



Telephone Reference Guide
OpenScape Voice – OpenStage 40

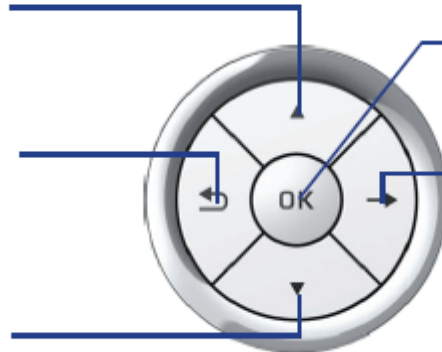
FAMU

5-way navigator

Press ▲ key:
- Scroll upwards

Press ↶ key:
- Cancel function
- Delete character left of cursor
- Go up a level

Press ▼ key:
- Scroll downwards

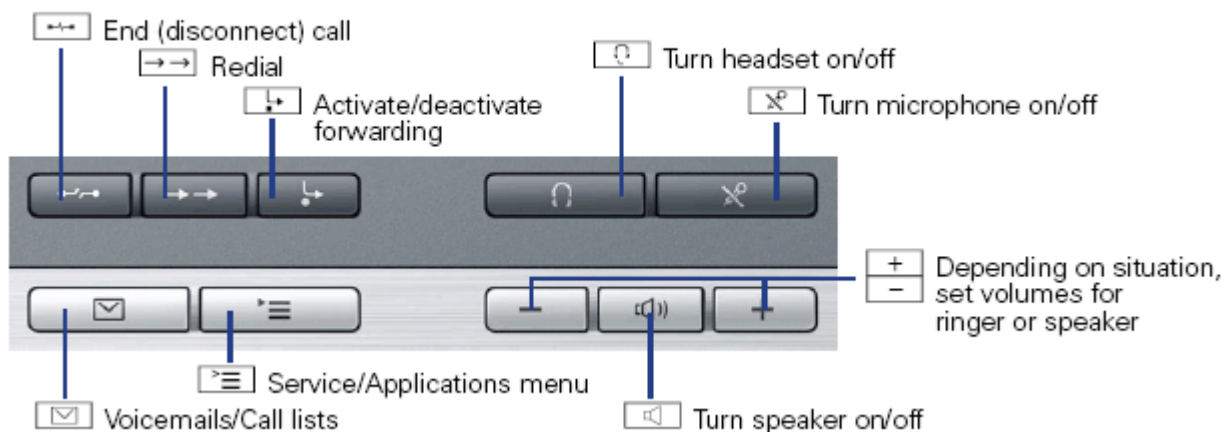


Press Ⓞ key:
- Confirm input
- Perform action

Press ➡ key:
- Call up the context menu
- Go down a level

NOTE: **SELECT** = **OK** on Touch Wheel

Function Keys and Audio Keys



Key	Function during text input	Function when held down
*Ⓞ	Write special characters	Deactivate the ring tone.
#↶	Switch between upper/lower case and digit entry.	Activate telephone lock.

(Below icons appear on Display Screen when feature is activated)

Display

Components



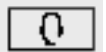








1:15pm	Sat 07/27/07	Time and Date
2222	HiPath 8000	Own telephone number and menu icon
1:15pm	07/27/07	Time and Date
(= 1		A new entry in the call lists





Icon	EXPLANATION
✉	You have received one or more NEW MESSAGES
(=	One or more new entries have been added to the CALL LIST
↶	CALL FORWARDING is active
⊘	The DO NOT DISTURB Function is active
Ⓞ	The PHONE LOCK is active

NAVIGATION / TOUCH WHEEL OPTIONS DURING INCOMING CALL

WHILE TELEPHONE IS RINGING

Accept – Select **OK** to **Answer call via speaker**
Reject – Scroll ⚡ and select **OK** to **Disconnect** Incoming Call
Deflect – Scroll ⚡ and select **OK**. Type desired destination number and **OK** to **Redirect** incoming call

