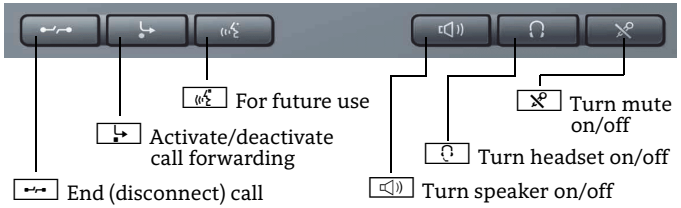
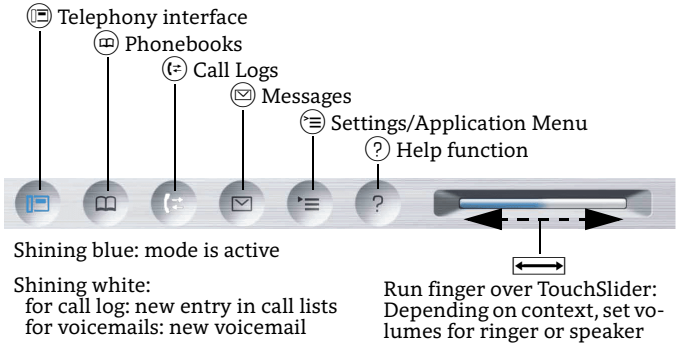
Key Layout and Operation

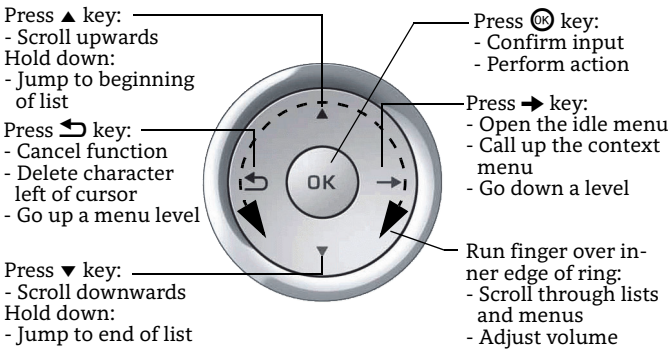
Function Keys and Audio Keys



Mode Keys and TouchSlider

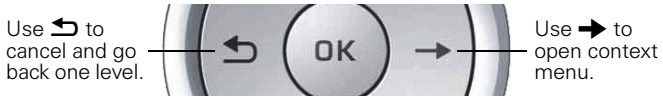


TouchGuide



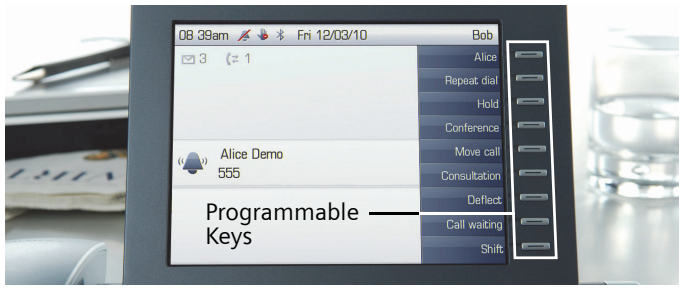
Open Context Menu

If the context menu isn't shown, you can access the context menu by pressing the right arrow key on the TouchGuide.



The left arrow key escapes the selected option or function.

