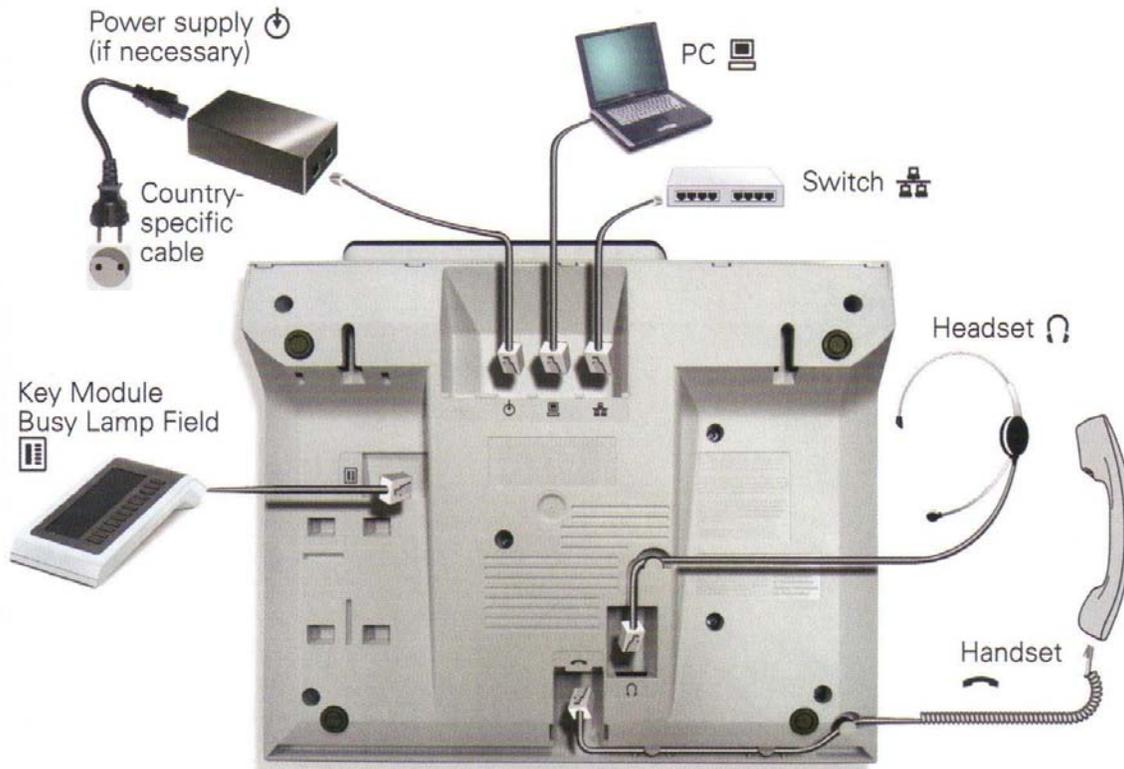


OPENSTAGE 40 (US) TELEPHONE USER GUIDE

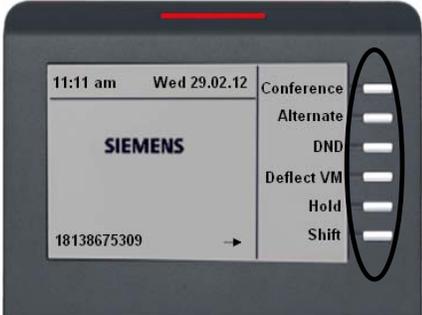


- 1) Incoming Call Status Indicator (red)
- 2) Programmable Sensor Keys
- 3) Display
- 4) Handset / Disconnect Sensor
- 5) Conference Button
- 6) Transfer / Consult Button
- 7) Hold Button
- 8) Headset Answer / Disconnect Button
- 9) Mute On / Off Button
- 10) Messages Button (for call log & voicemail)
- 11) Services / Applications Button (menu for programming features)
- 12) Speaker On / Off Button
- 13) Volume Control Buttons (- / +)
- 14) TouchWheel / 5-Way Navigator for Menu prompts
- 15) Keypad (hot/live keypad for handset-free dialing)



