

Documentation

HiPath 8000

OpenStage 60, OpenStage 60 G

OpenStage 80, OpenStage 80 G

OpenStage Key Module

Operating Manual






Communication for the open minded



Siemens Enterprise Communications
www.siemens.com/open

SIEMENS

Important information

	<p>For safety reasons, the telephone should only be supplied with power:</p> <ul style="list-style-type: none">• using the original power supply unit. Part number: C39280-Z4-C51x (x: 0=EU, 1=US, 2=UK) or• in a LAN with PoE (Power over Ethernet), which complies with the IEEE 802.3af standard.
	<p>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

	<p>The device conforms to the EU directive 1999/5/EC as at-tested by the CE marking.</p>
	<p>All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.</p> <p>Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment.</p> <p>For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative.</p> <p>The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.</p>

Location of the telephone

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

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.

Online documentation

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

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

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

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General information

About this manual

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

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

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

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

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



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

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

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

Symbols used in the manual

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



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



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

Service



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

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

Intended use

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

Telephone type

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

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

Speakerphone quality and display legibility

- To ensure good speakerphone quality, the area in front of the telephone (front right) should be kept clear.
The optimum handsfree distance is 20 in. (50 cm).
- Proceed as follows to optimize display legibility:
 - Turn the phone to tilt the display. This ensures you have a frontal view of the display while eliminating light reflexes.
 - Adjust the contrast as required → page 145.

Single-line telephone/multi-line telephone

Your OpenStage 60/80 is a "multi-line telephone". This means that multiple lines can be configured, which is not the case with single-line phones. Each line is assigned an individual phone number which you can use to make and receive calls.

The programmable sensor keys function as line keys on multi-line phones
→ page 22.

The "Overview" tab on the telephony interface provides information about the lines configured on your phone and the current status of each line
→ page 35.

A number of specific features must be considered when using a multi-line phone to make and receive calls → page 96.

Getting to know your OpenStage phone

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

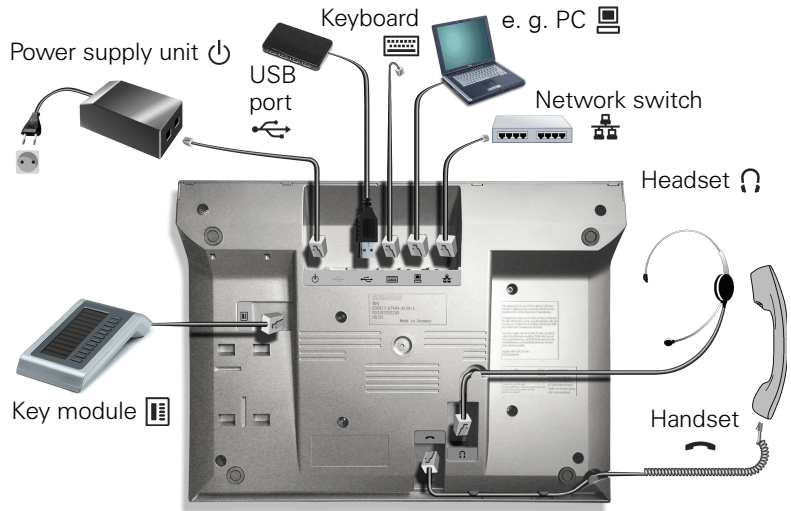
The OpenStage 60/60 G user interface

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 26.
3	You can use the user-friendly mode keys to operate the phone's applications. To select a tab within an 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 24.

Ports on the underside of the phone



OpenStage operating features

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

➡ To avoid damaging your OpenStage phone, make sure you use the adapter cable C39195-Z7704-A5 when connecting a USB stick.

➡ Do not connect a USB hub to the USB master as this can cause stability problems.

Using network ports more efficiently

The OpenStage 60/80 has an 10/100 Mbps switch. The OpenStage 60 G/80 G has an 1000 Mbps switch. This means that you can directly connect one additional network device in each case (e.g. a PC) via the telephone with the LAN.



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

OpenStage Key Module

The OpenStage Key Module is a key module attached to the side of the phone that provides 12 additional illuminated, programmed sensor keys. You can assign and use these sensor keys according to your needs, in the same way as the keys on the telephone → page 21.

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



The diagram shows an OpenStage Key Module for OpenStage 80.



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

OpenStage Manager

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



Contact your administrator for the latest version of OpenStage Manager.

Keys and controls

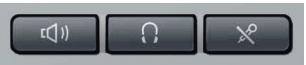
Function keys



Key	Function when key is pressed
	End (disconnect) call → page 50.
	Activating/deactivating call forwarding → page 58.
	Initiate voice dialing → page 87.

Audio controls

Audio keys



Key	Function when key is pressed
	Activate/deactivate the loudspeaker → page 47.
	Activate/deactivate headset → page 47.
	Activate/deactivate microphone (also for speakerphone mode) → page 54.

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.



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 147

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 34	Blue: Application is active
	Display phonebooks → page 36	Blue: Application is active
	Display call lists → page 39	Blue: Application is active White: New entry in call list
	Display voicemails → page 42	Blue: Application is active White: New voicemail
	Display Program/Service menu/Applications menu → page 43	Blue: Application is active
	Display Help function → page 45	Blue: Application is active

The icons for the mode keys also appear on the display → page 32.

TouchGuide

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

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

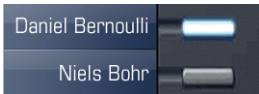
Operation	Functions when key is pressed
 Press 	<p>In idle mode:</p> <ul style="list-style-type: none">• Open the idle menu → page 28 <p>In lists and menus:</p> <ul style="list-style-type: none">• Go to next level <p>Entry selected:</p> <ul style="list-style-type: none">• Perform action <p>You can now access a context menu:</p> <ul style="list-style-type: none">• Open the context menu
 Press 	<p>In idle mode:</p> <ul style="list-style-type: none">• Open the idle menu → page 28 <p>In lists and menus:</p> <ul style="list-style-type: none">• One level back <p>Entry selected:</p> <ul style="list-style-type: none">• cancel action <p>In input fields:</p> <ul style="list-style-type: none">• Delete character to the left of the cursor
 Press 	<p>In lists and menus:</p> <ul style="list-style-type: none">• Scroll down• Hold down: Jump to the end of the list/menu
 Press 	<p>In lists and menus:</p> <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 	<p>In lists and menus:</p> <ul style="list-style-type: none">• Scroll up or down <p>In input fields:</p> <ul style="list-style-type: none">• Select a character in the display keyboard → page 27• Set the sensitivity → page 148
 Press the  key.	<p>Entry selected:</p> <ul style="list-style-type: none">• Perform action• Initiate call

Programmable sensor keys

Your OpenStage 80 has nine (OpenStage 60: eight) illuminated sensor keys. You can assign functions or numbers to them.
 To open the programming menu, press and hold down the relevant sensor key → page 68.
 To activate the programmed function, briefly press the relevant key → page 71.



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 67
- Redial keys → page 67
- Direct station selection keys → page 101




Touch the key briefly to activate the programmed function or dial the stored number → page 71.

Press and hold down the function key to open a menu for programming it. Redial keys and direct station selection keys can only be programmed via the Program/Service menu → page 68.

A label for the function is displayed to the left of the key; it cannot be changed. You can define the labeling for redial or DSS keys according to your requirements → page 69.

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

Meaning of LED displays on function keys

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

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

Trunk keys (on multi-line phones only)

The programmable sensor keys on multi-line phones function as trunk keys. Each key programmed with the "Line" function is handled as a line. This means up to 9 line keys can be configured on OpenStage 80 and up to 8 on OpenStage 60.

A distinction is drawn here between primary, secondary and phantom lines. Each of these line types can be used on a private or shared basis → page 23.

Primary line

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



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

Secondary line

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

Phantom line




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

Line utilization

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

The line status is indicated by the LED in addition to the display in the "Overview" tab → page 35.


LED display


LED	Explanation
	Off: The phone is in idle mode.
	Flashing: <ul style="list-style-type: none"> • Incoming call on the line → page 96 • Hold reminder is activated → page 77
	Flickering: <ul style="list-style-type: none"> • Outgoing call on the line • The incoming call was prioritized and selected in accordance with the "Automatic line selection for incoming calls" option
	Fast blinking: The line is on "Hold".
	Blinking: Call forwarding is activated
	Illuminated: The line is busy


Keypad

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 navigator after you have selected the required character.

To enter a digit in an alphanumerical input field, press the relevant key and hold it down. You no longer need to scroll through the entire list of possible characters.



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).

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	+												
	[1]	*	#	,	?	!	'	-	()	@	/	:	_
	3													

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

Multi-function keys

Key	Function during text input	Function when held down
	Write special characters	Deactivate the ring tone → page 118
	Switch between upper and lower case	Activate the telephone lock → page 123



Further options for inputting text are available using the display keyboard → page 27 and the external keyboard (if available).

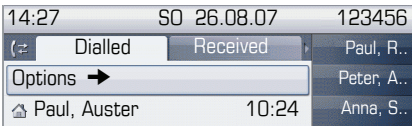
Graphic display

Your OpenStage 60/80 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 only) → page 145.
- Select your preferred display design → page 150.



Crystal sea









Warm grey

Status bar

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

In addition, different icons represent different situations and switches:

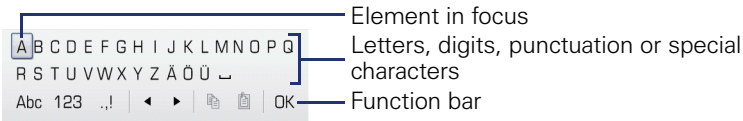
Icon	Explanation
	The ring tone is deactivated → page 118
	The "Do not disturb" function is activated → page 119
	The phone lock is activated → page 123
	One or more callback requests are active → page 63
	The Bluetooth function is activated → page 178
	A mobile user is logged on to the telephone

Display keyboard



Simple text and characters can also be entered at any time using the keypad → page 24.

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 upper-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

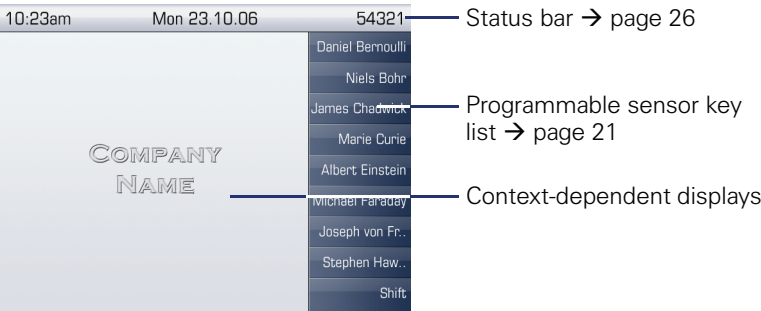
The external keyboard (if available) is a user-friendly option for inputting text.

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

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  or  on the TouchGuide → page 20 to display the idle menu. You can call up various functions here. Entries may vary.

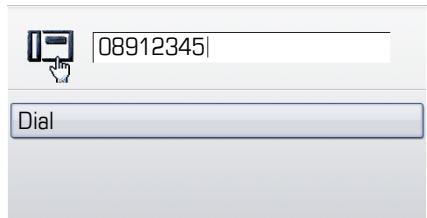
The idle menu may contain the following entries:

- Ringer off
- Do not disturb on
- Directed pickup

Telephony dialogs

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

Example: In idle state, enter a phone number using the dialpad.



Once you have entered the first digit, several options corresponding to the situation are displayed in a dialog menu (pop-up menu) 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 callback request/voice message in your absence.
- A call list contains a new entry



The calls were saved in the missed calls list. Press  to view these calls.

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
	Local call forwarding is activated for all calls

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.

Consultation

Hold

Call park

Call park pickup

Blind transfer call

Disconnect

Handling

First entry (selected when the menu is called up)

Selected entry

You can select and confirm the required functions using the TouchGuide ➔ page 20.

Idle display context menu

When you press ➔ on the TouchGuide in idle state, the following functions are available (if activated):

Repeat dialling 1234

Ringer off

Do not disturb on

Mobile logon

Cancel call backs

First entry (selected when you call up the menu, if you have already dialed a phone number)

Selected entry

Only available when configured to support mobility

Pop-up window


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

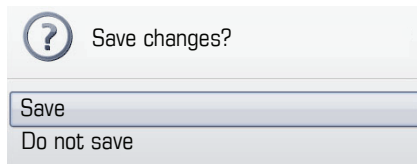
Pop-up menu

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.

