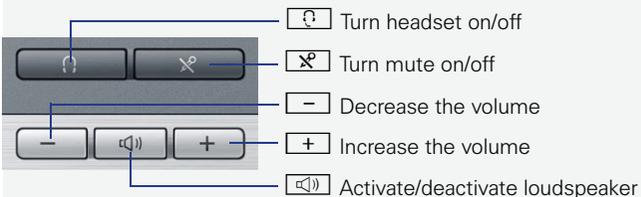


Key Layout and Operation

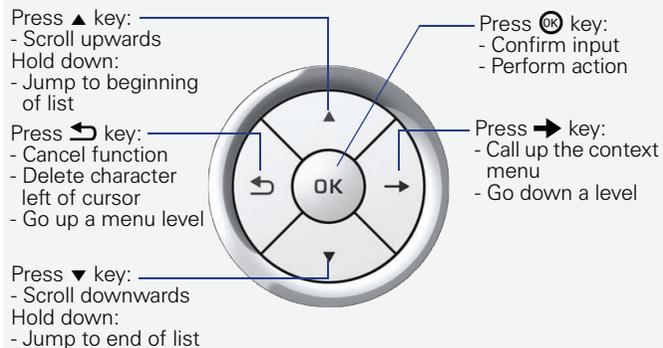
Function Keys – Default Configuration



Audio Keys

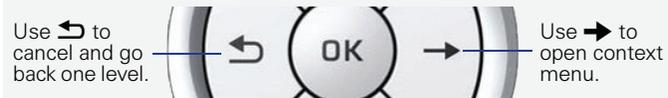


5-Way Navigator



Open Context Menu

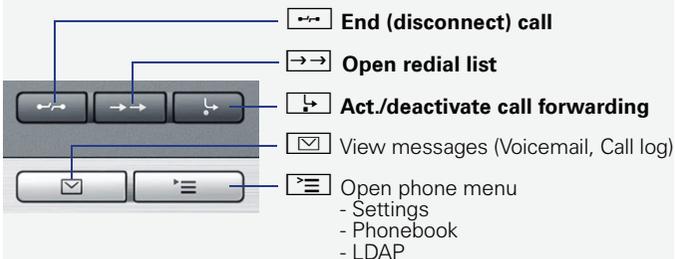
If the context menu isn't shown, you can access the context menu by pressing the right arrow key on the 5-Way Navigator.



The left arrow key escapes the selected option or function.

Key Layout and Operation

Function Keys – Symbol Configuration



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
	The ring tone is deactivated
	Remote maintenance is activated
	Do not disturb is activated
	The phone lock is activated
	A mobile user is logged on to the telephone

Display Icons during a Call

Icon	Explanation
	The call is active
	The call has been disconnected
	You have placed the call on hold
	Your call partner has placed the call on hold
	The voice connection is secure
	The voice connection is not secure

OpenStage 40 SIP

Single Line Configuration

Quick Reference Card

Video Training: www.openstage-training.com



This Quick Reference Card is intended to help users get acquainted with the core functionality of their OpenStage phones.

For more detailed information for your phone and its features, refer to the corresponding user guides on

- www.siemens-enterprise.com
- wiki.siemens-enterprise.com

Using your OpenStage

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**.

Answer a Call

- Lift handset, or
- for handsfree call: press **☎**.

End a Call

- Hang up, or
- to end a handsfree call: press **☎**.

Using the headset

- Place a call: dial number and press **OK**.
- Answer or end a call: press **☎**.

Hold/Retrieve a Call

- During a call press pre-programmed Hold key.
- To retrieve a call: press pre-programmed Hold key.

Make a Conference Call

1. During a call with party A, press pre-programmed Conference key.
2. Enter the phone number for party B and press **OK**.
3. Once connected with party B, press pre-programmed Conference key.

You are now connected in a conference with party A and B.

Transfer a Call

Blind transfer (no consultation):

1. During the call with party A, select "Blind transfer" in the context menu and press **OK**.
2. Enter the phone number of party B and press **OK**.