FEATURE	TOUCHWHEEL MENU/Button Options
<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><u>EXTERNAL CALLS</u></p> <ul style="list-style-type: none"> • Dial the 10-digit telephone number and press OK <p><u>INTERNAL CALLS</u></p> <ul style="list-style-type: none"> • Dial Internal Extension number only and press OK <p><i>NOTE: It is not necessary to dial a "9" before placing a call, but the system will accept it.</i></p>
<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>HANDSET FREE DIALING</p>	<ul style="list-style-type: none"> • With the handset in the cradle, dial the desired telephone number • Lift receiver to place call via Handset <p>OR</p> <ul style="list-style-type: none"> • Press OK to place call via Speakerphone
<p>NAVIGATION / TOUCH WHEEL OPTIONS DURING INCOMING CALL <i>Answering your telephone via display prompts and TouchWheel (Select = press OK)</i></p>	<p>Accept – Select OK to <i>answer call via speaker</i></p> <p>Deflect – Scroll  and select OK. Type desired destination number and press OK to Redirect incoming call</p>
<p>ANSWERING A CALL</p> <p>Lift Handset or press Headset press Speaker button</p>	<p>While telephone is ringing – Lift HANDSET</p> <p>OR</p> <p>Press the HEADSET button (<i>Headset LED will illuminate</i>)</p> <p>OR</p> <p>Press the SPEAKER button (<i>Speaker LED will illuminate</i>)</p> <p>- (<i>minus icon appears in display when connected to caller</i>)</p>
<p>ANSWERING A SECOND LINE ON YOUR TELEPHONE (keysets)</p>	<ul style="list-style-type: none"> • Lightly press the flashing extension SENSOR key (<i>this places your current call on HOLD</i>) • You are connected to the caller
<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>DISCONNECTING A CALL</p> <p><i>To terminate the connection</i></p>	<p><u>While connected to the caller</u></p> <ul style="list-style-type: none"> • <i>Via HANDSET</i> replace handset in cradle or touch light sensor in earpiece portion of telephone cradle • <i>Via HEADSET</i>, press the HEADSET button • <i>Via SPEAKER</i>, press the SPEAKER button <p><u>While the caller is on hold</u></p> <ul style="list-style-type: none"> • Scroll  and select Disconnect from menu options
<p>MUTE</p> <p><i>To temporarily deactivate the microphone on the handset or speakerphone</i></p>	<ul style="list-style-type: none"> • While connected to the caller, press the MUTE button (<i>The LED on the MUTE button will illuminate to ensure feature is activated</i>) • To deactivate mute, press the lit MUTE button (<i>The LED on the MUTE button will deactivate</i>)
<p>LAST NUMBER REDIAL</p> <p><i>Enables user to REDIAL the last number dialed (internal or external)</i></p>	<p><u>HANDSET-FREE</u></p> <ul style="list-style-type: none"> • Press the OK button twice (<i>call defaults to Speakerphone</i>) <p>OR</p> <ul style="list-style-type: none"> • Lift the handset • Press OK on Redial menu option (<i>number displays in field</i>)
<p>RINGER CUTOFF</p> <p><i>To disable the RINGER but allow incoming calls</i></p> 	<p><u>To DEACTIVATE ringer</u></p> <ul style="list-style-type: none"> • Press and hold the ASTERISK * button located on the keypad for approx. 3 seconds (<i>A BELL ICON with a slash through it will appear in display indicating ringer is deactivated</i>) <p><u>To ACTIVATE ringer</u></p> <ul style="list-style-type: none"> • Press and hold the ASTERISK * button for approx. 3 seconds