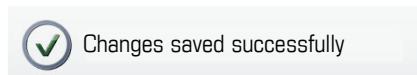


Pop-up message

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 ¹ → page 34
	Phonebooks → page 36
	Call lists → page 39
	Voicemail → page 42
	Program/Service menu/Applications menu → page 43
	Help function → page 45

[1] Platform-dependent; please contact the responsible administrator.

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 32.

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 30.

Telephony interface

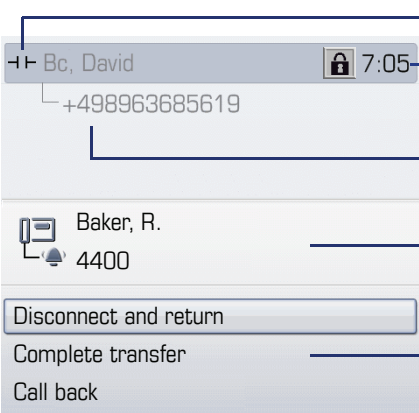
Single-line view

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

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

To access the menu: Press .







Example:




The screenshot shows a call interface with the following elements:

- Icon indicating call status:** A small icon at the top left of the call bar.
- Call duration:** A lock icon followed by "7:05" at the top right of the call bar.
- Current call(s), possibly with information stored in the phone-book:** The name "Bc, David" and the number "+498963685619" below it.
- Call requests and current states:** A section below the call bar showing a handset icon, the name "Baker, R.", and the number "4400".
- Pop-up menu with situation-dependent options:** A menu that appears when the "Menu" icon is pressed, containing options: "Disconnect and return", "Complete transfer", and "Call back".

Icons for frequent call states

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

 Detailed descriptions of the various functions can be found in the sections "Basic phone functions" → page 46 and "Enhanced phone functions" → page 73.

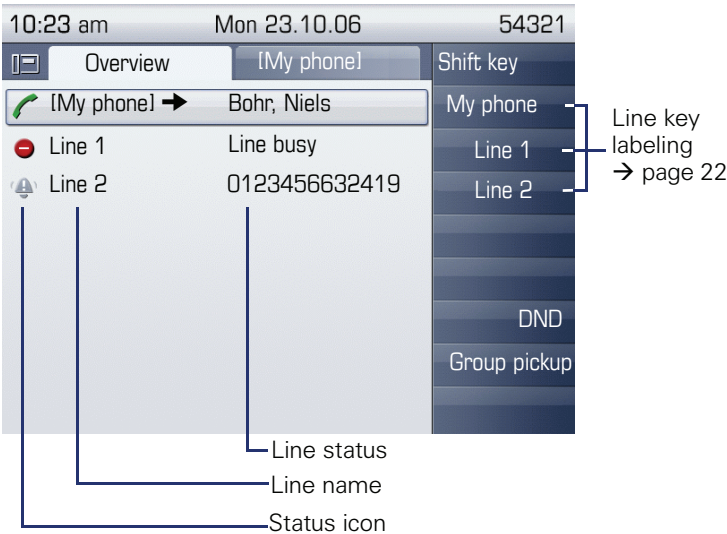
Multi-line view

Two tabs are displayed on the telephony interface:






- "[My phone]" tab - represents the primary line or the line view of a selected line → page 34
- "Overview" tab - configurable overview of the secondary lines → page 22


To access the menu: Press .

Example:



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

Icon	Explanation
	Call for the corresponding line.
	Call for a line with suppressed ring tone → page 107.
	"Hold reminder" is activated → page 77.
	The line is currently not available.
	The line is busy.

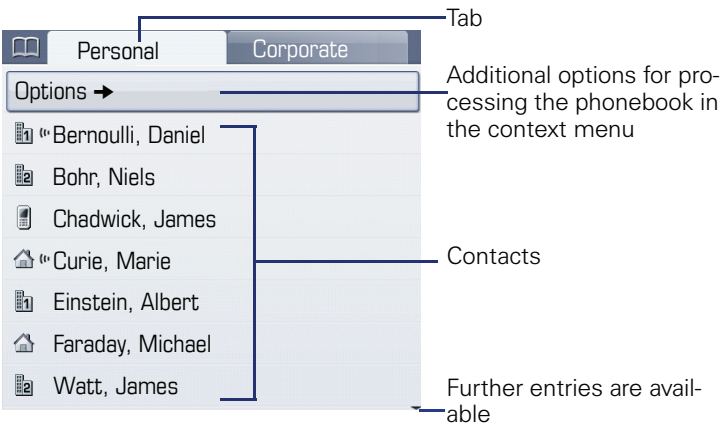
 Please note the LED displays for the line keys → page 23.

Phonebooks






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

To access the menu: Press the  key until the required tab is active.

Example:



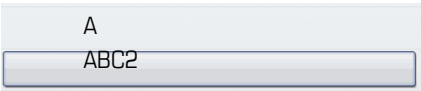
Phonebook icons

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 24.

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 local phonebook. You can store up to 1000 personal 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 108
- Accept entry from LDAP search → page 115

Contact details

The type of data displayed for a call in the telephony interface → page 34 is dependent on the information you have stored for the contact in your local phonebook.

A contact consists of the entry in the "First name" or "Last name" fields and at least one phone number → page 108.

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 109.

Configure voice recognition for your contact (maximum 20) so that you can initiate dialing with a simple announcement → page 87.

Classify your contacts into groups → page 110.

Store a picture of the contact → page 113.

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 108
- define contact display format → page 114
- Quick search in the phonebook → page 114
- sort contacts into groups → page 110
- delete the entire phonebook list → page 109



We recommend OpenStage Manager software for the professional management of your contact data and synchronizing your data with Outlook/Notes. For more information, refer to the OpenStage Manager User Manual → page 17.

Using contacts

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

- Calling a contact → page 87
- Editing a contact → page 108
- Deleting a contact

LDAP directory

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

A user-friendly, advanced search function is available for this. You can transfer any entries found to your local phonebook.

Searching for a contact

- Simple search → page 115

Using a contact

- Calling a contact → page 88
- Simple search → page 116
- Transfer entry to local phonebook → page 116

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
- "Forwarded" tab: forwarded calls

Only calls to the primary line are received on multi-line phones (→ page 13).

When new entries are added to the call lists, a message appears (→ page 29) on the idle display and the LED of the mode key (Ⓢ) (→ page 19) lights up white.

To access the menu: Press the (Ⓢ) key until the required tab is active.

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: "Received" tab

Options	Received	Forwarded
Bernoulli, Daniel	14:35	
☎ 3400	(1)	
Curie, Marie	10:25	
☎ 4400	(1)	
Bohr, Niels	9:11	
☎ 3850	(2)	

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

Delete All → page 117

Example: "Dialled" tab

Dialled

Missed

Options

Coco, Chanel → 12.07.

220870 (3)

Additional tabs

Selected entry with context menu

Date of call

Number of call attempts

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

- Dial → page 53
- Details → page 40
- Delete → page 117

Entry details

Up to ten call attempts can be stored for each entry in the details list.

Example: entry in the "Missed" tab

Missed

Dialled

Coco, Chanel (3 calls)

1238765341

30.10. 8:30

1238765341

1238765341

Additional tabs

Information from the phonebook

Caller number

Time

Date

Example: entry in the "Dialled" tab

Dialled

Received

Bernoulli, Daniel(3 calls)

987654321

08.10. 11:20

987654321

987654321

Additional tabs

Information from the phonebook

Caller number

Time

Date

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

➡

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

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 as well as in the "Missed" log on the list display.

The following functions are available via the "List options" context menu:

- Delete list → page 117
- Sort list → page 117

Using an entry

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

- Establish a call to a preferred number → page 88
- View details → page 117
- Delete the entry → page 117

Voicemail

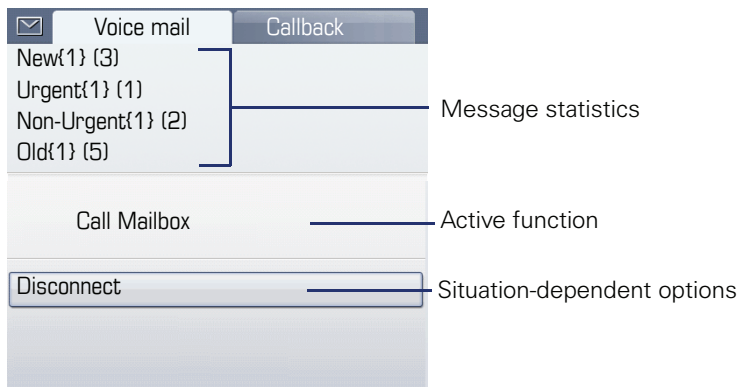
Depending on the type and configuration of your communications platform (contact the administrator), messages from services such as HiPath Xpressions are displayed in this application.

Voicemail



Only voicemails for the primary line are received on a multi-line phone (→ page 13).

Example:



Entry details

The internal player automatically opens as soon as a voicemail is received so you can listen to the message.


Administration

Messages that have been opened, retrieved or active in the corresponding tab for longer than three seconds are displayed in gray.

The white LED of the mode key (Ⓜ) only goes out when all new messages have been retrieved.

Program/Service menu/Applications menu

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

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

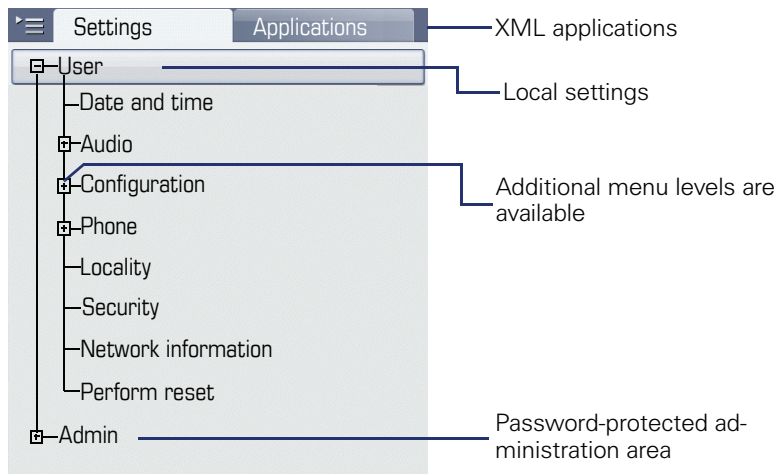
Select and confirm the "User" entry using the TouchGuide → page 20.


If necessary, enter the user password → page 121.

User settings

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

The menu structure comprises several levels.



 You can also configure all of the settings using your OpenStage's **Web interface** → page 188.

Open the menu → page 43.

Date and time



Adjust the settings on your telephone → page 153.

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 157.

Settings



Adjust the settings on your telephone → page 158.

Configuration

Call forwarding



Set up call forwarding for your telephone.
Adjust the settings on your telephone → page 58.

Enhanced phone functions



Use the enhanced phone functions on your telephone.
Adjust the settings on your telephone → page 73.

Keyset



Manage your trunk keys.
Adjust the settings on your telephone → page 104.

Bluetooth



Prepare your phone for Bluetooth operation.
Adjust the settings on your telephone → page 165.

Phone

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

Backup/restore



Back up the current user settings or restore the saved settings.
Adjust the settings on your telephone → page 183.

Screensaver



Adjust the settings on your telephone → page 150.

Display



Adjust the settings on your telephone → page 145.

Programmable keys



Program sensor keys with frequently used functions or phone numbers.
Adjust the settings on your telephone → page 67.

Locality



Enter your country-specific settings.
Adjust the settings on your telephone → page 163.

Security



Protect your settings and data by assigning a password.
Adjust the settings on your telephone → page 121.

Network information

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



View information on the phone → page 177

Perform reset

Protect your settings and data by assigning a password.



Adjust the settings on your telephone → page 121.

Administration

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

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



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

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


Applications

The "Applications" tab contains various practical Java applications in addition to the Internet browser. If you wish to use additional applications, please contact the responsible administrator.

