Key Layout and Operation

Fixed Function Keys

Messages	Access messages (Voicemail, Call log)	Transfer	Transfer a call
Settings	Open User/Admin Menu	Conference	Establish a conference call
Speaker	Activate/deactivate the loud-speaker		
Headset	Activate/deactivate the headset		3 preprogrammed programmable function keys
Vol. +	Increase volume		
Vol. −	Decrease volume	Hold	Hold a call
Mute	Deactivate/activate the microphone		

Preprogrammed Programmable Function Keys

Forward: Forward incoming calls to a defined destination

Pick up: Pick up enables users in a pick-up group to answer calls for each other

DND: Activate DND (Do Not Disturb)

Forward, Pick up and DND are default settings and can be programmed with different functions.

Navigation Keys

Press∧: Scroll upwards
Longpress∧: Jump to beginning of the list

Press**OK**: Confirm input or perform action

Press∨: Scroll downwards
Longpress∨: Jump to end of the list

Press**Back**: Cancel function, delete character left of cursor, go up one menu level

Key Pad Shortcuts

Longpress **#** to lock/unlock the phone

Longpress ***** to deactivate/activate the ring tone

Display 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 lists
↳	Call Forwarding is activated for all calls
⌀	Ringer is deactivated
🔧	Remote maintenance has been activated
⊖	Do not disturb is activated
⌐0	Phone lock is activated
↻	A mobile user is logged on to the telephone

Display Icons during a Call

Icon	Explanation
—	Call is active
HD	Voice connection with high quality (G.722)
✓	Call has been disconnected
⊣⊢	You have placed the call on hold
⊢	Your call partner has placed the call on hold
🔒	Secure voice connection
🔓	Not secure voice connection

OpenScape
Desk Phone IP 35G

Quick Reference Card

Marlin Communications

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Using your OpenScape Desk Phone IP

Place a Call
- Lift handset, dial number and press **OK**, or
- Dial number and lift handset, or
- For handsfree call: dial number and press **OK**, or
- For headset mode: dial number and press **OK**.

Redial a Number (last dialed Number)
- Lift handset and press **OK**.

Dial from the Call Log
1. Press **Messages**.
2. Select "Call log" and press **OK**.
3. Select "Missed", "Dialed", "Received", or "Forwarded" calls and press **OK**.
4. Select the desired entry and press **OK**.

Answer a Call
- Lift handset, or
- For handsfree call: press **Speaker** or **OK**, or
- For headset mode: press **Headset** or **OK**.

Deflecting an Incoming Call while ringing
1. Select "Deflect" from the context menu and press **OK**.
2. Enter a destination phone number and press **OK**.

Hold or Retrieve a Call
- During a call press **Hold**.
- To retrieve a call: press **Hold** again.

Make a Conference Call
1. During a call with party A, press **Conference**.
2. Hear dial tone. Party A is automatically on hold.
3. Enter the phone number for party B and press **OK**.
4. Once connected with party B, press **Conference**.
You are now connected in a conference with parties A and B.

Transfer a Call
1. During a call with party A, press **Transfer**.
2. Enter the phone number of party B and press **OK**.
3. You may then either:
   press **Transfer** while party B is ringing,
   or
   wait for party B to answer, announce the call and then press **Transfer**.

Switch to Handsfree Call during a Call
- Press **Speaker** and hang up.

Using your OpenScape Desk Phone IP

Switch to Handset Mode during a Call
- Lift handset.

Switch to Headset Mode during a Call
- Press **Headset**.

Using mute during a Call
- Press **Mute** and the LED lights to show all microphones are muted.
- Press **Mute** again to un-mute.

End a Call
- Hang up, or
- For handsfree call: press **Speaker**, or
- For headset mode: press **Headset**.

Call Voicemail
1. Lift handset or press **Speaker**.
2. Press **Messages**. The mailbox is called.

Program Call Forwarding
1. Press **Forward**.
2. Select "Set a forwarding destination" and press **OK**.
3. Enter the destination number and press **OK**.
A Call Forwarding for all calls is now configured and activated.

Turn Call Forwarding on or off for All Calls
- Press **Forward** and press **OK**.

Program a Programmable Function Key *)
1. Press **Settings**, navigate to "User" and press **OK**.
2. Enter the user password and press **OK**.
3. Navigate to "Phone" and press **OK**.
4. Navigate to "Program Keys" and press **OK**.
5. Press the desired programmable key. The LED will be lit.
6. Select "Normal" and press **OK**.
7. Select desired function and press **OK**.
8. Enter additional parameters as appropriate and press **OK**.
9. Select "Save&Exit" in the menu and press **OK**.
10. Press **Settings** to return to phone mode.
The desired function is now configured.
*) It is recommended to either use Web Based Management or to consult the administrator.

Programmable Functions (Examples)

Function	Explanation
Alternate	Switches between two calls
Blind transfer call	Transfers a call without consultation
Built in fwd	Turns Call Forwarding on/off
Call recording	Records the call on a central Call Recorder
Call Waiting toggle	Allows a second incoming call while in an active call
Callback	Requests an automatic call back (busy/no answer)
Cancel callbacks	Cancels a callback request
CF busy	Forwards all incoming calls to the programmed destination when the line is busy
CF no reply	Forwards all incoming calls to the programmed destination if they are not answered
CF unconditional	Forwards all incoming calls to the programmed destination
Conference	Places a conference call
Consultation	Puts an active call on hold and provides a prompt for dialing
Deflecting	Deflects a call to another destination
Directed pickup	Picks up another ringing phone
Do not disturb	Incoming calls do not ring; callers hear the busy signal
Feature toggle	Toggles OpenScape Voice services
Group pickup	Picks up a group call
Headset	Activates headset mode
Hold	Places a call on hold
Immediate ring	Ringing key set line without delay (Executive/Assistant configuration)
Pause callbacks	Pauses all callbacks
PreView	Preview line details for shared lines
Release	Ends a call
Repeat dialing	Calls the last dialed number
Repertory dial	Dials pre-defined numbers and control sequences
Resume callbacks	Resumes all callbacks
Ringer off	Switches the ringer off/on
Selected dialing	Dials a pre-defined number
Shift	Switches to the shifted key level
Show phone screen	Switches to idle screen
Transfer call	Transfers a call with consultation
Unallocated	Clears the key