FEATURE	TOUCHWHEEL MENU/Button Options
<p>ANSWERING A CALL</p> <p>via Handset  Speaker Button </p> <p>or Headset </p>	<p>While telephone is ringing – Lift Handset</p> <p>OR</p> <p>Press the Speaker button. (Speaker LED will illuminate)</p> <p>OR</p> <p>Press the Headset button (Headset LED will illuminate)</p> <p> (icon appears in display)</p>
<p>Placing a call:</p> <p><i>NOTE: All telephones have a “hot” keypad that allows immediate dialing without lifting receiver. This will automatically activate the SPEAKER option on each telephone. To move a call from speaker to handset, simply lift handset.</i></p>	<p>EXTERNAL CALLS:</p> <ul style="list-style-type: none"> Dial the 10-digit telephone number and press OK <p>INTERNAL CALLS:</p> <ul style="list-style-type: none"> Dial Internal Extension number only and press OK
<p>INTERCOM CALL (COM GROUP)</p> <p><i>Place an intercom call to a member of your “group” using the telephone speakers.</i></p>	<ul style="list-style-type: none"> Press the COM SPEAK button Dial the 2-digit intercom code for the individual you wish to “intercom” Wait for confirmation tone and then begin speaking.
<p>REDIAL</p> <p><i>Enables user to select from their Redial list an internal/external number dialed</i></p> 	<ul style="list-style-type: none"> Press the REDIAL button Scroll  to and select the number to redial <p>NOTE: To return to the telephony MAIN MENU, press your MAILBOX BUTTON</p>
<p>HOLD</p>  <p><i>Place a caller on hold .at your extension, retrievable only by user. The HOLD ICON will appear in the display as the call is holding.</i></p> <p>KEYSETS – contain the extension number on a sensor button</p> <p>NONKEYSETS – display the extension number on the telephone display</p>	<p>During a call, lightly press the HOLD button or scroll  and select Hold from menu</p> <p>OR</p> <ul style="list-style-type: none"> LIGHTLY press the EXTENSION button (if a keyset) <p>KEYSETS: Extension will blink to indicate HELD CALL</p> <p>NONKEYSETS: The Hold Icon will appear on the display next to caller ID</p> <p>NOTE: For NON KEYSETS - Do NOT replace handset in cradle during hold.</p> <p>To take the call OFF of HOLD:</p> <ul style="list-style-type: none"> Scroll (>) to and select RECONNECT from menu options OR Replace the handset in cradle and answer KEYSETS may press the blinking extension to reconnect to caller
<p>TRANSFER</p> <p><i>Transfer a call to another party</i></p> <p><i>* NOTE – If BLIND TRANSFER is selected, the call will immediately transfer to desired extension</i></p> <p>CONSULT</p> <p><i>Consult privately with a 2nd party</i></p> <p>CONFERENCE</p> <p><i>Create a Quick Conference Call (maximum of 3 parties)</i></p>	<ul style="list-style-type: none"> During a call, press the TRANSFER button OR select CONSULT from the menu <p>OR</p> <ul style="list-style-type: none"> Scroll  to and select BLIND TRANSFER Dial the extension number, select OK <p>(If conducting a Blind Transfer, call is now transferred)</p> <ul style="list-style-type: none"> If CONSULTING or CONFERRING Announce the call Hang up or Scroll  to and select: <ul style="list-style-type: none"> Alternate (toggles between the two calls) Complete Xfer (sends the call) Conference (joins all parties) Blind Transfer Hold (places current connection on Hold) Disconnect & Return (disconnects current connection and returns to call being transferred) If the party does not answer or does not want to join: Scroll  to and select Disconnect & Return

