Enter and confirm the user password.

Network information

Select and confirm the option shown.

192.168.1.15

"IP address" entry:

Telephone IP address^[1].

https://192.168.1.15

"Phone web page" entry:

Address for accessing the Web interface^[1].

hipath.com

"Domain" entry:

Phone domain in the network environment^[1].



Information about additional parameters can be obtained from your service personnel or the administration manual.

[1] The displayed information is an example.

Step by Step

Displaying service data

You can provide your service personnel with the following information for service:

- the phone ID (phone group ID within your communication system) and
- the OpenStage software version

Prerequisite: The phone is in idle mode → page 27.



Open the Program/Service menu → page 39.

Phone test

Select and confirm the option shown.

Phone ID

Confirm.

Firmware version

Select and confirm the option shown.

Step by Step

Bluetooth

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

In contrast to infrared connections, Bluetooth does not require a visual contact for communication purposes and can be used over distances of up to 10 meters.

To exchange data between Bluetooth-enabled devices, the devices need to undergo a once-off discovery procedure.



For information on how to configure OpenStage for connection to a Bluetooth device
→ page 157.

Discoverability

When first enabling a connection to a Bluetooth device, this function must be switched on → page 158.

The OpenStage is discoverable for other Bluetooth devices by default.

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



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

Linking

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

Step by Step



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

Transferring contacts

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



Due to the diverse range of PCs, mobile telephones and PDA devices currently available, we are unable to provide universal instructions on how to transfer vCard files in this manual.

The instructions for data transfer via Bluetooth provided in the relevant manufacturer documentation should be observed.

Receiving a vCard

Prerequisite: The Bluetooth connection is configured between your OpenStage and one other device → page 157. A vCard file is saved on the other device.

Launch the data transfer wizard for Bluetooth and follow the instructions.

Once the vCARD is transferred, a message confirming the successful transfer is displayed on your OpenStage.

Accept

Confirm.

OK

Confirm.

The data is added automatically to the phonebook → page 90.

Step by Step

Sending a vCard

Prerequisite: The Bluetooth connection is configured between your OpenStage and one other device → page 157. A vCard file is saved on the OpenStage.

In the phonebook (→ page 90), select the entry you wish to send.



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



Niels, Bohr →

Select a phonebook entry.



Open the context menu.

Send

Select and confirm the option shown.

The "Send vCard via Bluetooth" page is displayed.

Sending to a linked device

Select and confirm the option shown.

Paired devices →



XYZ →

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

or Sending to an unconnected device

Select and confirm the option shown.

Options →

Select and confirm the option shown in the context menu.

Search

A search is started and detected devices listed.



XYZ →

Select and confirm the relevant device in the list.

The vCard is sent.

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

Detected devices are then deleted from the list.

Step by Step

Using a Bluetooth headset

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

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

Proceed as following to prepare your OpenStage:

- Activate the Bluetooth function → page 157.
- Enter the headset in the linking list^[1] → page 160.
- Establish the Bluetooth connection → page 159.

Testing a Bluetooth headset

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



Press the key shown.



You hear the on-hook signal.



Enter the station number.

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

if nec.

Set the call volume.

[1] only necessary the first time

Differing display view in a HiPath 4000 environment

Depending on the system configuration, some functions may not always be offered in the display as described in this document.

In addition, display texts may differ from those described in this document according to the system configuration.

The following table provides an overview:

HiPath 2000 HiPath 3000 HiPath OpenOffice display	HiPath 4000 display	Description
View callbacks	Display callbacks?	→ page 57
Pickup - directed	Direct call pickup?	→ page 58
Change Speed Dial	Speed dial?	→ page 65
Call wait.term.	Second call release?	
Call wait.trm.off	Second call on/off?	→ page 71
Call wait.term.on	Camp-on act.?	
Ringer cutoff on	Silent ringing on?	
Ringer cutoff off	Silent ring. off?	→ page 103
Leave group	Leave hunt group?	
Join group	Join hunt group?	→ page 135

Web interface

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

User Pages

All entries in the Web interface user menu can also be found in your phone's user menu → page 39.



