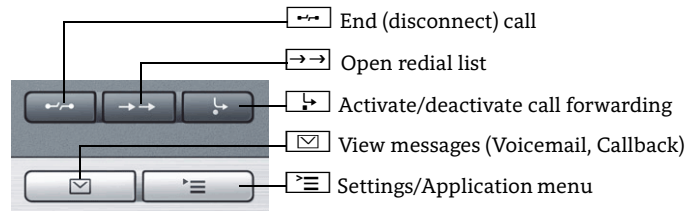
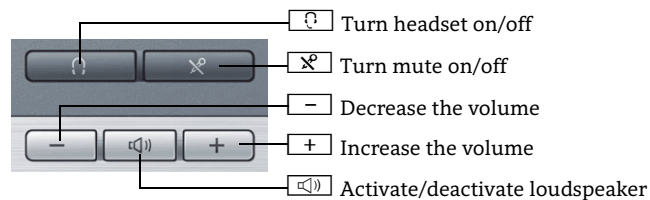


Key Layout and Operation

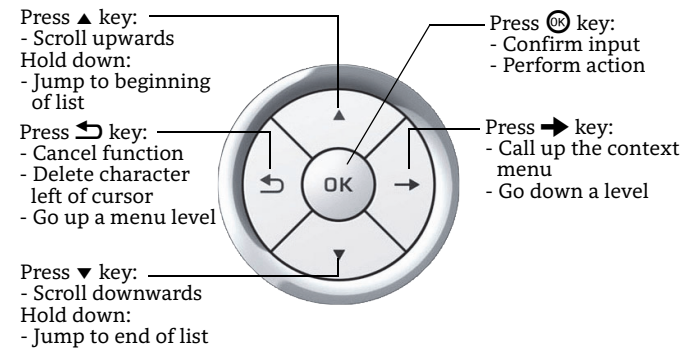
Function Keys



Audio Keys

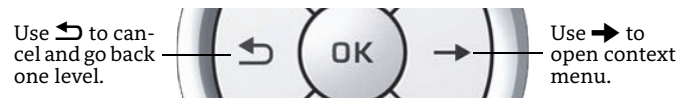


5-Way Navigator



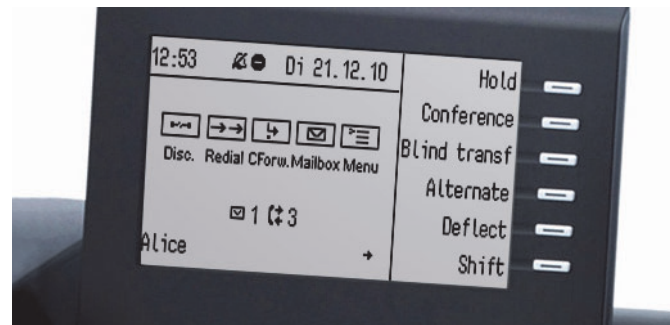
Open Context Menu

If the context menu isn't shown, you can access the context menu by pressing the right arrow key on the 5-Way Navigator.



The left arrow key escapes the selected option or function.

