Key Layout and Operation

Function Keys

↰ End (disconnect) call
→→ Open redial list
↳ Activate/deactivate call forwarding
✉ View messages
☰ Settings/Application menu

Audio Keys

☊ Turn headset on/off
✗ Turn mute on/off
− Decrease volume
+ Increase volume
◁)) Activate/deactivate loudspea-

Navigation Keys

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

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

Press OK key:
- Confirm input
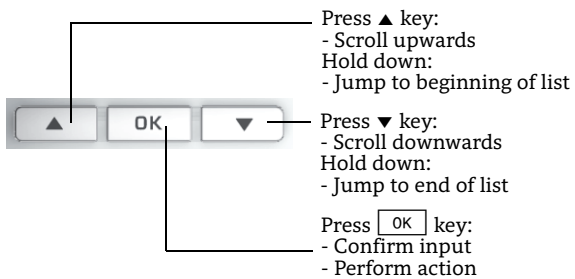- Perform action
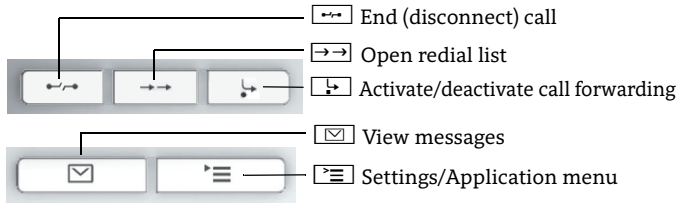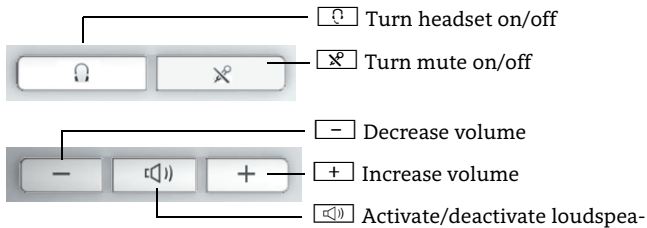
Lock or Unlock the Phone

You can prevent, for example, unauthorized dialing of external numbers and accessing your mailbox during your absence. You get the code for release from the administrator.
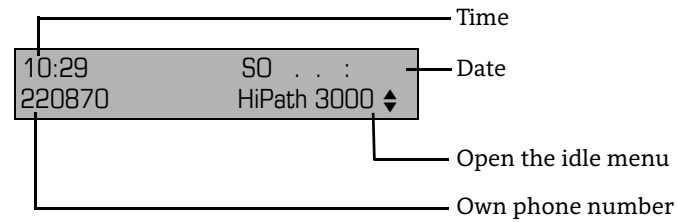
For locking:
1. Press ▼ .
2. Select "Lock phone?" and press OK .
3. Enter code for lock and press OK .

For unlocking:
1. Press ▼ .
2. Select "Unlock phone?" and press OK .
3. Enter code for unlock and press OK .

Using your OpenStage

```
10:29          SO  . .  :
220870          HiPath 3000 ⬍
```

Time
Date
Open the 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 save single or daily recurring appointments.

1. Press ☰ .
2. Select "*46=Timed reminder on?" and press OK .
3. Enter a 4-digit time, such as 0845 (= 8.45 a.m.) or 1500 (= 3.00 p.m.) and press OK .
4. Select "One time only?" or "Daily?" 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.

For activating:
1. Press ▼ .
2. Select "DND on?" and press OK .

For deactivating:
1. Press ▼ .
2. Select "DND off?" and press OK .

OpenStage 30 T
OpenScape Business
# HiPath 3000

Quick Reference Card

UNIFY

unify.com

Using your OpenStage

Place a Call

- Lift handset and dial number, or
- dial number and lift handset, or
- for handsfree call: dial number

Answer a Call

- Lift handset, or
- for handsfree call: press [⊄»].

End a Call

- Hang up, or
- to end a handsfree call: press [⊄»].

Redial a Number

1. Lift handset to use handset mode.
2. Press [→→] and press [OK].

Adjust the Phone

1. Press [+].
2. Select "Ring volume?", "Ring tone?", "Display contrast?", "Speakerphone mode?", or "Attention Ring Vol.?" and press [OK].
3. Press [+] or [−] for adjusting.

Hold or Retrieve a Call

- During a call select "Consultation?" in the context menu or press "Consultation" key and press [OK].
- To retrieve a call: select "Return to held call" in the context menu and press [OK].

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].

Transfer a Call

Transfer without consultation:
1. During a call with party A, select "Consultation?" in the context menu and press [OK].
2. Enter the phone number of party B and press [OK].
3. When the phone starts to ring, select "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. Enter the phone number of party B and press [OK].
3. Announce the call to party B and hang up.

Using your OpenStage cont.

### Turn "Call Forwarding" on or off for all Calls

For turning on:
1. Press [▼].
2. Select "Forwarding on?" and press [OK].
3. Select "1=all calls" and press [OK].
4. Enter the destination phone number and press [OK].
5. Select "Save?" and press [OK].
The destination number is shown in the display and the key LED lights up.

For turning off:
1. Press [▼].
2. Select "Forwarding off?" and press [OK]. The key LED stops illuminating.

Dial from the Call Log

1. Press [▼].
2. Select "Call Log?" and press [OK].
3. Select the desired phone number 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 for party B and press [OK].
3. Once connected with party B, select "Conference?" in the context menu and press [OK].
You are now connected in a conference with parties A and B.

Save a Phone Number to a Key

You have already programmed a key with the function "Direct station select" (see below).
1. Press [>≡].
2. Select "*91=Key assignment?" and press [OK].
3. Press the configured direct station select key.
4. Select "Change key" and press [OK].
5. Select "Destination?" and press [OK].
6. Enter phone number and press [OK] to confirm.
7. Select "save?" and press [OK].

Save a Function to a Key

1. Press [>≡].
2. Select "*91=Key assignment?" and press [OK].
3. Press the programmable key.
4. Select "Change key?" 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].

Further helpful features of your OpenStage Phone

Your OpenStage provides much more helpful features. See below a small selection with short descriptions. Detailed information please find in the respective operating instructions.

Labeling Keys

You can label the keys of the OpenStage 30 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.

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.

Leave an Advisory Message

You can leave an advisory messages on the internal caller's phone display which wish to contact you during your absence.
Select a message of the set of predefined messages or define your own one. You reach the function by pressing [▼] key.

Send a Message

You can send short text messages to individual phones or groups of phones.
Select a message of the set of predefined messages or define your own one. You reach the function by pressing [▼] key.