FEATURE	TOUCHWHEEL MENU/Button Options
<p>DO NOT DISTURB (DND) </p> <p><i>Disables ringer and sends callers directly to voicemail</i></p> <p><i>All calls that arrive to your telephone while in DND will be pegged in your CALL LOG under the FORWARDED tab</i></p>	<p><u>To ACTIVATE DND</u></p> <ul style="list-style-type: none"> While the telephone is idle, scroll → to bring up menu, scroll ▼ and select Do Not Disturb On from menu options (<i>DND icon will display when activated</i>) <p><u>To CANCEL DND</u></p> <ul style="list-style-type: none"> Scroll → to bring up menu, scroll ▼ and select Do Not Disturb Off from menu options
<p>HOLD</p> <p></p> <p><i>Place a caller on hold at your extension, retrievable only by user</i></p> <p><i>The HOLD ICON will appear in the display and the HOLD button LED will stay illuminated as the call is holding</i></p> <p><u>NONKEYSETS</u> – Extension number appears on the telephone display</p> <p><u>KEYSETS</u> – Extension number appears on a sensor key</p>	<p><u>NONKEYSETS</u></p> <ul style="list-style-type: none"> While connected to the caller, press the HOLD button (<i>The HOLD LED will illuminate and the HOLD ICON will appear on the display next to the held caller's telephone number indicating held call</i>) <p>NOTE: If using handset, place the handset on the desk, not in the cradle during hold.</p> <p>To take the call OFF of HOLD</p> <ul style="list-style-type: none"> Press the lit HOLD button <p>OR</p> <ul style="list-style-type: none"> Replace handset in cradle. This will create a “ring-back” (<i>caller does not hear ring-back</i>) Lift receiver to reconnect to held call <p><u>KEYSETS</u></p> <ul style="list-style-type: none"> While connected to the caller, press the EXTENSION SENSOR key (<i>Extension will blink to indicate HELD CALL</i>) <p>To take the call OFF of HOLD</p> <ul style="list-style-type: none"> Press the blinking EXTENSION SENSOR key
<p>TRANSFER</p> <p><i>Transfer a call to another party</i></p> <p><u>Warm Transfer</u> – Announced Call</p> <p><u>Blind Transfer</u> – Unannounced Call</p>	<p><u>WARM TRANSFER</u></p> <ul style="list-style-type: none"> During a call, press the TRANSFER button (<i>caller is placed on hold</i>) Dial the extension number, press OK Announce the call Hang up (<i>this completes the transfer</i>) <p>If the party does not answer or does not want the call:</p> <ul style="list-style-type: none"> Scroll ▼ and select Disconnect & Return from menu options <p><u>BLIND TRANSFER</u></p> <ul style="list-style-type: none"> Scroll ▼ and select Blind Transfer from menu options Enter the extension number, press OK Call is immediately transferred
<p>CONFERENCE</p> <p><i>Create a quick Conference call</i></p> <p><i>(maximum of 3 OR 10 parties as per configured)</i></p>	<ul style="list-style-type: none"> During a call, press the CONFERENCE button (<i>caller is placed on hold</i>) Dial the extension or external number, press OK Announce the conference call Press the CONFERENCE button to join all callers <p>If the party does not answer or does not want to join the conference:</p> <ul style="list-style-type: none"> Scroll ▼ and select Disconnect & Return from menu options
<p>CONSULT</p> <p><i>To place a second call from your extension and consult privately with party while first party is on hold</i></p>	<ul style="list-style-type: none"> During a call, press the TRANSFER button OR select Consult from menu options (<i>caller is placed on hold</i>) Dial the second party, press OK Once party answers, you may use the below menu options to handle the call Scroll ⬆ and select <ul style="list-style-type: none"> Alternate (<i>toggles between the two calls</i>) Complete Xfer (<i>joins current call with held call</i>) Conference (<i>joins all callers</i>) Blind Transfer (<i>allows transfer of current connection</i>) Hold (<i>places current connection on Hold</i>) Disconnect & Return (<i>disconnects current connection and returns to held call</i>)