<p>MUTE To temporarily deactivate the microphone on the handset or speakerphone.</p> 	<ul style="list-style-type: none"> • Press the Mute button • The light on Mute button will illuminate to ensure feature is activated. • To Deactivate mute, press the lit Mute button • The light on the Mute button will deactivate
<p>DO NOT DISTURB (DND) Disables ringer and notifies callers that you are “unavailable”</p> 	<ul style="list-style-type: none"> • While telephone is idle • Scroll > to access the menu • Scroll ⬆ to and select Don Not Disturb On (DND icon will appear on display) <p>To Cancel DND:</p> <ul style="list-style-type: none"> • Scroll > to access the menu • Scroll ⬆ to and select Don Not Disturb Off
<p>RINGER CUTOFF To disable the RINGER but allow incoming calls</p> 	<p><u>To DEACTIVATE ringer</u></p> <ul style="list-style-type: none"> • Press and hold the ASTERISK * button (with a bell on it) located on the keypad for approx. 3 seconds <p>(A BELL ICON with a slash through it will appear in display indicating ringer is deactivated)</p> <p><u>To ACTIVATE ringer</u></p> <ul style="list-style-type: none"> • Press and hold the ASTERISK * button for approx. 3 seconds
<p>CALL WAITING To accept a 2nd incoming call while on telephone</p> <p>2nd calls may also be DEFLECTED using DEFLECT option</p>	<ul style="list-style-type: none"> • During a call, if a 2nd party is calling, a “Beep” tone is heard AND display shows CALL WAITING • To answer the 2nd call, select and confirm the ACCEPT option from display • The 1st call is automatically placed on soft HOLD and you will be connected to 2nd call • To end the 2nd call and return to the 1st, press the DISCONNECT key.  <p>OR</p> <ul style="list-style-type: none"> • Hang up from current call. The 2nd call will ring through with “Recalling” on display. • Answer telephone

FORWARD

Temporarily redirect calls to another destination



Once the Destination Targets (1 thru 5) are programmed, user can easily select which target to forward to.

- Press **CALL FORWARD** button (gray button with fwd arrow and dot)
- If nothing else is pressed, calls will automatically fwd to predetermined target...usually voicemail
- To select a different forwarding destination:
 - Press Call Forward button, Scroll \blacktriangle to and select **Edit Call Forwarding**
 - Scroll \blacktriangle down and select **ON** from **ALL CALLS** field
 - Scroll \blacktriangle down and select the **Destination Field**
 - Scroll \blacktriangle down and select **Edit favorites**
 - Scroll \blacktriangle and pick a **Destination (1 thru 5)**
 - Enter the **extension** for this destination
 - Press **OK**
 - Scroll \blacktriangle up and select **Save & Exit** from **Forwarding Favourites** screen
 - **NOTE:** Before exiting the Forward Status screen, be sure that the correct fwd target is displayed in the DESTINATION field.
 - Scroll \blacktriangle up and select **Save & Exit** from **Call Forward Status** screen
 - Press the Menu Button (illuminated) to return to your telephony HOME screen.



To Cancel Forwarding:

- Press **Call Forwarding** button (illumination of button is deactivated)

CALL LOG/LIST



The CALL LOG/LIST icon will appear in DISPLAY if a call is RECEIVED, FORWARDED, MISSED OR DIALED. Once the list is viewed, the ICON will deactivate.

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..

TO ACCESS A NUMBER FROM YOUR CALL LOG/LIST:

- **From Idle Menu**, Press the **ENVELOPE/Mailbox** button
- Scroll \blacktriangle and select **OK** at **Call Log Envelope** to open/view
- Select from: MISSED, DIALED, RECEIVED or FORWARDED calls
- Scroll \blacktriangle and select a number from the list

TO PROGRAM A SENSOR BUTTON ON TELEPHONE

IF a 1-touch speed dial number is desired, be sure to select "Selected Dialing" in the Normal or Shifted field.

- Press and hold sensor button to be programmed
- Once Program Screen appears, Scroll \blacktriangle down to **Normal** OR **Shifted** field and press **OK**
- Scroll \blacktriangle down and select desired feature for button
- Scroll \blacktriangle down to **Label** field and press **OK**
- Using keypad, type desired label for button (if applicable)
- Select **OK** in bottom corner
- Scroll \blacktriangle down to **Settings** and press **OK**
- Type **number** for the system to speed dial
- Scroll \blacktriangle down and select **OK**
- Scroll \blacktriangle up and select **Save & Exit** from Options field
- Press the Menu Button (illuminated) to return to your telephony HOME screen. (if necessary)



AUDIO SETTINGS 🎵

- Press the **MENU** Button
- Select **SETTINGS**
- Access **USER** menu (If prompted, password is 123456)
- Scroll ⬆️ to and select **Audio**
- Scroll ⬆️ to and select **Volumes** or **Settings**
- **Scroll** ⬆️ to and select **Ringer Melody**
- Scroll ⬆️ to and select tone 1 thru 8
- Select **Save & Exit** and press **OK**