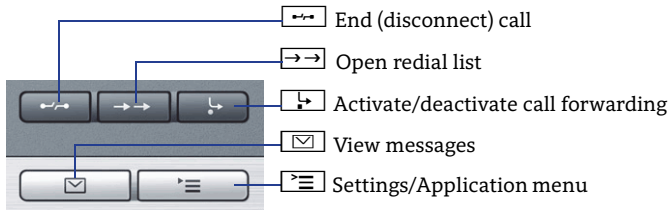
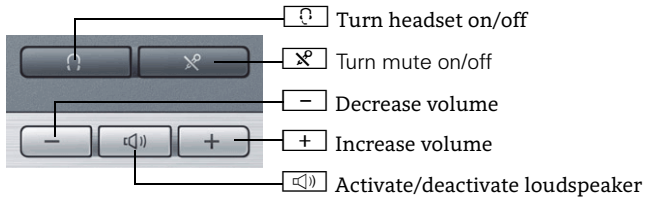


Key Layout and Operation

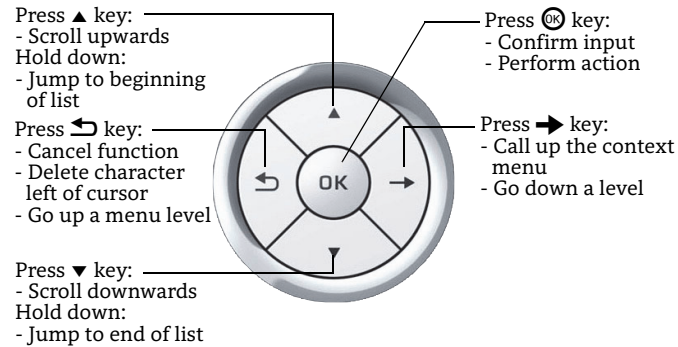
Function Keys



Audio Keys

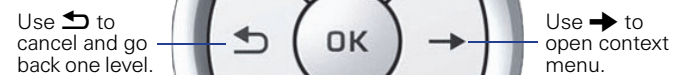


5-Way Navigator



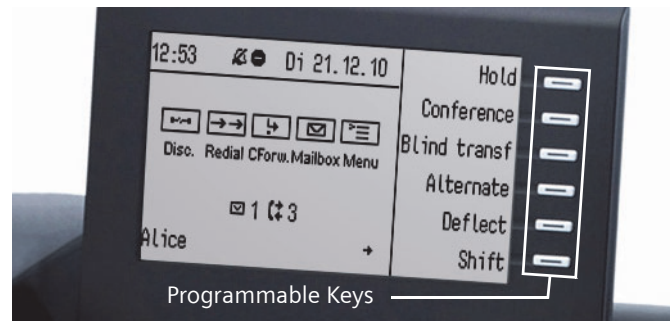
Open Context Menu

If the context menu isn't shown, you can access the context menu by pressing the right arrow key on the 5-Way Navigator.



The left arrow key escapes the selected option or function.

Icon Overview



Display Icons in Idle State

Icon	Explanation
	You have received one or more new messages
	One or more new entries have been added to the call log
	Call Forwarding is activated for all calls
	Ring tone is deactivated
	Remote maintenance is activated
	Do not disturb is activated
	Phone lock is activated
	A mobile user is logged on to the telephone

Display Icons during a Call

Icon	Explanation
	Call is active
	Call has been disconnected
	You have placed the call on hold
	Your call partner has placed the call on hold
	Secure voice connection
	Insecure voice connection

OpenStage 40 HFA
OpnerStage 40 T
OpenScape Business
OpenScape Office
HiPath 3000

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 cell phone), press **OK** terminatory.

Answer a Call

- Lift handset, or
- for handsfree call: press **[<|>]**.

End a Call

- Hang up, or
- to end a handsfree call: press **[<|>]**.

Use the headset

- Place a call: dial number.
- Answer or end a call: press **[Q]**.

Redial a Number

1. Lift handset to use handset mode.
2. Press **[→→]** and press **OK**.

Hold or Retrieve a Call

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

Make a Conference Call

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

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

Transfer a Call

Transfer without consultation:

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

Transfer with consultation:

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

Using your OpenStage

Turn "Call Forwarding" on or off for all Calls

For turning on:

1. Press **[→]**.
2. Select "1=all calls" and press **OK**.
3. Enter the destination phone number and press **OK**.
4. Select "Save entry" and press **OK**.

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

For turning off:

1. Press **[→]**. The key LED stops illuminating.

Dial from the Call Log

1. Press **→**.
2. Select the desired phone number and press **OK**.

Use Mute during a call

- Press **[X]** for turning the microphone on or off.

Save a Function to a Key

1. Press and hold the desired programmable key until a popup appears.
2. Select "Assign telephony function" and press **OK**.
3. Select "Change feature" and press **OK**.
4. Select "Feature function" and press **→**.
5. Select desired function and press **OK**.
6. In some cases: enter additional parameters and press **OK**.

Save a Phone Number to a Key

1. Press and hold the desired programmable key until a popup appears.
2. Select "Assign telephony function" and press **OK**.
3. Select "Change feature?" and press **OK**.
4. Select "Destinations" and press **OK**.
5. Select "Redial key" and press **OK**.
6. Enter the desired station number and save entry.
7. Select "Key label" and press **OK**.
8. Enter the desired key label.

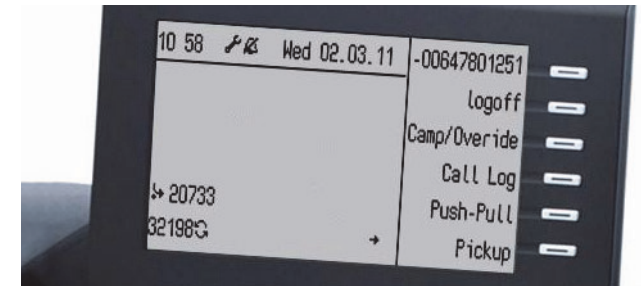
Dialing a Number from the internal Phonebook

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 **[<|>]** and select "Phonebook".
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. Press **OK** to dial.

Further helpful features of your OpenStage Phone

Your OpenStage provides much more helpful features. See below a small selection with short descriptions. Detailed information please 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.

Retrieving 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.