Icon Overview

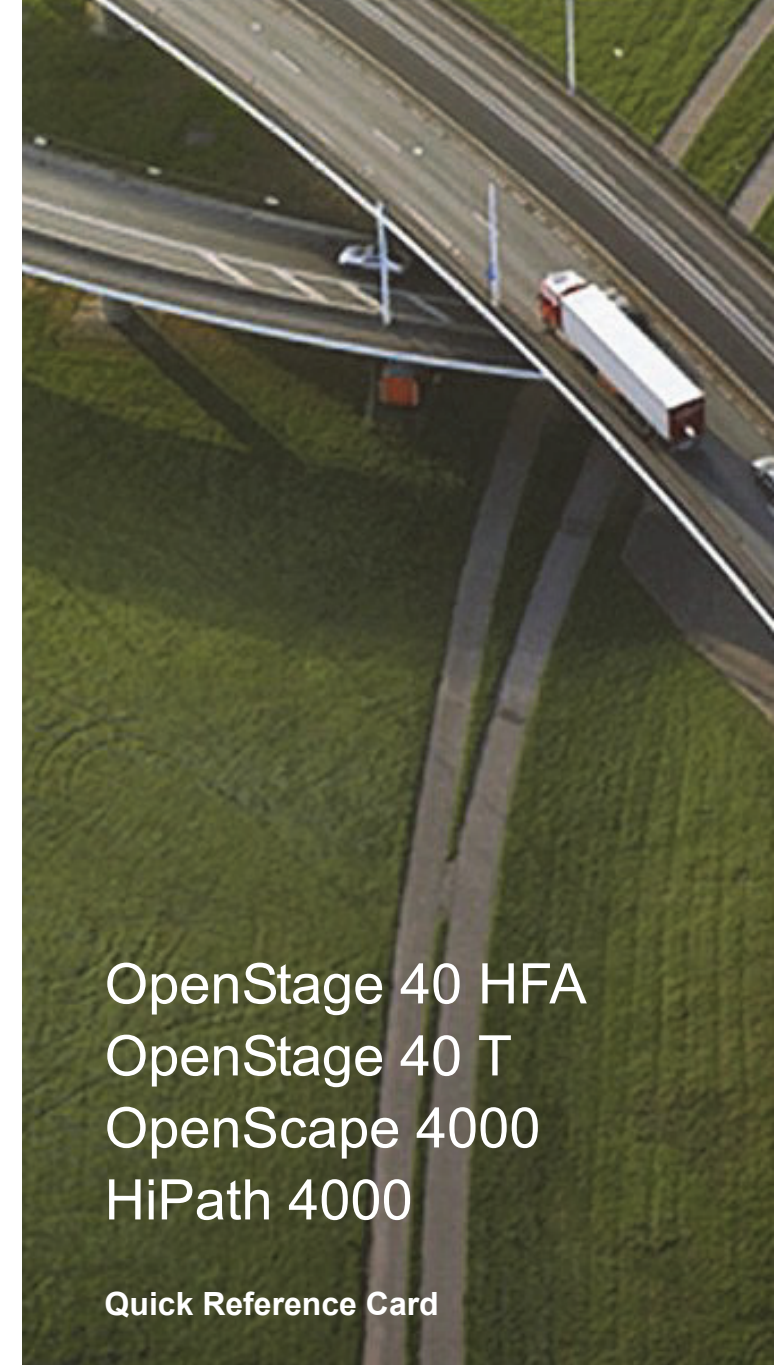


Display Icons in Idle State

Icon	Explanation
	You have received one or more new messages
	One or more new entries have been added to the call logs
	Call Forwarding is activated for all calls
	Ring tone is deactivated
	Remote maintenance is activated (HFA only)
	Do not disturb is activated
	Phone lock is activated
	A mobile user is logged on to the telephone (HFA only)

Display Icons during a Call

Icon	Explanation
	Call is active
	Call has been disconnected
	You have placed the call on hold
	Your call partner has placed the call on hold
	Secure voice connection (HFA only)
	Insecure voice connection (HFA only)



OpenStage 40 HFA
OpenStage 40 T
OpenScape 4000
HiPath 4000

Quick Reference Card

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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 cell phone): press **OK** terminatory.

Answer a Call

- Lift handset, or
- for handsfree call: press **[<D>]**.

End a Call

- Hang up, or
- to end a handsfree call: press **[<D>]**.

Use the headset

- Place a call: dial number.
- Answer or end a call: press **[Q]**.

Redial a Number

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

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**.

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.

Transfer a Call

Transfer without consultation:

1. During a call with party A, select "Start transfer?" 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 "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. Enter the phone number of party B and press **OK**.
3. Announce the call to party B and hang up.

Using your OpenStage

Activate Callback while calling

1. Enter the destination phone number and press **OK**.
2. If there is no answer or the line is busy: select "Callback?" from the context menu and press **OK**.

Switch to Speakerphone Mode during a Call

- US mode: press **[<D>]** and hang up.
- Default mode: hold down **[<D>]** until you hang up.

For Open Listening press **[<D>]**.

Lift handset for switching back to Handset Mode.

Use Mute during a call

- Press **[X]** for turning mute on or off.

Dial from the Call Log

1. Press **→**.
2. Select "Unanswered calls?", "Incoming calls?" or "Outgoing calls?" and press **OK**.
3. Select the desired phone number and press **OK**.
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 phone number and press **OK**.
7. Select "Save?" and press **OK**.

Activate Call Forwarding for All Calls

- Press **[→]** for turning Call Forwarding on/off.

Save a Function to a Key

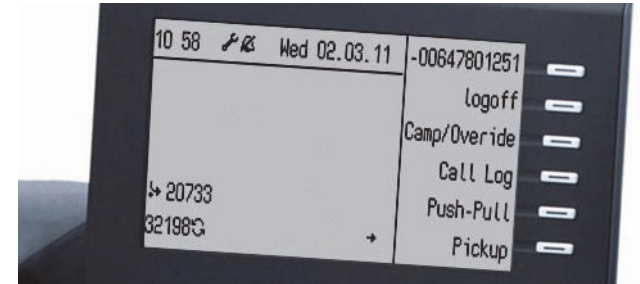
1. Press and hold the desired programmable key until a popup appears.
2. Select "Assign telephony function" and press **OK**.
3. Select "Change?" and press **OK**.
4. Select desired function and press **OK**.
5. In some cases: enter additional parameters and press **OK**.
6. Select "Save?" and press **OK**.

Save a Phone Number to a Key

1. Press and hold the desired programmable key until a popup appears.
2. Select "Edit selected dialing" and press **OK**.
3. Select "Number" and press **OK**.
4. Enter the desired station number.
5. Select "Label".
6. Enter the desired key label.
7. Select "Options" and press **OK**.

Further helpful Features

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



Multi-line

The programmable sensor 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 40/40 G. Lines can be used as a Private, Shared, or Direct call line.

Mobility (HFA only)

You can move your phone user interface with most of its functions and properties (phone number, key assignment, authorization, phonebook) to another phone. The "Home User" is deactivated and you may use this phone as "Mobile User" (Mobile HFA) until you log off. Phone connections are transferred network-wide.

Retrieving 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.