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.

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 33 carefully before performing any of the steps described here on your phone.



Secure voice transmission

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

If you call a party or receive a call from a party over a secure connection, a padlock icon ¹ appears on the other party's row on your graphic display. If desired, a brief alerting tone and a window with the message "Call not encrypted" will indicate that a secure call has become insecure (see → page 162).


Incoming calls

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

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

Answering a call via the handset

The phone is ringing. The caller is displayed.

 Lift the handset.

if nec.  Set the call volume.

1 Closed for secure or open for nonsecure voice communication

Step by Step

Accept

or




if nec.

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

The phone is ringing. The caller is displayed.

The pop-up menu opens:

Select and confirm the option shown. The  key lights up.

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


Set the call volume.

Suggestions for using speakerphone mode:

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

Answering a call with a headset

Prerequisite: A headset is connected.

The phone is ringing. The audio key  flashes.



Press the key shown.

if nec.



Set the call volume.

Step by Step

Directed Pickup (V1 R4.x and higher)

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

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

The phone of a colleague rings.

Select this option from the context menu and confirm.

Gezielte Übernahme

resp.



Replace the handset.

or



Press the key shown.

Gezielte Übernahme

Select and confirm.



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

Step by Step

Switching to speakerphone mode



Make note of the two different processes and activate, if necessary, your preferred setting
→ page 161.

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

Standard mode



and



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

US mode

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



Press the key shown.



Replace the handset. Proceed with your call.



or



If voice communication is secure, a closed padlock icon will appear on the graphic display, if voice communication is not secure, an open padlock icon will appear on the graphic display (see also → page 46)

Step by Step

Switching to the handset

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



Lift the handset.



The key shown goes out.

Open listening

People present in the room can silently monitor your call. Let the other party know that you have turned on the loudspeaker.

Prerequisite: You are conducting a call via the handset.

Activating



Press the key shown.

Deactivating



Press the lit key.

Switching to speakerphone mode



Hold down the lit key and replace the handset.

Ending a call



Press the key shown.

or



Press the lit key.

or

Disconnect

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

Step by Step

Group call

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

Your administrator may have made the following settings for group calls:

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

A group call is waiting and is indicated on the display by

Pickup: *Caller*

for: *Party*

Picking up a group call

The pop-up menu opens:

Pickup call

or



or



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

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

Ignore

Ignoring a group call

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

Step by Step

Making calls

If you are using a dial plan and "Immediate dialling" is set → page 89, dialing is automatically performed as soon as the character string entered matches an entry in the dial plan.

➡ If you selected the option "Busy When Dialing" → page 90, you will not be interrupted by an incoming call. In this case, the caller hears the busy signal.

En-bloc dialing



Enter the station number. Use the TouchGuide → page 20 to correct entries as necessary.



Lift the handset.

or



Press the key shown.

or

Dial

In the pop-up menu:

Confirm.

The connection is set up.

Off-hook dialing



Lift the handset.



Enter the station number.

or

Repeat dialling S. Hawking

In the pop-up menu:

Confirm.

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

Step by Step



or

Repeat dialling S. Hawking



or



Repeat dialling S. Hawking

Repeat dialling S. Hawking



or



On-hook dialing

Press the key shown.

Enter the station number.

In the pop-up menu:

Select and confirm the option shown.

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

Redial

Redialing from the call list



Only calls to the primary line are received on multi-line phones (→ page 13).



Press the key repeatedly until the application's "Dialled" tab appears.

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

Redialing from the pop-up menu

Lift the handset.

Press the key shown.

Select and confirm the option shown.

The last phone number entered is dialed.

Redialing from the idle menu

Select and confirm from the idle display context menu (→ page 30). The last phone number entered is dialed.



If voice communication is secure, a closed padlock icon will appear on the graphic display, if voice communication is not secure, an open padlock icon will appear on the graphic display (see also → page 46)

Step by Step

Activating/deactivating the microphone

You can temporarily deactivate the microphone on your handset to prevent the other party from overhearing a conversation, for instance, with a colleague in the same room.

Prerequisite: You are conducting a call.

Deactivating the microphone



Press the key shown.

Activating the microphone



Press the lit key.

Step by Step

Consultation



or

Repeat dialling S. Hawking

Disconnect & return

Disconnect & return

Disconnect & return

Consulting a second party

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

Prerequisite: You are conducting a call.

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

Enter and confirm the second party's phone number.

In the pop-up menu:

Select and confirm the option shown.

Ending a consultation call

Select and confirm the option shown in the context menu.

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

Canceling a consultation call

If the called party does not answer

In the pop-up menu:

Select and confirm the option shown.

The call with the first party is resumed.

If the called party does answer

Select and confirm the option shown in the context menu for the connection to the second station.

The call with the first party is resumed.

Step by Step

Alternate

Disconnect

Disconnect & return

Switching to the held party (alternating)

Prerequisite: You are conducting a consultation call
→ page 55.

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



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

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

Ending an alternate operation

Disconnecting the held call:

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

Disconnecting the active call:

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

Step by Step



or



or



if nec.



Connecting parties

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

Prerequisite: You are conducting a consultation call → page 55 and call joining must be allowed → page 57.

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

The other two parties are now connected to one another. You can now hang up.

Connect by hanging up

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

Allowing call joining

You can also configure this setting via the Web interface → page 188.

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 and confirm the option shown.

Select and confirm the option shown in the context menu.

Select and confirm the option shown.

Step by Step

Call forwarding



HiPath 8000 also supports system-based call forwarding. These functions are described from → page 131 onwards.

You should **never** combine **phone-based** call forwarding with **system-based** call forwarding in HiPath 8000.

You can forward calls for your phone to another phone.



On multi-line telephones (→ page 13), you can only configure call forwarding for the primary line.

Prerequisite: The call forwarding function is programmed → page 61.

Three forwarding conditions can be programmed in the forwarding menu:

- All Calls
- Busy
- No reply

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

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

Forwarded calls can be logged in a call list → page 39.

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

All calls (off/on)

Destination

Busy (off/on)

Destination

No reply (off/on)

Destination

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

Step by Step

Programming call forwarding



You can also configure this setting via the Web interface
→ page 188.

Saving destination phone numbers for call forwarding

You can save up to five destination phone numbers for call forwarding. These destination phone numbers can then be assigned different forwarding conditions.



Press the key shown.



You can also enter the call forwarding settings via the user menu (→ page 75).

The pop-up menu opens:

Select and confirm the option shown.

An overview of call forwarding settings appears.

Select and confirm the option shown.



You can save destination phone numbers by selecting the "Destination" option for the relevant forwarding condition.

Select and confirm the option shown in the context menu.

Select and confirm the option shown.



Enter and confirm the destination phone number.
If necessary, define additional destination phone numbers.

Select and confirm the option shown.

Assigning a destination phone number to a call forwarding instruction



Press the key shown.

The pop-up menu opens:

Select and confirm the option shown.

An overview of call forwarding settings appears.

Edit call forwarding

Destination

Edit favourites

Destination 1

Save & Exit

Edit call forwarding

Step by Step

Destination

Select and confirm the option shown for the call forwarding condition you want.

08972228596


Select and confirm the destination phone number you want.

Save & Exit

Select and confirm the option shown.

Defining the ring duration before call forwarding on no reply

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

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



You can also configure this setting via the Web interface → page 188.

Prerequisite: The phone is idle.



Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

An overview of call forwarding settings appears.

Duration

Select and confirm the option shown.



Enter the required time in seconds.

Save & Exit

Select and confirm the option shown.

Step by Step

Activating/deactivating call forwarding

Prerequisite: At least one destination phone number is programmed → page 59.



You can also configure this setting via the Web interface → page 188.



Press the key shown.

The pop-up menu opens:

Edit call forwarding

Select and confirm the option shown.

All calls

An overview of call forwarding settings appears.

Select and confirm to activate or deactivate.

or

Busy

Select and confirm to activate or deactivate.

or

No reply


Select and confirm to activate or deactivate.

Save & Exit

Select and confirm the option shown.

Step by Step

Activating call forwarding for all calls

Use the  function key to activate or deactivate call forwarding directly for all calls.




You can also configure this setting via the Web interface → page 188.

Prerequisite: At least one destination phone number is programmed → page 59.




Press the key shown.

The pop-up menu opens:


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

or

Accept

Confirm. The  key lights up.

Call forwarding is activated for all calls.


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

Deactivating call forwarding for all calls




Press the lit key.

The pop-up menu opens:

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

or

Accept

Confirm. The  key goes out.

Call forwarding is deactivated for all calls.

Step by Step

Callback

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

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



This option must be activated by your administrator.



On multi-line telephones → page 13, only the callback requests for your primary line are logged.

Call back

Cancel call backs

Disconnect

Requesting callback

Prerequisite: The station called is busy or nobody answers.

In the pop-up menu:

Select and confirm the option shown.

Deleting callback requests

You can delete scheduled callback requests if you no longer need to return a call, for example, because you have met the other party in person.

Prerequisite: A callback was requested.

Select and confirm the option shown in the idle display (→ page 30) context menu.

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

Step by Step

Accept

Reject

Deflect



Responding to a callback

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

The pop-up menu opens:

Accepting a callback

Select and confirm the option shown.

Rejecting a callback

Select and confirm the option shown.

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

Forwarding a callback

Select and confirm the option shown.

Enter and confirm the phone number.

Step by Step

Permitting a callback

Permitting callback on busy/no reply



You can also configure this setting via the Web interface
→ page 188.



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.

Outgoing calls

Select and confirm the option shown.

Callback: busy

Select and confirm the option shown.

or

Callback: no reply

Select and confirm the option shown.

Yes


Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Calling back missed calls

Calls received while you are absent are indicated by a message (→ page 29) on the idle display. In addition, the mode key  lights up white.

Missed calls are logged in the missed calls list. This list provides information on the missed call and lets you call back the number directly.



On multi-line telephones → page 13, only the calls missed on your primary line are logged.



Press the key until the application's "Missed" tab appears.



Karl, Gross 20.05. 10:06

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



For a detailed description of the call lists, see → page 39.

Step by Step

Programmable sensor keys

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

The phone comes with nine (OpenStage 80) or eight (OpenStage 60) programmable sensor keys, all of which can be programmed on two separate levels.

The programmable sensor key for switching between the two programmable sensor key levels is preassigned (Shift key). This programmable sensor key should be maintained where possible so you can switch between the two programmable sensor key levels.

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


The programmable sensor keys can also be programmed via the Web interface → page 188.

List of available functions


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

Step by Step


Programming programmable sensor keys

 Press the sensor key you want to program until the field opens.

or You can also program keys via the user menu.

 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.

Program keys

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

 Press the sensor key you want to program with a function. The programmable sensor key lights up.

Normal

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

or

Shifted

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

Do not disturb

Select and confirm the function you want in the context menu ("Do not disturb", for instance).

Label

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



Enter and confirm the label you want.

Save & Exit

Select and confirm the option shown.

Step by Step

Normal

Repertory dial

Label

Setting

Save & Exit

Programming enhanced functions

Repertory dial

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

Select and confirm the option shown.

Select and confirm the function in the context menu.






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

Enter and confirm the label you want (for example, the destination station).

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

Enter and confirm the stations's destination phone number.

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

Icon	Function
	Calls up the special characters menu
	Disconnects the call
	Activates a consultation hold
	Enables a normal call
	Enters a pause, for example, for international dialing

Select and confirm the option shown.

Step by Step

Feature toggle

Can only be used for Hunt group functions (→ page 142).

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

Select and confirm the option shown.

Select and confirm the function in the context menu.

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

Enter and confirm the label you want (for example, "busy/free").

Select and confirm this option to enter a code.

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

Select and confirm the option shown.

Forwarding

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

Select and confirm the option shown.

Select a forwarding type:

- Forward all calls
- Forward no reply
- Forward busy

Select and confirm the function in the context menu.


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

Accept or edit the label and confirm.

Select and confirm this option to enter the forwarding destination.

Enter and confirm the phone number of the forwarding destination.


Select and confirm the option shown.




Normal

Feature toggle


Label



Setting




Save & Exit




Normal

Forward all calls

Label



Setting



Save & Exit

Step by Step

Immediate ring

This function allows you to switch the preset delay (→ page 105) on and off for all line keys.

