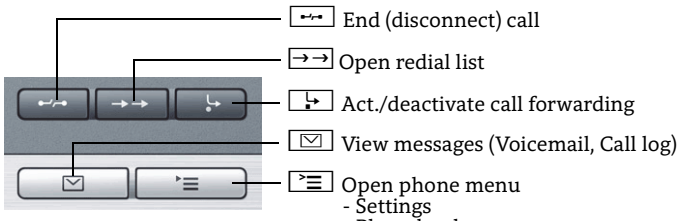
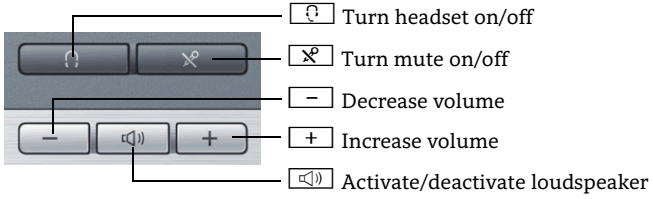
Key Layout and Operation

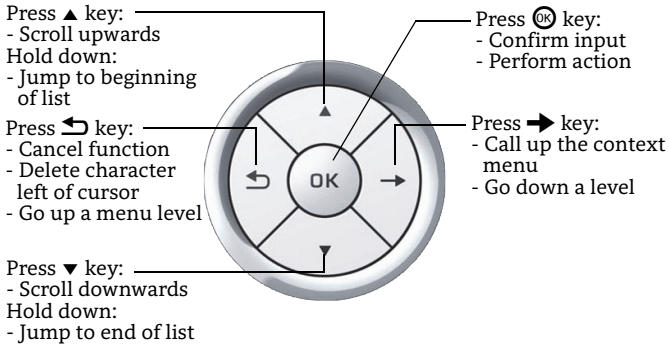
Function Keys – Default Configuration



Audio Keys



5-Way Navigator

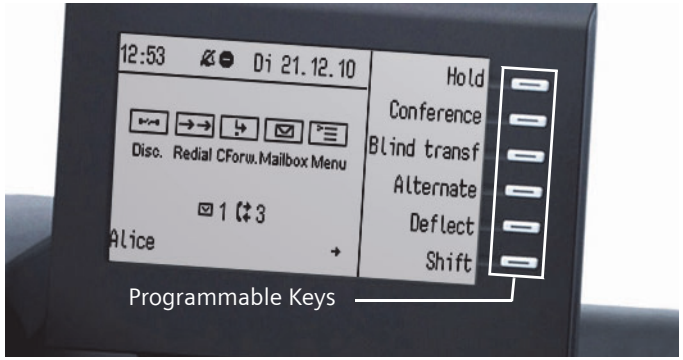


Open Context Menu

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.

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
	Do not disturb is activated
	Phone lock is activated
	A mobile user is logged on to the phone

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
	Insecure voice connection

OpenStage 40 SIP
OpenScape Voice
Single Line Configuration

Quick Reference Card

Copyright © Unify GmbH & Co. KG 03/2014
Hofmannstr. 51, 81379 München/Deutschland
Alle Rechte vorbehalten.
Sachnummer: A31003-S2000-U147-5-7619

unify.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 [speaker].

End a Call

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

Use the headset

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

Hold or 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 parties 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.

Programm 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 [menu] to return to phone mode.

Turn Call Forwarding on or off for All Calls

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

Dial from the Call Log

1. Press [call log].
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.

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.

Deflect a Call while ringing

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

Use Mute during a call

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

Switch to Speakerphone Mode during a Call

- US mode: press [speaker] and hang up.
- Default mode: hold down [speaker] until you hang up.

Switch to Handset Mode during a Call

- Lift handset.

Save 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 [menu] to return to phone mode.

List of Programmable Functions

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

* only visible if provided by admin