Before you make changes via the Web interface, please study the button functions → page 173. If necessary, go to the page references next to the menu entries on → page 174 to view descriptions of the corresponding parameters.

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 service personnel or refer to the administration manual.

Configuring settings on the User Pages

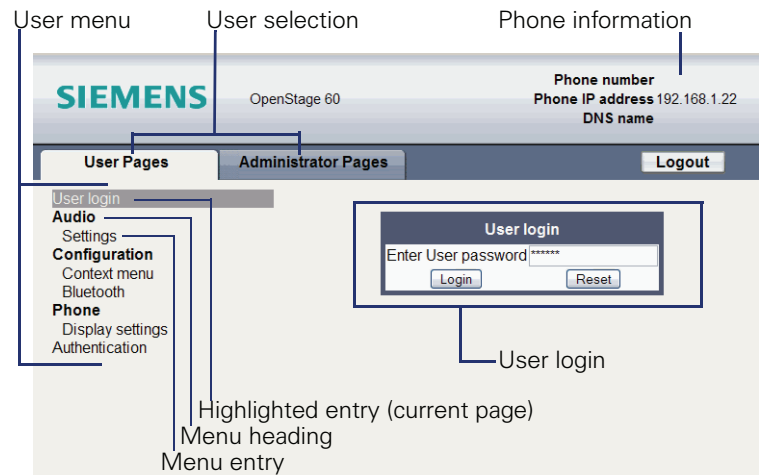
Calling up the Web interface

Open a Web browser on a LAN-based PC and enter the address provided in the "Phone web page" entry in the "Network information" → page 165 menu.

Example: <https://192.168.1.22/>

 You will be prompted to configure a user password the first time you call up the Web interface → page 102. You must log on with this password in future every time you want to open the User Pages.

Example: Home page with expanded user menu:



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 Web page.
3. Make the desired changes.
4. Click the corresponding button → page 173 to save or discard your changes.

Button functions

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



Overview of the Web interface user menu










Before you make changes via the Web interface, please study the button functions → page 173. If necessary, go to the page references next to the menu entries below to view descriptions of the corresponding parameters.

User login  → page 102


Audio

- Settings
 - Ring file  → page 155
 - Room Character  → page 154

User Configuration

- Context menu
 - Auto hide time  → page 164
 - Auto hide allowed  → page 163
- Bluetooth
 - Bluetooth device address^[1]
 - Phone name  → page 158
 - Status^[1]
 - Active  → page 157
 - Discoverable  → page 158
 - Pairing mode  → page 158
 - PIN for pairing  → page 159
- Last connected device^[1]
 - Device address
 - Device name
 - Device class

Phone

- Display settings
 - Display
 - Display theme  → page 150
 - Contrast^[2]  → page 146
 - Slider brightness  → page 151
 - Inactivity delay  → page 147
 - Screensaver
 - Screensaver enabled  → page 148
 - Screensaver transition delay  → page 149

Authentication  → page 102

[1] Information - read only

[2] This menu entry only appears for OpenStage 80/80 G

Step by Step

Fixing problems

Responding to error messages on the screen

Invalid entry

Possible cause:

Station number is incorrect.

Possible reaction:

Enter correct station number.

Not authorized

Possible cause:

Locked function selected.

Possible reaction:

Apply to service personnel for authorization for relevant function.

Currently not possible

Possible causes:

Dialed a non-existent station number. Called phone is unplugged.

Possible reactions:

Enter correct station number. Call this station again later.

Invalid station number

Possible cause:

Dialed your own station number.

Possible reaction:

Enter correct station number.

Key memory is full

Possible cause:

The system currently has no free space for external station numbers.

Possible reaction:

Try again later.

Step by Step

Key affects other layer

Possible cause 1:

If "Clear other layer" appears on the menu: you tried to program a function or internal station number with LED on a key that is already programmed on the second layer (for example, external station number).