Using programmable sensor keys

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

Example 1: Accessing a stored contact or phone number

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



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

Example 2: Deactivating the ring tone for incoming calls




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


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

Step by Step

Resetting programmable sensor keys
(V1 R3.x and higher)

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

User

if nec.  Enter and confirm the user password.

Reset

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

Function key data

Select.

Yes

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

Perform reset

Select and confirm the option shown.

Step by Step

Enhanced phone functions

Incoming calls

Rejecting a call

You can reject an incoming call.

In the pop-up menu:

Reject

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



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

Deflecting a call

Using call deflection

Prerequisite: An incoming call is displayed or signaled.

In the pop-up menu:

Deflect

Select and confirm the option shown.
The call is immediately deflected if a destination phone number (→ page 74) is programmed.

or

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



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

Step by Step

User

Configuration

Incoming calls

Deflect

Allow deflection

Yes

Default destination

Deflect to DSS

Yes

Save & Exit

if nec.

Permitting call deflection

You can also configure this setting via the Web interface → page 188.

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 and confirm the option shown.

Select and confirm the option shown.

Select and confirm the option shown in the context menu.

Select and confirm the option shown.

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

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

or Deflecting to a DSS number

A call can be deflected to a direct station selection (DSS) subscriber using the DSS key, if the key is configured and the deflect function is activated by your administrator → page 103.

Select and confirm the option shown.

Select and confirm the option shown in the context menu to permit call deflection.

Select and confirm the option shown.

Step by Step

Configuring call forwarding



You can also enter the call forwarding settings via the Forwarding key (→ page 59).



Press the key shown until "Settings" is active.

User

Confirm.

if nec.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

Forwarding

Select and confirm the option shown.

For a description of the settings, see the explanation starting on → page 58.

Settings

Select and confirm the option shown.

For a description of the settings, see the explanation starting on → page 58.

Configuring call forwarding (V1 R3.x or higher)

Setting alerts (V1 R3.x or higher)

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

Alerts

Select and confirm the option shown.

Visual alerts

Select the option shown.

Yes

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

or

Audible alerts

Select the option shown.

Yes

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

Save & Exit

Select and confirm the option shown.

Step by Step

Hold

Reconnect

Placing a call on hold

You can use this function to place an ongoing call on hold, for instance, to prevent the other party overhearing a conversation with a colleague in the same room. The held party hears music on hold if **Music on hold** is active on this party's phone (→ page 78). The "Hold" function must be activated by the administrator.

Prerequisite: You are conducting a call.

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

Retrieving a held call:

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

Using line keys

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



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



Retrieving a held call:

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



The LED display → page 23 or status display on the "Overview" tab → page 35 indicates that the call is on hold to other multi-line telephones where this line is also configured. These phones can then pick up the call.

Step by Step

Held call wait status

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

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

In the pop-up menu:

Retrieve held call

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

or

Disconnect

Select and confirm the option shown to disconnect the call.

Activating/deactivating the hold reminder tone



You can also configure this setting via the Web interface → page 188.



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.

Connected calls

Select and confirm the option shown.

Allow hold rem.

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Setting the hold reminder time

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



You can also configure this setting via the Web interface → page 188.



Press the key shown until "Settings" is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Hold rem. delay

Select and confirm the option shown.



Enter a value between 3 and 15 and confirm.

Save & Exit

Select and confirm the option shown.

Music on hold

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



You can also configure this setting via the Web interface → page 188.



Press the key shown until "Settings" is active.

User

Confirm.

if nec.

Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Connected calls

Select and confirm the option shown.

Music on hold

Select and confirm the option shown.

Step by Step

Yes

Select and confirm the option shown in the context menu.

Save & exit

Select and confirm the option shown.

Call waiting (second call)

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

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

You can block the second call or the signal tone (→ page 81).

Accepting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 81).

In the pop-up menu:

Accept

Select and confirm the option shown.

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

Disconnect & return

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

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

Rejecting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 81).

In the pop-up menu:

Reject

Select and confirm the option shown.

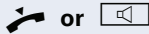
The second call is rejected. The caller hears the busy signal. The caller's phone number is added to the missed calls list.

Step by Step

Deflect



Complete Xfer



Deflecting a second call

Prerequisite: You are conducting a call and call waiting is allowed (→ page 81).

In the pop-up menu:

Select and confirm the option shown.

Enter and confirm the phone number.

The second call is deflected to the destination specified.

Connecting parties

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

or Connect by hanging up

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

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

Step by Step

Allowing call waiting



You can also configure this setting via the Web interface
→ page 188.



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

Prerequisite: The option was programmed by your administrator.



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

if nec.



Enter and confirm the user password.

User

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

Handling

Select and confirm the option shown.

Allow call waiting

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Blind transfer



Consultation



Dial

Complete Xfer

Complete transfer

Transferring a call

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

Blind transfer

Prerequisite: You are conducting a call. The options "Allow call transfer" and "Transfer on ring" were selected (→ page 83).

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

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



The graphic display returns to idle following successful transfer.

Transferring with consultation

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

Prerequisite: You are conducting a call. The options "Allow call transfer" and "Transfer on ring" were selected (→ page 83).

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

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

Confirm.

If the party answers:


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

If the party does not answer:

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

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

Step by Step

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

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

Allowing call transfer



You can also configure this setting via the Web interface → page 188.



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.

Connected calls

Select and confirm the option shown.

Allow call transfer

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Allowing "Transfer on Ring"

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



You can also configure this setting via the Web interface → page 188.



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.

Outgoing calls

Select and confirm the option shown.

Transfer on ring

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

CTI calls

Beep on auto-answer

Speakerphone mode automatically activates on your phone if you use a CTI application such as Outlook to dial a number when Auto-answer is active. If Auto-answer is not active, the phone rings first and you have to press the loudspeaker key or lift the handset to set up the call. This setting also defines whether or not incoming calls are automatically accepted. If the function is active, an alert beep sounds when a call is automatically accepted. Details regarding special application are provided on → page 102.



You can also configure this setting via the Web interface → page 188.

Prerequisite: The option was programmed by your administrator.



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

Confirm.

if nec.



Enter and confirm the user password.

User

Configuration

Select and confirm the option shown.

Incoming calls

Select and confirm the option shown.

CTI calls

Select and confirm the option shown.

Auto-answer

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Beep on auto-answer

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.

Step by Step

Beep on auto-reconnect

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



You can also configure this setting via the Web interface → page 188.

Prerequisite: The option was programmed by your administrator.



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.

Incoming calls

Select and confirm the option shown.

CTI calls

Select and confirm the option shown.

Beep on auto-unhold

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.

Step by Step

Making calls

Dialing with the DDS key

You can program frequently used phone numbers on programmable keys (→ page 67). If you press a direct destination selection key for around three seconds, the associated contact or phone number appears and dialing is initiated.

Prerequisite: A direct destination key is programmed → page 67.



Press the programmed DDS key. Dialing is initiated.

Dialing from the local phonebook



Press the key shown.



Niels, Bohr

Select and confirm a contact. The phone number is dialed.

Details

Select and confirm the option shown in the context menu.

Business 2

Select and confirm the preferred phone number. The phone number is dialed.

For detailed information about the local phonebook, see from → page 108.

Using voice recognition to call a contact

Prerequisite: A speech pattern was created → page 112.



Press the key shown.

Follow the on-screen instructions. If voice recognition is successful, the contact is opened in the phonebook and the number is dialed.



The reliability of voice recognition depends on the pitch of the voice, the speech rate, and the speaker volume. Avoid background noise when recording.

You may have to replace an existing speech pattern if voice recognition does not open a contact → page 112.

Step by Step

Isaac, Newton

Dial


 Niels, Bohr18.10. 07:06am

Options

Groups

@Home

View

 Niels, Bohr

Dialing from the LDAP database

Prerequisite: You searched for and selected an entry in the LDAP database (→ page 115).

Select the entry you want.

Select and confirm the option shown in the context menu. The connection is set up.

For detailed information about the LDAP database, see from → page 115.

Dialing a phone number from a list



Press the key until the application table for the relevant call list is active.

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



If the party listed is already in the phonebook, the appropriate phone number icon is displayed → page 108. If there are several numbers stored for the party in the phonebook, these can also be selected in the context menu.



Calling a contact from a group

Press the key shown.

Select and confirm the option shown.

Select and confirm the option shown in the context menu.

Select and confirm the group you want.

Select and confirm the option shown in the context menu.

Select and confirm a group member. The phone number is dialed.

Step by Step




A phone number icon is displayed if the party is already stored as a contact in the phonebook → page 108. If there are several numbers stored for the party in the phonebook, these can also be selected in the context menu.

Using autodial delay

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

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

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

- pressing the  key. This always works.
- lifting the handset. This only works if the phone number was entered when the phone was idle or if it was entered for a consultation call when the handset was off hook.
- pressing the loudspeaker key. This only works if the phone number was entered when the phone was idle and the loudspeaker key was not lit or if the phone number was entered for a consultation call and the loudspeaker key was not lit.



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

Settings for autodial delay




You can also configure this setting via the Web interface → page 188.




The setting does not affect automatic emergency number dialing.

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

Step by Step




User

if nec. 

Configuration

Outgoing calls

Autodial delay



Save & Exit

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 and confirm the option shown.

Specify a value and confirm your entry.


Select and confirm the option shown.

Allowing "Busy When Dialling"

If you activate this function, an incoming call received while you are performing dialing is rejected. The caller then hears the busy signal → page 190.



User

if nec. 

Configuration

Outgoing calls

Busy when dialling

Yes

Save & Exit

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 and confirm the option shown.

Select and confirm the option shown in the context menu.

Select and confirm the option shown.

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

Step by Step

Conference

Local conference

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

Prerequisite: You are conducting a consultation call → page 55 or have accepted a second call → page 79, and the conference function is active → page 92.

Initiating a local conference



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

Conference

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

User

Conducting one-to-one calls

Select the connection you want to clear down.

Disconnect

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



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

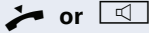
The entire conference is nonsecure if the connection to at least one of the parties is not secure (see also → page 46).

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

Step by Step

Exit Conf

or



End Conf

Ending a local conference

Allowing call partners to continue a conference after you exit

Prerequisite: The "Allowing joining in a local conference (→ page 93)" function is activated.

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

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

Disconnecting a party

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

Allowing a local conference

This option allows or blocks the "Local conference" function.



You can also configure this setting via the Web interface → page 188.



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.

Connected calls

Select and confirm the option shown.

Allow conferences

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & exit

Select and confirm the option shown.

Step by Step

Allowing joining in a local conference

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



You can also configure this setting via the Web interface → page 188.



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.

Connected calls

Select and confirm the option shown.

Join in conferences

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & exit

Select and confirm the option shown.

Step by Step

Conference

Consultation

Conference

Hold

Centralized Conference (V1 R3.x or higher)

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

Prerequisite: You are conducting a consultation call → page 55 or you have accepted a second call → page 79, and the "Centralized Conference" feature was configured by your administrator.

Establishing a conference

Select and confirm the option shown in the connection's context menu. You are connected to the first two parties at once. The conference is displayed with the current participants. You can now:

- initiate a consultation call
- put the conference on hold
- leave the conference.

Conducting a consultation call

Select and confirm the option shown in the "Conference" context menu. If the party answers, you can:

- toggle between the party and the conference
- connect the consultation call to another called party
- end the consultation call and return to the conference
- add the consultation call party to the conference.

Adding a party

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

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

Putting the conference on hold

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

Step by Step

Exit Conf



Exiting a conference call

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



If using the "Centralized Conference" option, the Conference row contains a closed padlock icon for a secure voice connection and an open padlock icon for a nonsecure voice connection
→ page 46.

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

Step by Step

Making calls with multiple lines

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

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

- Introduction to multi-line phones → page 13
- Lines and line keys → page 22
- Multi-line telephony interface → page 35
- Individual settings → page 104

Incoming calls

Depending on your individual settings, you will be notified of incoming calls → page 159.

Accepting calls for the primary line

In this case, the telephone behaves in the same way as a single-line telephone. See → page 46 and → page 73.

Accepting calls for secondary lines

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

Using the handset



Lift the handset.



Conduct call.



