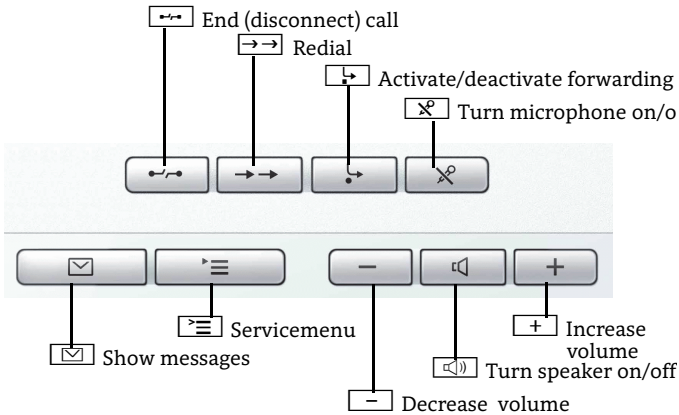
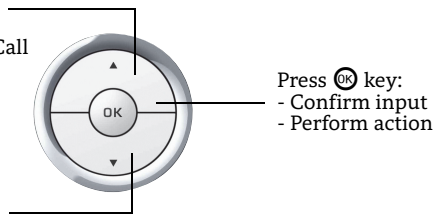


Function Keys and Audio Keys



3-Way Navigator

Press ▲ key:
- Scroll upwards
Hold down:
- Jump to beginning of Call Log



Press ▼ key:
- Scroll downwards
Hold down:
- Jump to end of Call Log

Lock or Unlock the Phone

You can prevent, for example, unauthorized dialing of external numbers and accessing your mailbox during your absence. You get the code for release from the administrator.

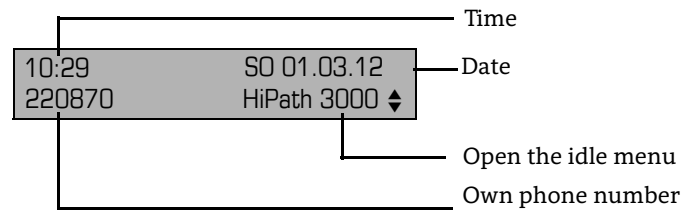
For locking:

1. Press .
2. Select "Lock phone?" and press .
3. Enter code for lock and press .

For unlocking:

1. Press .
2. Select "Unlock phone?" and press .
3. Enter code for unlock and press .

Display in Idle Mode



Save Appointments

You can configure your phone to call you to remind you about appointments. You must save the required call times. You can save single or daily recurring appointments.

1. Press .
2. Select "*46=Timed reminder on?" and press .
3. Enter a 4-digit time, such as 0845 (= 8.45 a.m.) or 1500 (= 3.00 p.m.) and press .
4. Select "One time only?" or "Daily?" and press .
5. Select "Save?" and press .
6. Press to return to phone mode.

Use timed Reminders

You have saved a reminder which exceeds.

1. Lift handset. The appointment is shown.
2. Hang up.

Activate or Deactivate "Do not disturb"

If you do not wish to take calls, you may activate "Do not disturb". Internal callers hear the ring tone and the message "Do not disturb". External callers are redirected to the attendant console. The administrator is able to set forwarding destinations for "Do not disturb" so that internal and external calls can be forwarded. When you lift the handset, you will hear a tone reminding you that "Do not disturb" is activated. The attendant can bypass "Do not disturb" and reach you.

For activating:

1. Press .
2. Select "DND on?" and press .

For deactivating:

1. Press .
2. Select "DND off?" and press .

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Quick Reference Card

Using your OpenStage

Place a Call

- Lift handset, dial number and press **OK**, or
- dial number and lift handset, or
- for handsfree call: dial number and press **OK**.

Answer a Call

- Lift handset, or
- for handsfree call: press **OK**.

End a Call

- Hang up, or
- to end a handsfree call: press **OK**.

Redial a Number

1. Lift handset or press **OK**.
2. Press **OK** first and **OK** afterwards.

Adjust the Phone

1. Press **OK**.
2. Select "Ring volume?", "Ring tone?", "Display contrast?", "Speakerphone mode?", or "Attention tone vol.?" and press **OK**.
3. Press **+** or **-** for adjusting.

Hold or Retrieve a Call

- During a call press programmed "Hold" key.
- To retrieve a call: press programmed "Hold" key again.

Transfer a Call

Transfer without consultation:

1. During a call with party A, select "Start transfer" in the context menu and press **OK**.
2. Dial phone number of party B and press **OK**.
3. When the phone starts ringing, select "Complete transfer" and press **OK**.
4. Hang up.

Transfer with consultation:

1. During a call with party A, select "Start consultation" in the context menu and press **OK**.
2. Dial phone number of party B and press **OK**.
3. Announce the call to party B and hang up.

Using your OpenStage cont.

Activating Callback while Calling

1. Enter the destination phone number and press **OK**.
2. If there is no answer or the line is busy: select "Callback" from the context menu and press **OK**.

Turn "Call Forwarding" on or off for all Calls

For turning on:

1. Press **OK**.
2. Select "1=all calls?" and press **OK**.
3. Enter the destination number and press **OK**.
4. Select "Save?" and press **OK**.

The destination number is shown in the display and the key LED lights up.

For turning off:

5. Press **OK**. The key LED stops illuminating.

Make a Conference Call

1. During a call with party A, select "Start Conference?" and press **OK**.
2. Enter the phone number for party B and press **OK**.
3. Once connected with party B, select "Conference?" and press **OK**.

You are now connected in a conference with parties A and B.

Call Log

Calls to your phone are recorded chronologically in the call log.

To dial a logged number press **OK** and select the desired phone number.

Dialing a Number from the internal Directory

The internal directory contains all station numbers and system speed-dial numbers assigned to a name. Contact your administrator to find out if one was configured for your system.

1. Press **OK** and select "Directory?".
2. Press **+** or **-** to scroll to next or previous entry. Or enter the name you want to find, or just the first few letters, using the alphanumeric keypad.
3. Select "Call?" and press **OK**.

Further helpful features of your OpenStage phone

Your OpenStage provides much more helpful features. See below a small selection with short descriptions. Detailed information you will find in the respective operating instructions.

Mobility (HFA only)

You can move your phone user interface with most of its functions and properties (phone number, key assignment, authorization, phonebook) to another phone. The "Home User" is deactivated and you may use this phone as "Mobile User" (Mobile HFA) until you log off. Phone connections are transferred network-wide.

Retrieve Voicemail Messages

Depending on your communication platform and its configuration, you can use this application to access received callbacks and messages from OpenScape Xpressions. If your system is appropriately configured, you can call the voice mailbox directly and play back the messages immediately.

Leave an Advisory Message

You can leave an advisory messages on the internal caller's phone display which wish to contact you during your absence. Select a message of the set of predefined messages or define your own one. You reach the function by pressing **OK** key.

Send a Message

You can send short text messages to individual phones or groups of phones. Select a message of the set of predefined messages or define your own one. You reach the function by pressing **OK** key.