Possible reaction:

Confirm "Clear other layer" to save the station number/function.

Possible cause 2:

If "Clear LED support" appears on the menu: you tried to program a station number without LED display or an external station number on a key that already is already programmed with an internal phone number with LED display.

Possible reactions:

Confirm "Clear LED support" to save the station number. The existing internal station number remains on the other layer without LED display.

Contact partner in the case of problems

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

Step by Step

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 24). If so, deactivate it.

You cannot dial an external number:

Check whether your telephone is locked ("Not authorized" appears on the screen). If the phone is locked, enter your PIN to unlock it → page 107.

To correct any other problems:

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

Caring for your telephone

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

Index

A

Agents	138
Answering machine	117
Application tab	24
Applications	31
activating an application	31
opening the context menu	31
selecting an application tab	31
selecting an entry	31
Audio controls	18
Automatic camp-on	
preventing and allowing	71
Automatic line seizure	45

B

Bluetooth	157, 167
-----------------	----------

C

Call	
accepting	42
accepting, group	137
distributing	138
ending	46
forwarding	52
forwarding in a team	132
holding	73
in a team with trunk keys	128
incoming	42
parking	72
pickup, directed	58
retrieving from park	72, 73
transferring	49, 131
Call charges	
for another telephone	98
for your telephone	98
Call duration	98
Call forwarding	
MSN in CO	55
Call lists	36, 96
Call volume	156

Call waiting	
accepting	70
allowing	71
preventing	71
Call waiting (camp-on)	
tone off	71
Call waiting on/off	71
Call waiting tone on/off	71
Callback	56
Calling a second party	48
Calls in queue	115, 138
CE marking	2
Charges	
for another telephone	98
for your telephone	98
Code dialing in ISDN	121
Conducting calls with a headset	58
Conference	48
Connection options	15
Consultation	48
Contact	
display format	93
Context menus	27
Control relays	124

D

Debugging	165
Details, fax	117
Dial keypad	14
Dialing	
internal/external calls	45
on-hook dialing	45
with DDS keys	46
with speed dialing	65
Dialing aid	
S0 bus	69
Direct inward system access (DISA)	119
Direct station select	83
DISA	119
Display angle	146
Display design	150
Display settings	
contrast	146
idle mode for display	147
Display view for	
HiPath 4000 environment	171
Distributing calls	138
Do not disturb	104

F

Fax details	117
Forwarding	
MSN in CO	55
multiple subscriber number (MSN)	55
Forwarding MSN in CO	55
Free keys	
programming	82
Function keys	14, 18
Functions	
using from the outside	119

G

General information	11
Graphic display	24
Call lists	36, 37
icons indicating call status	32
Messages	38
phonebook icons	33
Graphic display settings	
contrast	146
idle mode for graphic display	147
Group call	135

H

Handsfree answerback	59
Headset	58
Help function	41
HiPath 5000	
opening a door	145
relays	144
Hold	73
Hotline delayed	68
Hunt group	135

I

Important information	3
IP address, WBM URL	165
IP telephony	140

K

Key modules	17
Keypad	23
Keypad dialing	121
Keys	
programming	82
saving incomplete	82

L

LAN telephony	140
LDAP	96
LED	
trunk keys	127
LED display	83
direct station selection key	21, 130
forward line	133
function keys	21
Line seizure, automatic	45
Line utilization	126
Lists (for phone numbers and contacts)	90
Location of the telephone	3
Locking/unlocking	107

M

Menu "User"	39
Mobility	116
Mode keys	14, 19
MULAP keys, trunk keys	126
Multi-line telephone	13
Multiple subscriber number (MSN)	
forwarding	55