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

Step by Step



or

Accept

Using the line keys

Press the flashing trunk key.

Speakerphone mode.

Confirm.

Speakerphone mode.

Making calls

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

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



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

Manual trunk seizure



or



or



or



Line 2



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

Press the required trunk key.

With the handset on hook, press the key shown until the application tab **Overview** is active → page 35.

Select and confirm the required line (e.g. line 2). The tab for this line is displayed.

Enter the phone number or use redial, for example. The connection is set up.

Step by Step



Automatic trunk seizure

Prerequisite: Your administrator has configured automatic trunk seizure.

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



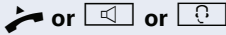
The line defined during configuration is seized.



Enter and confirm the phone number. The connection is set up.

Dial last dialed number

The last phone number dialed on your telephone – on the primary line in the case of line keys – is displayed for redialing in a pop-up menu.



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



Seize the required line (→ page 97).

In the pop-up menu:

Redial {1} 123456

Confirm. The connection is set up.

Step by Step

During calls

Making and receiving calls on a single line

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

- Redial → page 53
- Consultation → page 55
- Toggle/Connect → page 56
- Callback → page 63
- Hold → page 76
- Call waiting (second call) → page 79
- Transferring a call → page 82
- Conference → page 91

Functions available exclusively for the primary line:

- Call lists → page 39
- Voicemail → page 42
- Call forwarding → page 58
- Do not disturb → page 119




Depending on your individual settings, you will be notified of incoming calls → page 107.

Step by Step

Making and receiving calls with multiple lines

Accepting a waiting call

 Depending on the settings for "Rollover", you will be notified of incoming calls → page 107.


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



Call on line 1.



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

 All multi-line users that share the line on which the call is being held (→ page 23) can now pick up the held call. To prevent other users from answering the held call, you must place the call on "Consultation" hold → page 55.

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



Conduct call on line 2.



End call on line 2.



Press line key for line 1.



Retrieve call on line 1.

Step by Step

Direct station selection keys

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

Calling a station directly

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

Calling from the idle menu

Press the relevant DSS key.

or



Press the key shown until the application's **Overview** tab is active.

DSS call 1

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



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

Consultation with the DSS station

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

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



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

Step by Step

Call pickup

You can pick up calls for another DSS station. The LED flashes if a call incoming for this station's line.

Indirect pickup

Prerequisite: The auto-answer function must be deactivated → page 85.



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



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

Rejecting a call

Prerequisite: Your administrator enabled the Reject option for DSS keys and deactivated Auto-answer → page 85.



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

Reject

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

Direct pickup

Prerequisite: The **auto-answer** function must be activated → page 85.



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

Step by Step

Deflecting a call to a DSS station

Prerequisite: The Deflect function is enabled for DSS keys (see → page 74).

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



Your phone rings and a line key flashes.



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

Step by Step

Settings for MultiLine (keyset)

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

- Address
 - Displays the phone number for the line
- Ring on/off
 - Shows whether the ringer is activated for this line
- Selection sequence
 - Displays the priority of each line seizure when the handset is lifted or the loudspeaker key for this line is pressed

Displaying the line in the "Overview" tab

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



You can also configure this setting via the Web interface → page 188.



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

User

Confirm.



Enter and confirm the user password.

Configuration

Select and confirm the option shown.

Keyset

Select and confirm the option shown.

Lines

Select and confirm the option shown.

Primary Line 1

Select the required line (e.g. primary line).

Allow in overview

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & exit

Select and confirm the option shown.

Step by Step

Setting the time for a delayed ringer

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



You can also configure this setting via the Web interface → page 188.



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.

Keyset

Select and confirm the option shown.

Lines

Select and confirm the option shown.

Primary Line 1

Select the required line (e.g. primary line).

Ring delay

Select and confirm the option shown.



Enter and confirm a value (between 0 and 3600 seconds).

Save & exit

Select and confirm the option shown.

You can activate and deactivate the set delay time for all line keys using a function key → page 71.

Step by Step

Configuring the "Overview" tab display

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



You can also configure this setting via the Web interface → page 188.



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.

Keyset

Select and confirm the option shown.

Overview

Select and confirm the option shown.

All lines that are displayed in the overview (→ page 104) are listed.

Primary Line 1

Select and confirm the required line (e.g. primary line).

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

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

or


Use FPK order

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

or

Add all lines

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

 The setting made for "Allow in overview" (→ page 104) is ignored here.

Save & exit

Select and confirm the option shown.

Step by Step

Rollover for a line

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



or



or



Only the relevant line key blinks.

You hear a **special advisory tone** and the corresponding line key flashes.

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



The ringer melody is not played in speakerphone mode.



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

Step by Step

Phonebooks and call lists

Personal phonebook

Your personal phonebook should not contain more than 1000 entries.

Creating a new contact



Press the key shown.

Options

Select and confirm the option shown.

New contact

Select and confirm the option shown in the context menu.

The form for entering contact data opens.



You do not have to complete all fields to save a new contact.

Last name

Select and confirm the field you want.



Complete and confirm.

Save & Exit

Select and confirm the option shown.

Editing a contact



Press the key shown.

Niels, Bohr

Select the party.

Details

Select and confirm the option shown in the context menu.

The form for entering contact data opens.

Last name

Select and confirm the field you want.



Complete and confirm.

Save & Exit

Select and confirm the option shown.

Step by Step

Selecting a preferred phone number

If multiple phone numbers were assigned to a contact, you can select the preferred phone number here that you want to use for calls via the phonebook.



Niels, Bohr

Press the key shown.

Select a phonebook entry.

Details

Select and confirm the option shown in the context menu.

Default No.

Select and confirm the option shown.

Business 2

Select and confirm the preferred phone number. The phone number is stored.

Deleting all phonebook entries



Options

Press the key shown.

Select and confirm the option shown.

Delete all

Select and confirm the option shown in the context menu.

A confirmation request opens.

In the pop-up menu:

Delete all entries

Select and confirm the option shown. All entries are deleted.

Step by Step

Managing contact groups

Creating a new group




Options

Groups

Options

New group

Group name



Save & Exit

- Press the key shown.
- Select and confirm the option shown.
- Select and confirm the option shown in the context menu.
- Select and confirm the option shown.
- Select and confirm the option shown in the context menu.
- An overview appears for new groups.
- Select and confirm the option shown.
- Enter and confirm a new group name.
- Select and confirm the option shown. The new group is stored.

Editing a group name




Options

Groups

@Home

Edit

Group name



Save & Exit

- Press the key shown.
- Select and confirm the option shown.
- Select and confirm the option shown in the context menu.
- Select and confirm a group.
- Select and confirm the option shown in the context menu.
- Select and confirm the field you want.
- Edit and confirm an entry.
- Select and confirm the option shown. The changes are applied.

Step by Step

Adding a contact to a group



Press the key shown.



Niels, Bohr

Select a phonebook entry.

Details

Select and confirm the option shown in the context menu.

Groups

Select and confirm the option shown.

@Home

Select and confirm a group.

Save & Exit

Select and confirm the option shown.

Deleting a group



Press the key shown.

Options

Select and confirm the option shown.

Groups

Select and confirm the option shown in the context menu.

@Home

Select and confirm a group.

Delete

Select and confirm the option shown in the context menu.

A confirmation request opens.

Delete

Select and confirm the option shown.

Step by Step

Configuring voice recognition for a contact

You can save a voice recording for a contact so that you can call this party and dial the relevant number by simply saying the name of the contact into the microphone or handset → page 87.



Press the key shown.

Niels, Bohr

Select the party.

Details

Select and confirm the option shown in the context menu.

Voice dial

The form for entering contact data opens.

Select the option shown.

Train

Recording a new speech pattern

Select and confirm the option shown in the context menu.

or

Replacing speech patterns

Rerecord

Select and confirm the option shown in the context menu.



Lift the handset or press the loudspeaker key.

OK

Confirm.



Wait for the tone.



State the name of the party you want.



Repeat the name of the party after the tone.

Following successful recording:

Listen

Select and confirm the option shown to play back the speech pattern.

Save

If you are satisfied with the speech pattern:

Select and confirm the option shown to save the speech pattern.

Save & Exit

Select and confirm the option shown.

Step by Step

Rerecord

or

If the speech pattern is not satisfactory:

Select and confirm the option shown to repeat the operation



The reliability of voice recognition depends on the pitch of the voice, the speech rate, and the speaker volume. Avoid background noise when recording.

Details

Deleting speech patterns

Select and confirm the option shown in the contact's context menu. The form for entering contact data opens.

Voice dial

Select the option shown.

Delete

Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Saving a picture for a contact



Press the key shown.

Options

Select and confirm the option shown.

Groups

Select and confirm the option shown in the context menu.

@Home

Select and confirm a group.

View

Select and confirm the option shown in the context menu.



Niels, Bohr

Select group member.

Details

Select and confirm the option shown in the context menu.

The form for entering contact data opens.

Picture

Select and confirm the option shown.

Step by Step

 Picture 1

Select and confirm the picture. Pictures must be available; you can load them using OpenStage Manager, for example.

Save & Exit

Select and confirm the option shown. The selected picture is assigned to the contact. It appears on the graphic display with the usual contact information the next time a call is received.

Quick search in the phonebook


You can use the quick search to search the phonebook for the initial letters of a specific last name.



Press the key shown.



Enter the initial letters.
The quick search input mask opens automatically. Your search is narrowed down by every additional letter entered in the input mask.

 Niels, Bohr

Select a contact as soon as the name you are looking for appears.

Details

Select and confirm the option shown in the context menu.

Business 2

Select and confirm the preferred phone number. The phone number is dialed.

Changing the display format for contacts



Press the key shown.

Options

Select and confirm the option shown.

Display

Select and confirm the option shown in the context menu.

Lastname, Firstname

Select and confirm the display format.



Press the key to return to the phonebook. The display format selected is stored.

Step by Step

LDAP database

You can search an LDAP database (corporate phone-book) for contact entries if you can reach this database over your network and your access was correctly configured by your administrator.

You can perform searches using the name (simple search) or different information on an entry (advanced search), for example, job title or department name.

Finding an LDAP entry



Press the key until the application's **directories** ("LDAP") tab is active.

Find

Select and confirm the option shown in the **Options** context menu.

Last name

Select and confirm the required search field (for example, "Last name").



Enter a search text.

Once you have completed all required search fields, confirm the search request by selecting and confirming "OK" on the display keypad (→ page 27).



When entering data in the search fields, note that

- the entry of wildcards is not permitted.
- an * is automatically inserted at the start of the search string for phone numbers.
- an * is inserted at the end of the search string in other fields.

Find

Select and confirm the option shown.

You can now:

- call the LDAP contact (→ page 88).
- view the LDAP entry (see below).

Viewing an LDAP entry

Prerequisite: You found and selected an LDAP entry (see above).

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

Details

Step by Step

Delete

Qualifier



Coco, Chanel →



Save

if nec.

New search

To conduct a new search, you must first clear all the search fields.

Select and confirm the option shown in the **Delete** context menu. All search fields have been cleared.

Defining a qualifier before a search

Prior to a search, you can select which qualifiers should also appear in the output list in the **Options** context menu.

Select and confirm the option shown. You may choose between the following criteria:

- No qualifier
- Job function
- Address 1
- Email
- Business 1
- Mobile
- Business 2
- Private
- Company
- Address 2

Select and confirm the desired qualifier.

Exit the list.

Importing an LDAP entry into the phonebook

Select an entry.

Open the context menu.

Select and confirm the option shown.

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

Details

 Niels, Bohr 18.10. 07:06am

Delete

Options

Delete All

Call lists

For a detailed description of the different call lists, see
→ page 39.

Viewing details

Prerequisite: You selected an entry.

Select and confirm the option shown in the context menu.

For display and information shown → page 40

Deleting entries

Deleting an individual entry



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

Select the entry you want.

Select and confirm the option shown in the context menu.

The entry is deleted.

Deleting all entries in a list



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

Select and confirm the option shown.

Select and confirm the option shown in the context menu.

All entries in the list displayed are deleted.

Step by Step

Privacy/security

Deactivating the ring tone

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

Deactivating the ring tone using the keypad



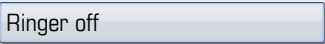
Hold down the key until the "Ringer off" icon appears on the status bar on the display (→ page 26).

