Key Layout and Operation

Function Keys

✉ Show messages

☰ Servicemenu

Audio Keys

− Decrease speaker volume

+ Increase speaker volume

🔊 Turn speaker on/off

Navigator Keys

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

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

Press OK key:
- Confirm input
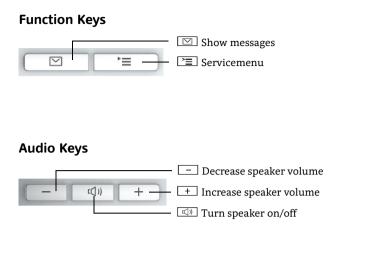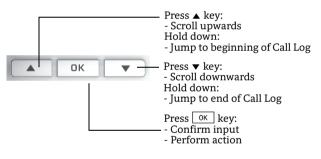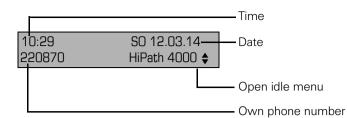- Perform action

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.

1. Press ☰.
2. Select "PIN / COS?" and press OK.
3. Select "Change COS?" and press OK.
4. Enter code for unlock and press OK.
5. Press ☰ to return to phone mode.

Using your OpenStage

```
10:29              SO 12.03.14
220870             HiPath 4000 ⬍
```

Time

Date

Open idle menu

Own phone number

Save appointments

You can configure your phone to call you to remind you about appointments. You must save the required call times. You can do this for the next 24 hours.

1. Press ☰.
2. Select "Reminder?" and press OK.
3. Select "New Reminder?" and press OK.
4. Enter a 3-digit or 4-digit time, such as 845 (= 8.45 a.m.) or 1500 (= 3.00 p.m.) 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. 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 adminstrator 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.

1. Press ☰.
2. Select "Feature settings?" and press OK.
3. Select "Do not disturb?" and press OK.
4. Select "Activate?" or "Deactivate?", and press OK.
5. Press ☰ to return to phone mode.

OpenStage 15 HFA
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OpenScape 4000
HiPath 4000

Quick Reference Card

UNIFY

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 `OK` terminatory.

Answer a Call
- Lift handset, or
- for handsfree call: press `◁))`.

End a Call
- Hang up, or
- to end a handsfree call: press `◁))`.

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

Redial a Number
1. Lift handset or press `◁))`.
2. Select "Last number redial?" 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 of party B and press `OK`.
3. Once connected with party B, select "Conference?" in the context menu and press `OK`.

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

Hold or Retrieve a Call
- During a call select "Consultation?" in the context menu or press "Consult" key and press `OK`.
- To retrieve a call: select "Return to held call?" in the context menu and press `OK`.

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 "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

Dial a Phone Number from Call Log
1. Press `▼`.
2. Select "Unanswered Calls?", "Incoming Calls?", or "Outgoing Calls?" and press `OK`.
3. Select phone number and press `OK` to dial.
4. Select "Output?" and press `OK`.

Programm or edit Call Forwarding
1. Press `>≡`.
2. Select "Destinations?" and press `OK`.
3. Select "Call forwarding?" and press `OK`.
4. Select "Next forwarding type?" and press `OK`.
5. Select "Enter destination:" and press `OK`.
6. Enter the destination number and press `OK`.
7. Select "Save?" and press `OK`.

Activate Call Forwarding for All Calls
1. Press `▼`.
2. Select "Act. FWD-FIXED" and press `OK`.

Save a Phone Number to a Key
Prerequisite: You have programmed a key with the function "Direct station select" (see below).
1. Press `>≡`.
2. Select "Destinations?" and press `OK`.
3. Select "Direct Station Select?" and press `OK`.
4. Press the configured direct station select key.
5. Enter phone number and press `OK` to confirm.
6. Select "Save?" and press `OK`.

Save a Function to a Key
1. Press `>≡`.
2. Select "Key function?" and press `OK`.
3. Press the programmable key.
4. Select "Change?" and press `OK`.
5. Select "More features?" and press `OK`.
6. Select desired function and press `OK`.
7. In some cases: enter additional parameters and press `OK`.
8. Select "Save?" and press `OK`.

Adjust the Phone
1. Press `+`.
2. Select "Ringer volume?", "Ringer tone?", "Display contrast?", "Open listening?", or "Alert tone?" and press `OK`.
3. Press `+` or `−` for adjusting.

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.

Multi-Line
The programmable keys on multi-line phones function as trunk keys. Each key programmed with the "Line" function corresponds to a line. This means up to 6 line keys can be configured on the OpenStage 15.

Lines can be used as a Private, Shared, or Direct call line.

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.

One-Number-Service (ONS)
If your phone is part of an ONS group, you can be reached on all other phones in this group as well as on your own phone. To set up an ONS group, contact your service personnel.

An ONS group may consist of up to three phones, whereby one group member can be an external phone (such as a mobile phone).