N

Network activity	165
Number	
saving	87

O

Open listening	44
OpenStage Key Module	17
Operating instructions	2
Overload	115

P

Parking a call	72
Personal identification number	109
Phone number directories	90
Phone settings	146
Phonebook	33
LDAP	35, 96
local phonebook	34
changing contact data	92
group administration	94
new contact	90
saving a picture	91
voice recognition	95
system phonebook	35
Pickup (call)	58, 137
PIN	109
for a telephone	107
PIN, saving	109
Placing a call on hold	
in the team	128
Pop-up menu	28, 32
Pop-up window	29
Primary line	126
Privacy	101
Private line	126
Programmable sensor keys	21
Programming a sensor key	
with a function	82
Programming free keys	82

R

Recall	78
Receiving volume	156
Relays	124
Ring transfer	
in an executive/secretary team	134
Ringer cutoff	103
Ringer off	103
Ringling group	137

S

Safety precautions	2
Screensaver	148
Screensaver image	148
Search contacts	33
Second call	
accepting	70
Secondary line	126
Secure Call	12, 101
connection status	101
notification	101
Secure connection	12, 101
Security	101
Sensors	124
Settings	146
Shared line	126
Single-line telephone	13
Speakerphone distance	3
Speakerphone mode	43, 44
Special dial tone	104
Speed-dialing	
dialing	65
suffix-dialing	65
system	65
Status icons	24
Status information	165
Suffix-dialing	
automatic	65
System speed-dialing	65

T

Tel. data service	122
Telephone	
locking	107
locking/unlocking	107
Telephone maintenance	177
Text input (via the display keyboard)	25
Theme	150
Three-party conference	48
Timed reminder	110
Timed reminder, answering	111
Toggle/Connect	48

TouchGuide	14, 20
TouchSlider	18
Trace call	106
Transfer (call)	49, 131
Troubleshooting	177
Trunk keys	127

U

UCD	138
Unencrypted call	101
Unsecured connection	12, 101
User interface	
OpenStage 60/60 G/80/80 G	14
User menu	39, 174
User password	102
User support	11
Using Ethernet switches	16
Using network ports more efficiently	16

V

Voice encryption	12, 101
connection status	101
notification	101



W



Waiting calls	115
---------------------	-----



Overview of functions and codes

The following table lists all available functions, as shown on the display. If configured (contact your service personnel), functions can be activated interactively (select + confirm), via the Program/Service menu (select + confirm or enter a code) or with function keys.

Functions (=display)	... Interac- tively	... Via the Program/ Service menu → page 39 ☰		... With a key
			Code	
Account code		✓	*60	X
Advisory msg. on	✓	✓	*69	X
Advisory msg. off	✓	✓	#69	X
Headset				X
Answer call	✓			
Associated dial		✓	*67	X
Associated serv.		✓	*83	X
Call waiting	✓	✓	*55	X
Waiting tone off	✓	✓	*87	X
Waiting tone on	✓	✓	#87	X
Call wait.term.on		✓	*490	X
Call wait.trm.off		✓	#490	X
Callback	✓	✓	*58	X
View callbacks/Delete	✓	✓	#58	
Conference	✓	✓	*3	X
Start conference	✓			
Add party	✓			
End conference	✓	✓	#3	
Remove party	✓	✓		
Drop last conf. party			*491	
Consultation	✓			X
Return to held call	✓	✓	*0	
Quit and return	✓	✓	*0	
Transfer/Accept call	✓			
Control Relay On (only for HiPath 3000)		✓	*90	X
Control Relay Off (only for HiPath 3000)		✓	#90	X
Data I/O Service			*494	X