The ring tone is deactivated.



To switch the function back on, hold down the key until the "Ringer off" icon disappears from the status bar on the display.

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



Select and confirm the option shown.

or

Deactivating the ring tone using a programmable sensor key

Prerequisite: The "Ringer off" sensor key must be programmed (→ page 67).



Press the "Ringer off" programmable sensor key.



The programmable sensor key blinks.



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

Step by Step

Do not disturb

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



On multi-line telephones (→ page 13) you can only activate the "Do not disturb" function for your primary line.

Prerequisite: A programmable sensor key must be assigned the function "DND" (Do Not Disturb) (→ page 67).

Enabling do not disturb via a key



Press the "Do not disturb" programmable sensor key.



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



To deactivate the "Do not disturb" function, press the lit programmable sensor key again.

or

Enabling do not disturb via the idle menu

Do not disturb off

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

or

Do not disturb on

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

Step by Step

Allowing "Do not disturb"



You can also configure this setting via the Web interface
→ page 188.



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.

Incoming calls

Select and confirm the option shown.

Handling

Select and confirm the option shown.

Allow DND

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & exit

Select and confirm the option shown.

Step by Step

Security

User password

Your user password protects your individual configurations, including your language settings. You can also use the user password to lock your telephone → page 123.



The preset password "000000" corresponds to a blank password. In other words, the phone cannot be locked and the user menu is **not** password-protected.



The user password can also be modified via the Web interface (→ page 188).



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

if nec.



Change and confirm the user password.

Select and confirm the option shown.

Select and confirm the option shown.

if nec.



Press the key to delete the existing password.



Enter a new password (at least six characters, text entry, see → page 27).

Select and confirm the option shown.




Enter and confirm the new password once more.

Select and confirm the option shown.

Step by Step

Deactivate User Password

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

 The deactivation of the password request is not valid for the web interface → page 188, not for the OpenStage Manager, and also not for CTI applications requiring a password request. Here, you must enter "000000" as password.

If you deactivate the user password, you **cannot** lock the phone → page 123 any more, and the user menu is **not** password protected.



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

User

Confirm.



Enter user password and confirm.

Security

Select and confirm.

User password

Select and confirm.



Press this key to delete the previous password.



Enter 6 zeros ("000000") to deactivate the password.

Confirm password

Select and confirm.



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

Save & Exit

Select and confirm.

Step by Step

Locking the phone

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

Predefined numbers from the dial plan can still be dialed when the phone is locked. For more information, contact your administrator.

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



You can only lock the phone if you set a user password (→ page 121). The password for this should not match the default "000000".

Activating the phone lock



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

Confirm lock

In the pop-up menu:

Select and confirm the option shown. The phone lock activates immediately.

or



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

User

Confirm.

if nec.



Enter and confirm the user password.

Security

Select and confirm the option shown.

Lock phone

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu. The phone is locked.

Save & Exit

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

Step by Step

Unlock phone

Unlocking the phone

Confirm.

or If the display is empty,



Hold down the key shown until "Unlock phone Enter Password" appears.



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

Step by Step

Mobility function

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

Mobility scenarios

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

Logging on and off at the same phone

- Log on as a mobility user → page 126.
- Log off as a mobility user → page 127.

Logging on and off at different phones

In these cases, administrator may have made the following settings:

- Log on at a remote phone with forced logon, when the user is still logged on at that phone → page 128.
- Delayed logon at a remote phone with forced logon, when the user is still logged on at that phone and the phone is busy → page 129.

Step by Step

Logging on and off at the same phone

Logging on to the phone

No other mobility user is logged on.

Logon via a key

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

Press the "Mobility" program key.

or Logon via a menu

Mobile logon

Select and confirm the option shown in the idle display context menu → page 30.

Mobility ID

The **Mobility logon** dialog appears.

Select and confirm the option shown.

User password

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

Select and confirm the option shown.


Logon

Enter and confirm the user password.

Select and confirm the option shown.

The following messages appear on the display:

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

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

Step by Step

Logging off from the phone

Prerequisite: You are logged on as a mobility user.



Press the "Mobility" program key.

or

Log off via the idle display context menu → page 30.

Mobile logoff

Select and confirm the option shown in the call view context menu. The logoff procedure starts immediately.

or

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

"Mobility logoff User password required"

Please Enter Password

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



Enter user password.

Please Enter Password


Select and confirm the option shown.



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

The logoff procedure begins. In the graphic display, the following messages appear:

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

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

Step by Step

Logging on at different telephones

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

Logging on with forced logoff at a remote phone

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

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

Logon via a key

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



Press the "Mobility" program key.

or Logon via a menu

Mobile logon

Select and confirm the option shown in the idle display context menu → page 30.

Mobility ID

The **Mobility logon** dialog appears.

Select and confirm the option shown.



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

User password

Select and confirm the option shown.



Enter and confirm the user password.


Logon

Select and confirm the option shown.

Step by Step

The following mobility messages appear in the display:

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

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

Logging on with forced, delayed logoff at a remote phone

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

Logon via a key



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

or

Logon via a menu

Mobile logon

Select and confirm the option shown in the idle display context menu → page 30.

Mobility ID

The **Mobility logon** dialog appears.

Select and confirm the option shown.



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

User password

Select and confirm the option shown.



Enter and confirm the user password.

Logon

Select and confirm the option shown.

The following mobility messages appear in the display:


- Validating
- Logging off elsewhere

Step by Step



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

- Registering
- Downloading user data

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

Step by Step

HiPath 8000 functions

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



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

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

Feature toggle key

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

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

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

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

Example:

Switching between "Line busy" and "Line free" (see also → page 142).

Prerequisite: Your administrator configured a programmable sensor key with the function "Busy" ("make line busy" for the hunt group) → page 70.

Press the programmable sensor key.

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


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

"Line free" appears on the graphic display.

Step by Step

Using system call forwarding


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

 All call forwarding types described in this section refer to system call forwarding which is controlled by HiPath 8000.

Never combine **phone-based** call forwarding with **system** call forwarding.

Call forwarding busy line

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

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

Activating



Lift the handset.



Enter the access code (see access code table → page 144).

or



if you also want to set the forwarding destination



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

Deactivating



Lift the handset.



Enter the access code (see access code table → page 144) to deactivate call forwarding.



You hear a confirmation tone.

Step by Step

Call forwarding don't answer

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

You can use the feature code to activate/deactivate this function and define a forwarding destination.



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

Activating



Lift the handset.



Enter the access code (see access code table → page 144).

or



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



You hear a confirmation tone.

Deactivating



Lift the handset.



Enter the access code (see access code table → page 144) to deactivate call forwarding.



You hear a confirmation tone.

Step by Step

Call forwarding unconditional

With **Call forwarding unconditional** (CFV), all incoming calls are forwarded to a different destination.


You can use the feature code to activate/deactivate this function and define a forwarding destination.

Activating




Lift the handset.



Enter the access code (see access code table → page 144) and the forwarding destination. After the confirmation tone, the  key lights up and the forwarding is indicated on the display.

If the "Courtesy call" function is active, the System dials the phone to which you forwarded your calls.

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

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

Deactivating



Lift the handset.



Enter the access code (see access code table → page 144). You hear the confirmation tone.

Step by Step

Call forwarding selective

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

- another phone or another party
- a voice mailbox
- an announcement service.

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

Activating



Lift the handset.



Enter the access code (see access code table
→ page 144).

You are requested to add members to a list and then activate the property accordingly. The list can also be managed by your administrator.

Deactivating



Lift the handset.



Enter the access code (see access code table
→ page 144).



You hear a confirmation tone.

Step by Step

Making anonymous calls

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



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

Deactivating

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



Lift the handset.



Enter the access code (see access code table → page 144) to transmit the caller information.



You hear a confirmation tone.

Activating

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



Lift the handset.



Enter the access code (see access code table → page 144) to suppress the caller ID.



Wait until you hear the confirmation tone.

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

Step by Step

Temporarily activating anonymous calling for the next call

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



Lift the handset.



Enter the access code (see access code table
→ page 144).



Wait until you hear the confirmation tone.



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

Caller ID transmission is reactivated after this call.

Temporarily deactivating anonymous calling for the next call

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



Lift the handset.



Enter the access code (see access code table
→ page 144).



Wait until you hear the confirmation tone.



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

Step by Step

Creating a list for selective calls

For call acceptance

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

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

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

or

- the call is forwarded to an external phone number.

Contact your administrator for information on how your System is configured on site.



Lift the handset.



Enter the access code (see access code table → page 144).

Various announcements deliver the following information:

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

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

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

Step by Step

For call rejection

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

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



Lift the handset.



Enter the access code (see access code table → page 144).

Various announcements deliver the following information:

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

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

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

Step by Step

Anonymous calls

Rejecting

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



Lift the handset.



Enter the access code (see access code table
→ page 144).

Accepting

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



Lift the handset.



Enter the access code (see access code table
→ page 144).

Step by Step

Using abbreviated dialing

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

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



Lift the handset.



Enter the access code (see access code table → page 144), followed by a number between 0 and 999 for the call number.

The number is dialed automatically.

Step by Step

Hunt group functions

To ensure optimum handling of specific calls, your telephone can be assigned to a pickup group → page 51 and/or a hunt group.

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

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

This feature is configured using the feature toggle key (→ page 131).

Making a line busy

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

Activating



Lift the handset.



Enter the access code (see access code table → page 144).



Wait until you hear the confirmation tone.

Deactivating

Make the line free once more for the hunt group.



Lift the handset.



Reenter the access code (see access code table → page 144).



Wait until you hear the confirmation tone.

Step by Step

Marking the last line in the hunt group chain

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

Activating



Lift the handset.



Enter the access code (see access code table
→ page 144).



Wait until you hear the confirmation tone.

Deactivating

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



Lift the handset.



Reenter the access code (see access code table
→ page 144).



Wait until you hear the confirmation tone.

Access Code table for HiPath 8000 functions

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

Funktion	Kennzahl	Beschreibung
Call forwarding busy line on		→ page 132
Call forwarding busy line off		→ page 132
Call forwarding don't answer on		→ page 133
Call forwarding don't answer off		→ page 133
Call forwarding unconditional on		→ page 134
Call forwarding unconditional off		→ page 134
Call forwarding selective on		→ page 135
Call forwarding selective off		→ page 135
Making anonymous calls off		→ page 136
Making anonymous calls on		→ page 136
Temporarily activate anonymous calls		→ page 137
Temporarily deactivate anonymous calls		→ page 137
Creating list for call acceptance		→ page 138
Creating list for call rejection		→ page 139
Rejecting anonymous calls		→ page 140
Accepting anonymous calls		→ page 140
Using abbreviated dialing		→ page 141
Making a line busy on		→ page 142
Making a line busy off		→ page 142
Marking last line chain: on		→ page 143
Marking last line chain: off		→ page 143

Step by Step

Individual phone configuration

Display

Adjusting the display to a comfortable reading angle

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

Setting contrast

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



You can also make this setting via the Web interface (→ page 188).



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.

Phone

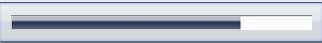
Select and confirm the option shown.

Display

Select and confirm the option shown.

Contrast

Select the option shown.



Confirm.



or



Set the contrast (freely adjustable).

Set the contrast in stages.


Save & Exit

Select and confirm the option shown.

Step by Step

Appearance

Select your preferred appearance for the menu display here.

 For sample display themes, see → page 26.



You can also configure this setting via the Web interface → page 188.



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

if nec. 

Enter and confirm the user password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Display theme

Select the option shown.

Crystal sea

Select and confirm the option shown in the context menu¹⁾.

Save & Exit

Select and confirm the option shown.

1 The phone displays the current setting.

Step by Step

Lamp brightness for TouchSlider

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 188.



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.

Phone

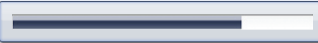
Select and confirm the option shown.

Display

Select and confirm the option shown.

Slider brightness

Select the option shown.



Confirm.



Set the contrast (freely adjustable).

or



Set the contrast in stages.



Confirm.

Save & Exit

Select and confirm the option shown.

