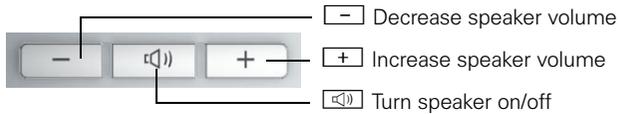


Key Layout and Operation

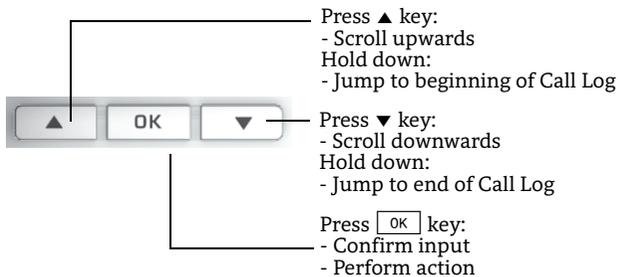
Function Keys



Audio Keys



Navigator Keys



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 corresponding code from the administrator.

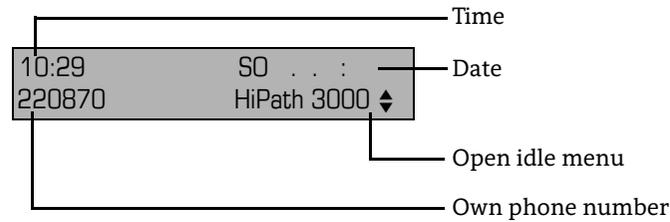
For locking:

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

For unlocking:

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

Using your OpenStage



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 [OK].
3. Enter a 4-digit time, such as 0845 (= 8.45 a.m.) or 1500 (= 3.00 p.m.) and press [OK].
4. Select "One time only?" or "Daily?" and press [OK].
5. Select "Save?" and press [OK].
6. Press [☰] to return to phone mode.

Use timed Reminders

You have saved a reminder which exceeds.

1. Phone rings. The appointment is shown. Lift handset.
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 [OK].

For deactivating:

1. Press [▼].
2. Select "DND off?" and press [OK].

OpenStage 15 HFA
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Quick Reference Card

UNIFY

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Using your OpenStage

Place a Call

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

If en-block dialing is activated (like a mobile phone): press  terminatory.

Answer a Call

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

End a Call

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

Adjust the Phone

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

Hold or Retrieve a Call

- During a call select "Consultation" in the context menu press .
- To retrieve a call: select "Return to held call" in the context menu and press .

Activate Callback while calling

1. Enter an internal phone number and press .
2. If there is no answer or the line is busy: select "Callback?" in context menu and press .

Transfer a Call

Transfer without consultation:

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

Transfer with consultation:

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

Using your OpenStage cont.

Programm Call Forwarding

1. Press pre-programmed Call Forwarding Key.
2. Select "Set a forwarding destination" and press .
3. Enter the destination number and press .
4. Select "Save&Exit" in the menu and press .
5. Press  to return to phone mode.

Turn Call Forwarding on or off for All Calls

- Press  for turning Call Forwarding on or off.

Dial from the Call Log

1. Press .
2. Select "Call log" and press .
3. Select "Missed", "Dialed", "Received", or "Forwarded" calls and press .
4. Select the desired phone number and press .

Activate Callback while calling

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

Deflect a Call while ringing

1. Select "Deflect" from the context menu and press .
2. Enter a destination phone number and press .

Use Mute during a call

- Press  for turning mute on or off.

Switch to Speakerphone Mode during a Call

- US mode: press  and hang up.
- Default mode: hold down  until you hang up.

Switch to Handset Mode during a Call

- Lift handset.

Save a Feature to a Key

1. Press and hold the desired programmable key until a popup appears.
2. Press  to confirm entering programming mode.
3. Select "Normal" or "Shifted" and press .
4. Select desired function and press .
5. Define an appropriate key label and press .
6. In some cases: enter additional parameters and press .
7. Select "Save&Exit" in the context menu and press .
8. Press  to return to phone mode.

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.

Labeling Keys

You can label the keys of the OpenStage 15 with the programmed phone numbers or functions either manually or by means of the "Online-Labeling Tool". Please, find the labeling tool under: <http://wiki.unify.com/wiki/KLT>.

Select the appropriate key labeling tool in your language. You can use the tool online via the browser or download it for local use.

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 immediately play back the stored messages.

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  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  key.