Semi-attended transfer (transfer while ringing):

1. During the call with party A, press pre-programmed Transfer key.
2. Enter the phone number of party B and press **OK**.
3. When the phone starts to ring, select "Complete transfer" and press **OK**.

Attended transfer (with consultation):

1. During the call with party A, press pre-programmed Transfer key.
2. Enter the phone number of party B and press **OK**.
3. Announce the call to party B.
4. Select "Complete Xfer" in the context menu and press **OK**.

Using your OpenStage cont.

Programming Call Forwarding

1. Press pre-programmed Call Forwarding Key.
2. Select "Set a forwarding destination" and press **OK**.
3. Enter the destination number and press **OK**.
4. Select "Save&Exit" in the menu and press **OK**.
5. Press **OK** to return to phone mode.

Turning Call Forwarding on/off for All Calls

- Press **☎** for turning Call Forwarding on/off.

Dialing from the Caller List

1. Press **☎**.
2. Select "Call log" and press **OK**.
3. Select "Missed", "Dialed", "Received" or "Forwarded" calls and press **OK**.
4. Select the desired phone number and press **OK**.

Activating 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**.

Deflecting a Call while ringing

1. Select "Deflect" from the context menu and press **OK**.
2. Enter a destination phone number and press **OK**.

Using Mute during a call

- Press **☎** for turning mute on/off.

Switching to Speakerphone Mode during a Call

- US mode: press **☎** and hang up.
- Default mode: hold down **☎** until you hang up.

Switching to Handset Mode during a Call

- Lift handset.

Saving a Feature to a Key

1. Press and hold the desired programmable key until a popup appears.
2. Press **OK** to confirm entering programming mode.
3. Select "Normal" or "Shifted" and press **OK**.
4. Select desired function and press **OK**.
5. Define an appropriate key label and press **OK**.
6. In some cases: enter additional parameters and press **OK**.
7. Select "Save&Exit" in the context menu and press **OK**.
8. Press **☎** to return to phone mode.

List of Programmable Functions

Function	Explanation
1. Unallocated	Clears the key
2. Selected dialing	Dials a pre-defined number
3. Repeat dialing	Calls the last dialed number
4. Forward all calls	Forwards all incoming calls
5. Forward no reply	Forwards calls only if they are not answered
6. Forward busy	Forwards calls only when the line is busy
7. Ringer off	Switches the ringer off/on
8. Hold	Places a call on hold
9. Alternate	Switches between two calls
10. Blind transfer call	Transfers a call without consultation
11. Transfer call	Transfers a call with consultation
12. Deflect	Deflects a call to another destination
13. Shift	Switches to the shifted key level
14. Conference	Places a conference call
15. Headset	Answers a call using the headset
16. Do not disturb	Switches the ringer off; callers hear the busy signal
17. Group pickup	Picks up a group call
18. Repertory dial	Dials pre-defined numbers and control sequences
19. Show phone screen	Switches to idle screen
20. Mobility	Login/Logoff for mobile users
21. Directed pickup	Picks up another ringing phone
22. Callback	Requests an automatic call back (busy/no answer)
23. Cancel callbacks	Cancels a callback request
24. Consultation	Puts an active call on hold and provides a prompt for dialing
25. DSS*	Dials a pre-defined internal number
26. Call Waiting	Notifies of a second incoming call while in active call
27. Immediate ring	Ringling keyset line without delay (Executive/Assistant configuration)
28. Preview	Preview line details for shared lines
29. AICS Zip tone*	For headset operation only: auto answer and alert tone
30. Start application	Launches an application (short cut)
31. Built in fwd	Turns Call Forwarding on/off
32. Start phonebook	Starts the local phonebook

* only visible if provided by admin

Copyright © Siemens Enterprise Communications GmbH & Co. KG
Hofmannstr. 51, D-80200 München, Deutschland

Siemens Enterprise Communications GmbH & Co. KG is a Trademark Licensee of Siemens AG
Reference No: A31003-S2000-U147-3-7619 V3R0