Functions (=display)	... Interac- tively	... Via the Program/ Service menu → page 39 ☰		... With a key
			Code	
Directory				
1=internal	✓		*54	X
2=LDAP	✓		*54	X
DISA				
DISA intern	✓	✓	*47	X
Discreet Call			*945	
DND on	✓	✓	*97	X
DND off	✓	✓	#97	X
Door opener on		✓	*89	X
Door opener off		✓	#89	X
DTMF dialing		✓	*53	X
Forwarding on	✓	✓	*1	X
1=all calls	✓	✓	*11	X
2=external calls only	✓	✓	*12	X
3=internal calls only	✓	✓	*13	X
Forwarding off	✓	✓	#1	X
CFNR on		✓	*495	X
CFNR off		✓	#495	X
Trunk FWD on	✓	✓	*64	X
Trunk FWD off	✓	✓	#64	X
Forward Line: On		✓	*501	X
Forward Line: Off		✓	#501	X
HF answerback on	✓	✓	*96	X
HF answerback off	✓	✓	#96	X
Hotline				
Join group	✓	✓	*85	X
Leave group	✓	✓	#85	X
In hunt group	✓	✓	*85*	X
Out of hunt group	✓	✓	#85#	X
Keypad dialing		✓	*503	
Lock all phones		✓	*943	X

Functions (=display)	... Interac- tively	... Via the Program/ Service menu → page 39 ☰		... With a key
			Code	
Lock phone	✓	✓	*66	X
Unlock phone	✓	✓	#66	X
Change PIN		✓	*93	
Mute on			*52	X
Mute off			#52	X
Night answer on	✓	✓	*44	X
Night answer off	✓	✓	#44	X
Open door		✓	*61	X
Override	✓	✓	*62	X
Page				
Answer page (not for U.S.)		✓	*59	
Park a call		✓	*56	X
Retrieve call		✓	#56	
Phone test		✓	*940	
Pickup - directed		✓	*59	X
Pickup - group	✓	✓	*57	X
Accept call	✓			
Prog. feature key		✓	*91	X
Recording				X
Redial	✓			
Rejecting calls	✓			
Release				X
Reserve trunk	✓			X
Reset services		✓	#0	X
Retrieve line		✓	*63	X
Ring Transfer: On		✓	*502	X
Ring Transfer: Off		✓	#502	X
Ringer cutoff on	✓	✓	*98	X
Ringer cutoff off	✓	✓	#98	X
Ringing group on		✓	*81	X
Ringing group off		✓	#81	X
Room monitor		✓	*88	X
Select language		✓	*48	

Functions (=display)	... Interac- tively	... Via the Program/ Service menu → page 39 (☰)		... With a key
			Code	
Send message	✓	✓	*68	X
View sent message	✓	✓	#68	X
View messages	✓	✓	#68	X
Mailbox				X
Shift Key				X
Show call charges (own telephone)		✓	*65	X
View call charges (other party's tele- phone)				X
Speaker call		✓	*80	X
Suppress call ID	✓	✓	*86	X
Restore caller ID	✓	✓	#86	X
Tel. data service		✓	*42	
Temporary MSN (not for U.S.)	✓	✓	*41	X
Temporary Phone		✓	*508	X
Timed reminder on		✓	*46	X
Timed reminder off		✓	#46	X
Toggle/Connect	✓	✓	*2	X
Trace call		✓	*84	X
Transfer	✓			
Trunk flash		✓	*51	X
UCD				
Log on		✓	*401	X
Log off		✓	#401	X
Available		✓	*402	X
Not available		✓	#402	X
Work on		✓	*403	X
Work off		✓	#403	X
UCD night on		✓	*404	X
UCD night off		✓	#404	X
Calls in queue		✓	*405	X
Use speed dialing		✓	*7	X
Change Speed Dial (individual)		✓	*92	X

Reference No.:
A31003-S2000-U109-4-7619

Communication for the open minded

Siemens Enterprise Communications
www.siemens/open

**© Siemens Enterprise
Communications GmbH & Co. KG
Hofmannstr. 51,
D-81359 München**

The information provided in this document contains merely general descriptions or characteristics of performance which in case of actual use do not always apply as described or which may change as a result of further development of the products. An obligation to provide the respective characteristics shall only exist if expressly agreed in the terms of contract. Subject to availability. Right of modification reserved. The trademarks used are owned by Siemens Enterprise Communications GmbH & Co. KG or their respective owners.