Icon Overview

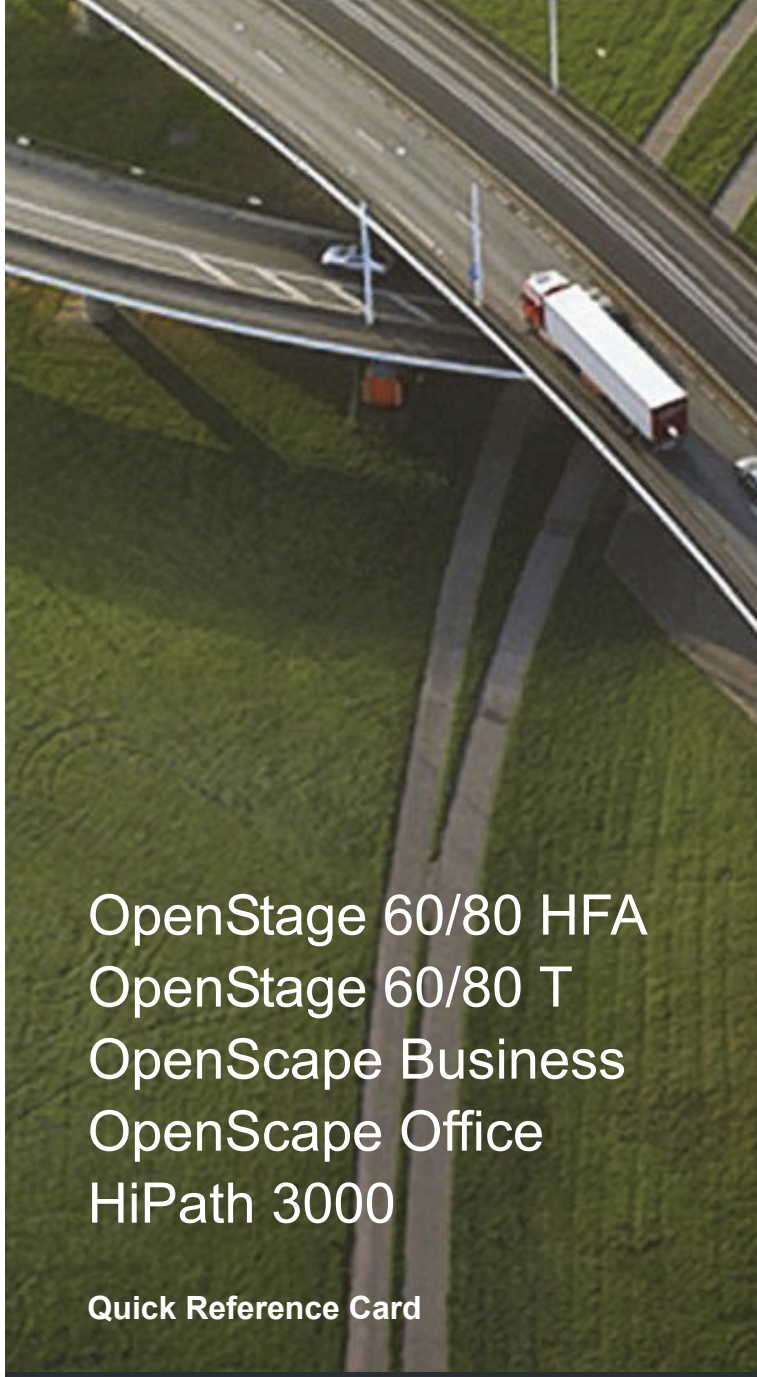


Display Icons in Idle State

Icon	Explanation
	You have received one or more new messages
	One or more new entries have been added to the call lists
	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
	Bluetooth connectivity is activated
	A mobility 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 (e.g. consultation hold)
	Secure voice connection (HFA only)
	Insecure voice connection (HFA only)



OpenStage 60/80 HFA
OpenStage 60/80 T
OpenScape Business
OpenScape Office
HiPath 3000

Quick Reference Card

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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 enabled (like a cell phone), press OK to send digits.

Answer a Call

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

End a Call

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

Use the headset

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

Hold or Retrieve a Call

- During a call select "Enquiry" in the context menu 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 "Enquiry" 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

Program or edit "Call Forwarding"

1. Press and hold [call forwarding] until the menu is displayed.
2. Select "Edit call forwarding" and press OK.
3. Select "External calls", "Internal calls", or "All calls" and press OK.
4. Enter the destination phone number and press OK.
5. Press [menu] to return to phone mode.

The destination phone number is shown in the display and the key LED lights up.

Activate "Call Forwarding" for all Calls

- Press [call forwarding] for turning "Call Forwarding" on or off.

Dial from the Call Logs

1. Press [call log].
2. If a missed call is in the list, the "Missed" tab will appear first. Press [call log] repeatedly for "Dialed" or "Received" tabs.
3. Select the desired phone number and press OK.

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 "Set callback" from the context menu and press OK.

Use Mute during a call

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

Open Help Function

- By pressing [?] you can call up the "Help" function at any time, even during a call.

Save a Feature to a Key

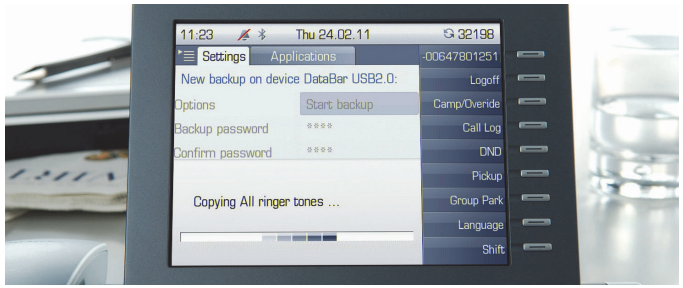
1. Press and hold down the desired programmable key until a popup appears.
2. Select "Assign telephony function" and press OK.
3. Select "Change feature" and press OK.
4. Select "Feature settings" and press OK.
5. Select function and press OK.
6. Select "Key label" and press OK.
7. Enter the desired key label.
8. In some cases, enter additional parameters and press OK.

Save a Phone Number to a Key

1. Press and hold down the desired programmable key until a popup appears.
2. Select "Assign telephony function" and press OK.
3. Select "Destinations" and press OK.
4. Enter the desired station number.
5. Select "Key label" and press OK.
6. Enter the desired key label.

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.



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 9 line keys can be configured on the OpenStage 80/80 G and up to 8 on the OpenStage 60/60 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.

Backup and Restore User Data

You can save your OpenStage 60/60 G/80/80 G user settings and personal phonebook entries as files on a USB memory stick and download (restore) all or, where applicable, selected data to your or another OpenStage 60/60 G/80/80 G.

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.