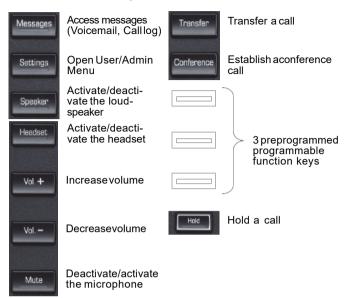
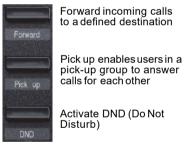
Key Layout and Operation

Fixed Function Keys



Preprogrammed Programmable Function Keys

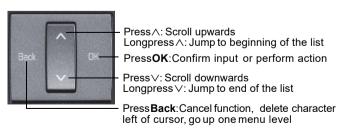


Forward, Pick up and DND are default settings and can be programmed with different functions.

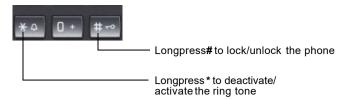
pick-up group to answer calls for each other

Activate DND (Do Not

Navigation Keys



Key Pad Shortcuts



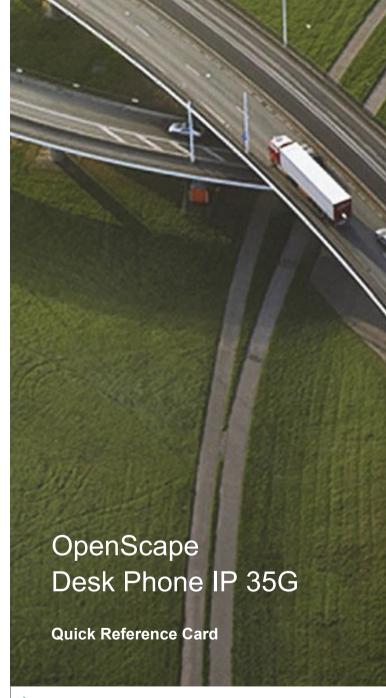
Display Icon Overview

Display Icons in Idle State

IconExplanation		
∇	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	
Ø	Ringer is deactivated	
g.	Remote maintenance has been activated	
0	Do not disturb is activated	
- 0	Phone lock is activated	
G	A mobile user is logged on to the telephone	

Display Icons during a Call

IconEx	planation
_	Call is active
HD	Voice connection with high quality (G.722)
4-	Call has been disconnected
⊣ ⊢	You have placed the call on hold
F	Your call partner has placed the call on hold
ß	Secure voice connection
6	Not secure voice connection





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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

- 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

You are now connected in a conference w 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

- PressMute and the LEDlights 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 "Seta 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**.
- Enter the user password and press OK.
 Navigate to "Phone" and press OK.
- 4. Navigate to "Program Keys" and press **OK**.
- 5. Pressthe 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 BasedManagement or to consult the administrator.

Programmable Functions (Examples)

FunctionExplanation			
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 Re-		
·	corder		
Call Waiting toggle	Allowsasecond incomingcall whilein an active call		
Callback	Requestsan automatic call back (busy/no answer)		
Cancel callbacks	Cancels a callback request		
CFbusy	Forwardsall incoming callsto the programmed destination when the line is busy		
CFno reply	Forwardsall incoming callsto the programmed destination if they are not answered		
CFunconditional	Forwardsall incoming callsto the programmed destination		
Conference	Placesa conference call		
Consultation	Puts an active call on hold and provides a prompt for dialing		
Deflecting	Deflects a call to another destination		
Directed pickup	Picksup another ringing phone		
Do not disturb	Incoming calls do not ring; callers hear the busy signal		
Feature toggle	Toggles OpenScapeVoice services		
Group pickup	Picksup a group call		
Headset	Activates headset mode		
Hold	Placesa call on hold		
Immediate ring	Ringing keysetline without delay (Executive/Assistantconfiguration)		
Pause callbacks	Pausesall callbacks		
PreView	Preview line details for shared lines		
Release	Ends a call		
Repeatdialing	Calls the last dialed number		
Repertory dial	Dials pre-defined numbers and control sequences		
Resume callbacks	Resumesall callbacks		
Ringer off	Switchesthe ringer off/on		
Selecteddialing	Dials a pre-defined number		
Shift	Switchesto the shifted key level		
Show phone screen	Switches to idle screen		
Transfer call	Transfers a call with consultation		
Unallocated	Clears the key		