Step by Step

Setting TouchGuide sensitivity (V1 R4.x or higher)

Adjust the sensitivity of the TouchGuide → page 20 by choosing one of the four settings available.



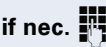
You can also configure this setting via the Web interface → page 188.



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

User

Select and confirm the option shown.



Enter and confirm the user password.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

TouchGuide Settting

Select the option shown.

Confirm.



Set the sensitivity (freely adjustable).

or



You can choose one of four levels for the sensitivity.



Confirm.

Save & Exit

Select and confirm the option shown.

Step by Step

Contrast for 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 188.



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

User

Select and confirm the option shown.

Phone

Select and confirm the option shown.

Display

Select and confirm the option shown.

Key mod. contrast

Select the option shown.



Confirm.



or



Set the contrast (freely adjustable).

Set the contrast in stages.



Confirm.


Save & Exit


Select and confirm the option shown.

Step by Step

Screensaver


Activate a screensaver for the telephone idle state.


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

 You can also configure this setting via the Web interface → page 188.

Activating the screensaver

Prerequisite: Your administrator have loaded pictures to the OpenStage.

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

if nec.  Enter and confirm the user password.

Phone Select and confirm the option shown.

Screensaver Select and confirm the option shown.

Enabled Select the option shown.

Yes Select and confirm the option shown in the context menu^[1].

Save & Exit Select and confirm the option shown.

¹ The phone displays the current setting.

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 188.



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.

Inactivity delay (mins)

Select

30

Confirm^[1].



If necessary, delete the current entry.



Enter the required value in minutes → page 27.



Confirm.

Save & Exit

Select and confirm the option shown.

¹ The phone displays the current setting.

Step by Step

Setting the fade time for the screensaver

Set the intervals at which the screensaver images change here.

The following fade times are possible:

- 5 seconds
- 10 seconds
- 20 seconds
- 30 seconds
- 60 seconds



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.

Screensaver

Select and confirm the option shown.

Transition

Select and confirm the option shown.

10

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

Save & Exit

Select and confirm the option shown.

1 The phone displays the current setting.

Step by Step

Date and time

You can choose the date and time display here.

You can also configure this setting via the Web interface
→ page 188.



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

Setting the time



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

Confirm.

if nec.



Enter and confirm the user password.

User

Date and time

Confirm.

Time

Select and confirm the option shown.



Enter and confirm the time.

Save & Exit

Select and confirm the option shown.

Setting the date



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

Confirm.

if nec.



Enter and confirm the user password.

User

Date and time

Confirm.

Date

Select and confirm the option shown.



Enter and confirm the date.

Save & Exit

Select and confirm the option shown.

Step by Step



You can also configure this setting via the Web interface → page 188.



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

User

Confirm.

if nec.

Enter and confirm the user password.

Locality

Select and confirm the option shown.

Time format

Select and confirm the option shown.

24 Stunden

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

Save & Exit

Select and confirm the option shown.

Date display format



You can also configure this setting via the Web interface → page 188.



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

User

Confirm.

if nec.

Enter and confirm the user password.

Locality

Select and confirm the option shown.

Date format

Select and confirm the option shown.

dd/mm/yyyy

Select and confirm the format you want.

Save & Exit

Select and confirm the option shown.

Step by Step

Setting daylight saving time



You can also configure this setting via the Web interface → page 188.

Prerequisite: **Auto DST** is deactivated → page 156.



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

Confirm.

User

if nec.



Enter and confirm the user password.

Date and time

Select and confirm the option shown.

Daylight saving

Select and confirm the option shown.

Yes


Select and confirm the option shown in the context menu.

Save & Exit

Select and confirm the option shown.

Step by Step

Setting the difference between daylight saving and standard time

Prerequisite: **Auto DST** is deactivated → page 156.
Enter the difference to be used for daylight saving time.
 Press the key shown until the "Settings" tab is active.
Confirm.

User

if nec. 

Enter and confirm the user password.

Date and time

Select and confirm the option shown.

Difference (mins)

Select and confirm the option shown.



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

Save & Exit

Select and confirm the option shown.

Automatic daylight saving time

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




You can also access this information via the Web interface → page 188.



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

User

if nec. 

Enter and confirm the user password.

Date and time

Select and confirm the option shown.

Daylight saving time must be manually set if a **No** is entered for **Auto DST** → page 155.

Step by Step

Audio

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

Volumes

Set the volume here, for instance, for the loudspeaker, handset or headset.



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



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.

Volumes

Select and confirm the option shown.

Handset

Select and confirm the volume you want to adjust (for example, "Handset").



Confirm.



or



Set the volume (freely adjustable).

Set the volume in stages.



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

Step by Step

OK

Save & Exit

User

if nec. 

Audio

Settings

Room character

Normal

Save & Exit

Confirm.


Select and confirm the option shown.


Settings

Room character

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

- Normal
- Echoing
- Muffled

 You can also configure this setting via the Web interface → page 188.

 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 option shown.

Select and confirm the room character^[1] in the context menu (for example "Normal").

Select and confirm the option shown.

1 The phone displays the current setting.

Step by Step

Ringer melody



You can also configure this setting via the Web interface → page 188.



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.

Ringer melody

Select the option shown.

4

Select and confirm the ringer melody you want (1 - 8) in the context menu (for instance, **4**).

Save & Exit

Select and confirm the option shown.

Ringer tone sequence



You can also configure this setting via the Web interface → page 188.



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.

Ringer tone sequence

Select

1.0 sec. ON, 4.0 sec. OFF

Select the ringer tone sequence you want in the context menu.

Step by Step

Save & Exit

User

if nec. 

Audio

Settings

Ringer file

ABC.mp3

Ringer file

Play tone

Save & Exit

The following values are available in the list:

- 1.0 sec. ON, 4.0 sec. OFF
- 1.0 sec. ON, 2.0 sec. OFF
- 0.7 sec. ON, 0.7 sec. OFF

Select and confirm the option shown.

Ringer file

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

You can also configure this setting via the Web interface → page 188.

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 and confirm the option shown.

Select and confirm the required ringer file^[1] in the context menu.

Listening to the ringer file

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

Go to the selection directory.

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

Confirm the selected file or choose another file.

1 The phone displays the current setting.

Step by Step

Country setting for speakerphone mode

Enter the country setting you prefer for speakerphone mode here → page 49.



You can also configure this setting via the Web interface → page 188.



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 and confirm the option shown.

Open listening

Select the option shown.

Standard mode

Select and confirm the setting you want^[1] in the context menu ("Standard mode" or "US mode").

Save & Exit

Select and confirm the option shown.

Activating/deactivating the ringer

You can see whether the function is activated or deactivated from the corresponding icon in the status bar on the display → page 26.



Hold down the key shown.

Adjusting the volume during a call



You are conducting a call.



Set the volume using the TouchSlider → page 18.

¹ The phone displays the current setting.

Step by Step

Nonsecure voice communication tone and message (R4.4)

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

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



You can also configure this setting via the Web interface → page 188.



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.

Connected calls

Select and confirm the option shown.

Secure call alert

Select and confirm the option shown.

Yes

Select and confirm the option shown in the context menu.

Save & exit

Select and confirm the option shown.

Step by Step

Setting the language and country

Display language



You can also configure this setting via the Web interface
→ page 188.



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

User

Confirm.

if nec.



Enter and confirm the user password.

Locality

Select and confirm the option shown.

Language

Select the option shown.

Deutsch

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

Save & Exit

Select and confirm the option shown.

You may choose from the following languages:

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

¹ The phone displays the current setting.

Step by Step

Country-specific setting

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



You can also configure this setting via the Web interface → page 188.



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

User

Confirm.

if nec.

Enter and confirm the user password.

Locality

Select and confirm the option shown.

Country

Select the option shown.

Germany

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

Save & Exit

Select and confirm the option shown.

You may choose from the following countries:

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

¹ The phone displays the current setting.

Step by Step

Bluetooth

Activating and deactivating Bluetooth



You can also configure this setting via the Web interface
→ page 188.



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.

Bluetooth

Select and confirm the option shown.

Configuration

Select and confirm the option shown.
The Bluetooth settings dialog is selected.

Active

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown. The Bluetooth
function is activated and is now available.

Step by Step

Open Bluetooth discoverability

You can use this function to set whether or not your OpenStage should be transparent to other Bluetooth devices when operating in Bluetooth mode.



You can also configure this setting via the Web interface → page 188.



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 dialog is selected.

Discoverable

Select and confirm the option shown.

Yes

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown. The Bluetooth function is not transparent to other devices that are not yet connected to your OpenStage.



For security reasons, it is recommended that you **only activate** the "Discoverable" function for Bluetooth when new Bluetooth devices are to be connected. A connection is established for devices that are already connected even if the "Discoverable" function is deactivated.

Step by Step

Bluetooth name for your OpenStage

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



You can also configure this setting via the Web interface → page 188.



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



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.

Bluetooth

Select and confirm the option shown.

Configuration

Select and confirm the option shown. The Bluetooth settings dialog is selected.

Phone name

Select and confirm the option shown.



Specify and confirm the required name.

Save & Exit

Select and confirm the option shown.

Step by Step

Configuring pairing settings

Pairing is used for checking the access authorization of a Bluetooth device in a Bluetooth network. During the pairing process, a 128-bit connection key is created. This is used for subsequent identification. You can specify whether pairing should be **Automatic**, occur after a **Prompt** or **not** at all.



You can also configure this setting via the Web interface → page 188.



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



Press the key shown until the application's "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.

Configuration

Select and confirm the option shown. The Bluetooth settings dialog is selected.

Pairing

Select and confirm the option shown.

No

Select and confirm the option shown.

or

Automatic

Select and confirm the option shown.

or

Prompt

Select and confirm the option shown.

Save & Exit

Select and confirm the option shown.

Step by Step

Entering the pairing PIN

The personal identification number (PIN) contains at least four alphanumeric characters. This PIN is used for securely pairing Bluetooth devices with your Open-Stage.



You can also configure this setting via the Web interface → page 188.



Press the key shown until the application's "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.

Configuration

Select and confirm the option shown. The Bluetooth settings dialog is selected.

Pairing PIN

Select and confirm the option shown.



Enter and confirm the PIN.

Save & Exit

Select and confirm the option shown. The pairing function is now activated.

Step by Step

Managing Bluetooth devices

The following functions are available in the Bluetooth pairing manager:

- Add a Bluetooth device
- Delete Bluetooth device list
- Connect or disconnect paired Bluetooth devices
- Remove single Bluetooth devices from the list
- Rename Bluetooth devices in the list



You can also configure this setting via the Web interface → page 188.

Adding a Bluetooth device



Press the key shown until the application's "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. The **Bluetooth pairing manager** dialog is selected.

Options

Select.

Add device

Select and confirm the option shown in the context menu. The system searches for devices.

Bluetooth Device 1

If at least one new device is detected, select and confirm the relevant Bluetooth device.



Enter and confirm the specified PIN → page 169. The message "Pairing in progress" is displayed.

If the pairing request is confirmed on the corresponding Bluetooth device and the password entered, the pairing is performed and the device is added to the list.

Your OpenStage is now "paired" with the Bluetooth device, but not yet connected → page 172.

Step by Step

Deleting all Bluetooth devices from the list

You can delete the whole list if, for example, the devices are no longer in the area.



Press the key shown until the application's "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. The **Bluetooth pairing manager** dialog is selected.

Options

Select.

Delete all

Select and confirm the option shown in the context menu.

"Delete all devices from pairing list?"

Delete

Confirm, if you wish to delete all devices.

Step by Step

Connecting/disconnecting a Bluetooth device

Prerequisite: At least one Bluetooth device is listed.



Press the key shown until the application's "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. The **Bluetooth pairing manager** dialog is selected.

Bluetooth Device 1

Select the relevant Bluetooth device.

Connect

Select and confirm the option shown in the context menu. The connection is established immediately, if the relevant Bluetooth device is reachable.

or

Disconnect

Select and confirm the option shown in the context menu.

Step by Step

Deleting a Bluetooth device from the list

You can delete a single Bluetooth device from the list if, for example, it will be away from the area for an indefinite period.



Press the key shown until the application's "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. The **Bluetooth pairing manager** dialog is selected.

Bluetooth Device 1

Select the relevant Bluetooth device.