FEATURE	TOUCHWHEEL MENU/Button Options
<p>DIRECTED PICKUP <i>To answer a ringing extension other than your own</i></p>	<ul style="list-style-type: none"> • Lift handset, scroll  and select Directed pickup from menu • Enter the extension of ringing telephone • Press OK (<i>you are connected to the caller</i>)
<p>CALL WAITING <i>To accept a second incoming call while on the telephone</i></p> <p>NOTE:</p> <ul style="list-style-type: none"> ▪ The minus symbol next to number indicates CONNECTED party ▪  The hold symbol next to number indicates HELD party 	<ul style="list-style-type: none"> • During a call, if a second party is calling, a beep tone is heard, the Caller ID of second party is displayed and the options to Accept or Ignore are presented. • To answer the second call, press OK on the Accept menu option (<i>first call is automatically placed on HOLD</i>) • To end the second call and return to the first, select Disconnect & Return from menu options <p>OR</p> <ul style="list-style-type: none"> • Hang up from current call. The second call will ring through with Recalling on display • Answer telephone
<p>CALL LOG</p>  <p><i>The CALL LOG icon will appear in the telephone display if a call is MISSED. Once the list is viewed, the icon will disappear from screen.</i></p> <p><i>Multiple calls from the same number are only listed once. The number of call attempts is logged in the "Details" context menu.</i></p> <p><i>Each call list folder may contain up to 30 entries. Once this limit is reached, the oldest entry in the log is deleted.</i></p>	<p>TO ACCESS A NUMBER FROM YOUR CALL LOG</p> <ul style="list-style-type: none"> • From Idle Menu, press the MESSAGES button (<i>If you have missed calls, the envelope button will be illuminated along with the call log display notification</i>) • Scroll  and select a number from the list to call OR simply view the Missed Calls list to clear the call log notification from your display • Press the illuminated ENVELOPE button to return to main screen • To select from: MISSED, DIALED, RECEIVED or FORWARDED folders, while in the CALL LOG FOLDER press the ESCAPE  arrow on the TouchWheel until all folders are showing on the telephone display. Select the desired folder to open
<p>SHIFT (programmed sensor key)</p> <p><i>When shift is programmed in a sensor key it allows each sensor key to have two programmable sides.</i></p>	<ul style="list-style-type: none"> • Press the SHIFT SENSOR key to see / utilize the shifted side of a sensor key <p><i>NOTE: There are two sides to a sensor key - Normal and Shifted</i></p>
<p>SENSOR KEYS <i>Programmable - located to the right of caller ID display</i></p> 	<ul style="list-style-type: none"> • When lightly pressed and held, user is taken to the Program Key screen to change the feature of that key • To exit programming screen, select Cancel (<i>or press escape icon</i>) 
<p>PROGRAMMING A FEATURE ON A SENSOR KEY <i>To customize the telephone with features helpful to the user</i></p> <p>TIP: The # sign will change the mode of the keypad when labeling key.</p> <p>NOTE: <i>If a 1-touch Speed Dial key is desired, select SELECTED DIALING as the feature in the Normal or Shifted field.</i></p> <p><i>If a Multi-function key is needed, select REPDIAL as the feature in the Normal or Shifted field.</i></p>	<ul style="list-style-type: none"> • Press and hold the SENSOR key to be programmed • Select OK on Program Key menu option • Once Program Screen appears, scroll  to Normal OR Shifted field and press OK • Scroll  and select desired feature for key • Scroll  to Label field and press OK • Using keypad, type desired label for key (<i>if applicable</i>) • Press OK • Scroll  to Settings and press OK • Type number for the system to dial • Press OK • Scroll  and select Save & Exit from Options field <p>Changes Saved Successfully will display on telephone</p> <ul style="list-style-type: none"> • Press the SERVICES button (<i>illuminated</i>) to return to main screen

FEATURE	TOUCHWHEEL MENU/Button Options
<p>VOLUME CONTROLS</p> 	<ul style="list-style-type: none"> Utilize the plus (+) key to INCREASE & minus (-) to DECREASE <ul style="list-style-type: none"> Volume of Ringer as telephone is ringing Volume of Handset while on the telephone Volume of Speaker while utilize the speakerphone
<p>AUDIO SETTINGS </p> <p><i>To customize the ring tone of your telephone</i></p>	<ul style="list-style-type: none"> Press the Services button Scroll  to Settings folder and press OK Press OK on the USER folder (<i>if prompted for password, enter 123456</i>) Scroll  to the Audio folder and press OK Select Volumes (<i>to preset volumes</i>) Scroll  and select the volume to adjust (<i>loudspeaker, ringer, handset or headset - these volumes can also be adjusted while the telephone is in use</i>) Once a selection is made, use the TouchWheel to adjust volume <ul style="list-style-type: none">  = decrease volume,  = increase volume <p>OR</p> <ul style="list-style-type: none"> Settings (<i>to change ringer pitch</i>) Scroll  to Ringer and press the  on TouchWheel <p><u>For a standard ring tone, select Pattern. Scroll  to Pattern Melody and select a pitch (1 thru 8)</u></p> <p><u>For a melody ring tone, scroll  and select 1 - 6 of a Ringer .WAV file</u></p> <p>NOTE: As each option is highlighted, the telephone will demonstrate the ring tone.</p> <ul style="list-style-type: none"> Scroll  to Save & Exit from the Options screen and press OK Press the SERVICES button to return to main screen