Delete

Select and confirm the option shown in the context menu.

Delete

Confirm, if you wish to delete the device.

Step by Step

Renaming a Bluetooth device in the list


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 logon name.



Press the key shown until the application's "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. The Bluetooth pairing manager dialog is selected.

Bluetooth Device 1

Select the relevant Bluetooth device.

Rename

Select and confirm the option shown in the context menu.



Enter and confirm the new name.

Step by Step

Blacklist for Bluetooth devices

The blacklist contains Bluetooth devices to which your OpenStage should not connect.

Adding a Bluetooth device



Press the key shown until the application's "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.

Blacklist

Select and confirm the option shown. The Bluetooth blacklist editor dialog is selected.

Options

Select.

Add device

Select and confirm the option shown in the context menu. The system searches for devices. The detectable Bluetooth devices in your area are listed. Select a device, for which you wish to block connection.

Bluetooth Device XYZ

Select and confirm the relevant device to add it to the list.

Step by Step

Removing a Bluetooth device from the blacklist



Press the key shown until the application's "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.

Blacklist

Select and confirm the option shown. The dialog Bluetooth blacklist editor is selected.

Bluetooth Device XYZ

Select the relevant Bluetooth device.

Delete

Select and confirm the option shown in the context menu.

Delete

Confirm, if you wish to remove this device from the list.

Step by Step

Network information

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



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

User

Confirm.

if nec.



Enter and confirm the user password.

Network information

Select and confirm the option shown. The following overview opens:

Settings		Applications
Network information		
Options	Exit	
IP Address	192.168.1.15	
WBM URL	http://192.168.1...	
DNS domain		
LAN RX	<div><div></div></div>	
LAN TX	<div><div></div></div>	
PC RX	<div><div></div></div>	
PC TX	<div><div></div></div>	
LAN autonegotiated	Yes	
LAN information	100 Mbps full duple	
PC autonegotiated	Yes	

IP Address: IP address assigned to the phone in the network.

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

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

Step by Step

Bluetooth

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

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.

Discoverability

When first enabling a connection to a Bluetooth device, this function must be switched on → page 166.

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.

Pairing

Pairing 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 pairing key is created for subsequent identification.



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

Step by Step

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.

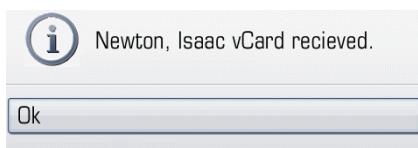
Receiving a vCard

Prerequisite: The Bluetooth function on your OpenStage is activated → page 165. A vCARD file is stored on your Bluetooth device (PC, PDA, mobile telephone, etc.).

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. You may be prompted to accept the vCard.

Example:



OK

Select and confirm the option shown.

Transferring a contact to the phonebook



Press the key shown.

Refresh directory

Select and confirm the option shown.

Step by Step

Sending a vCard

Prerequisite: The Bluetooth connection is configured between your OpenStage and one other device
→ page 165. A vCard file is saved on the OpenStage.

Search the phonebook for the entry you wish to send.



Press the key shown.



Niels, Bohr

Select a phonebook entry.

Send

Select and confirm the option shown in the context menu. The "Send vCard via Bluetooth" dialog is displayed.

Paired devices

Select.



XYZ →

Select and confirm the option shown in the context menu for device. The vCard for the entry is sent.

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

or

Options

Select.

Search

Select and confirm the option shown in the context menu. 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 connect a commercial Bluetooth headset to your OpenStage 40.

Connecting the Bluetooth headset

Prerequisite: The Bluetooth function on your OpenStage is activated → page 165.



Press the key shown until the application's "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. The **Bluetooth pairing manager** dialog is selected.

Options

Select the option shown.

Add device

Select and confirm the option shown in the context menu. The system searches for devices.

Jabra BT500

Select and confirm the Bluetooth headset found (Jabra BT500, for instance).



Enter and confirm the PIN (generally "0000" or "1234" for Bluetooth headsets – for more information refer to the headset description).

The message "Pairing in progress" is displayed. Following successful pairing, the device is added to the list of paired devices.

Step by Step

Jabra BT500

Connect



or

Repeat dialling 123456

if nec.

Connecting a Bluetooth headset to OpenStage

The Bluetooth headset must now be connected to the OpenStage 40.

Select the Bluetooth headset in the list.

Select and confirm the option shown in the context menu. The connection is immediately established and the headset is ready for operation.

Testing a Bluetooth headset

Press the key shown. You should now hear the on-hook signal in the headset.

Enter the station number.

In the pop-up menu:

Select and confirm the option shown. The connection is set up as soon as your input in complete.

If necessary, set the call volume.

Step by Step

Backup/restore (V1 R3.x)

Backups are usually made to a USB mass storage device and contain user-specific data.

A backup includes the following components:

- All user settings for configuration
- Call forwarding instructions with default destinations
- Settings for voice recognition
- Phonebook entries with relevant data
- Ringtones
- Photos
- Screensavers
- Call list entries

The USB mass storage device is only used to back up and restore the user area in the phone memory. You do not have to remove the USB medium after a backup. You can create multiple backups on the medium and restore them as required. You can also restore the backups saved on another phone as a means of transporting your settings and data, for instance, if your phone has to be replaced.

A restore operation only works if the relevant settings are enabled on the phone and the current software release supports these settings.

Every backup is given a separate name and is password-protected. Setting the password encrypts the content of the backup. Data can only be restored after entering the password set. The backup file is not automatically deleted after a restore operation.

Step by Step

User



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

if nec.



Enter and confirm the user password.

Phone

Select and confirm the option shown.

Backup/Restore

Select and confirm the option shown.

Options

Select and confirm the option shown.

New{1}

Select and confirm the option shown in the context menu.

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Select and confirm the backup available.

replace

Select and confirm the option shown in the context menu.

Backup password

Select and confirm the option shown.



Enter and confirm the backup password.

Confirm password

Select and confirm the option shown.



Re-enter and confirm the password.

Backup name

Select and confirm the option shown.



Enter and confirm a name for the backup.

Start backup

Select and confirm the option shown. The user data is saved. The message **Backup created successfully** is displayed.

Saving user data

Creating a new backup

Replacing an existing backup

Naming a new backup

Step by Step



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 and confirm the backup you want.

Select and confirm the option shown.

Select and confirm the option shown.



Enter and confirm the backup password.

You can set Ignore or Restore in the context menu for the following options. The default setting is Ignore:

- Phone book
- Call logs
- Menu data
- Screensaver images
- All clip images
- All ringer tones
- All midlet data

Step by Step

Phone book

Restore

Restore selected

If you want to activate the phonebook's Restore, for instance, then:

Select the option shown.

Select and confirm the option shown in the context menu.

The restore operation can begin once you have activated all the options you want:

Select and confirm the option shown. The following message appears when the procedure is finished: **Restore successfully completed.**

Deleting a user backup on a storage medium

You can delete invalid or older backups on your USB medium.

User



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

Confirm.

if nec.

Enter and confirm the user password.

Phone

Select and confirm the option shown.

Backup/Restore

Select and confirm the option shown.

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Select and confirm the backup you want.

Delete

Select and confirm the option shown. A security prompt is displayed:

Delete backup 17.08.07 14:42 August 3770?

Delete

Confirm the option shown to delete the backup. Backup deletion is the responsibility of the user and is therefore not password-protected.

Step by Step

Displaying and checking backups on USB media

Check which backups are stored on the medium.



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

User

Confirm.

if nec.



Enter and confirm the user password.

Phone

Select and confirm the option shown.

Backup/Restore

Select and confirm the option shown.

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Select the backup you want and confirm it to check the settings.

Web interface (WBM)

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

Calling up the Web interface



For more information on the IP address, the Web interface address, and how to connect the telephone to the network, refer to the section entitled "Network information" → page 177.

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

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

https://[IP address of the phone]

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

[Port] is the port address of the phone's HTTP server and must be **8085**.



You can ignore any certificate messages issued by the browser.

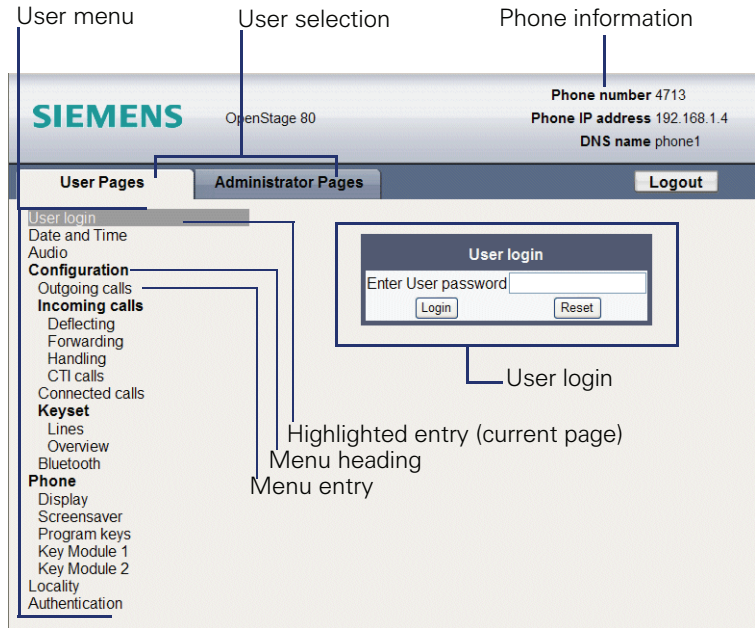
You will be prompted to configure a user password the first time you call up the Web interface → page 121. You must log on with this password in future every time you want to open the User Pages.

Administrator Pages

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

User pages

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



1. Click a menu heading to display the individual menu entries. Click the menu heading again to close the menu.
2. Click a menu entry to open the corresponding form.
3. Make the desired changes.
4. Click the corresponding button to save or discard your changes.

Button functions

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

User menu






All settings that you can make via the Web interface's user menu can also be made via the phone's user menu → page 43.

User Pages






User login

Enter user password V → page 121


















Date and Time
























- Local time  → page 153
- Local date (day, month, year)  → page 153
- Allow daylight saving  → page 155
- Difference (minutes)  → page 155
- Auto time change  → page 156

Audio

- Ringer melody  → page 159
- Ringer tone sequence  → page 159
- Ring file  → page 160
- Room Character  → page 158
- Open listening  → page 161










User Configuration

- Outgoing calls
 - Autodial delay (seconds)  → page 89
 - Allow callback: busy  → page 65
 - Allow callback: no reply  → page 65
 - Allow busy when dialling  → page 90
 - Allow transfer on ring → page 84
- Incoming calls
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- Handling
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- CTI calls
 - Allow auto-answer  → page 85
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- Connected calls
 - Allow call transfer  → page 83
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 - Allow exit conference  → page 93
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 - Add all lines  → page 106
 - Reordering directions: Move down, Move to bottom, Move to top, Move up  → page 106
- Bluetooth
 - Bluetooth device address^[1]
 - Phone name  → page 167
 - Status^[1]
 - Active  → page 165
 - Discoverable  → page 166
 - Pairing mode  → page 168
 - PIN for pairing  → page 169
 - Last connected device
 - Device address^[1]
 - Device name^[1]
 - Device class^[1]

[1]. Information - read only


Phone

- Display settings
 - Levels
 - Contrast  → page 145
 - Slider brightness  → page 147
 - Key module contrast V → page 149
 - TouchGuide Settings  → page 148
 - Miscellaneous
 - Inactivity delay  → page 151
 - Display theme  → page 146
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- Program keys
 - Normal
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 - Edit  → page 68
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Locality

- Country  → page 164
- Language  → page 163
- Date format  → page 154
- Time format  → page 154

Authentication

- Old password
- New password  → page 121
- Confirm password

Fixing problems

Caring for your telephone

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

Troubleshooting

Pressed key does not respond:

Check if the key is stuck.

Telephone does not ring:

Check whether the "Do not disturb" function is activated on your telephone ("Do not disturb" appears on the screen → page 26). If so, deactivate it.

You cannot dial an external number:

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

To correct any other problems:

First contact the relevant administrator. Problems that cannot be corrected should be referred to Customer Service.

Contact partner in the case of problems

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

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Multi-line telephone

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