Key Layout and Operation

Fixed Function Keys

Key	Function	Key	Function
Messages	Access messages (Voicemail, Call log)	Transfer	Transfer a call
Settings	Open User/Admin Menu	Conference	Establish a conference call
Speaker	Activate/deactivate the loudspeaker		
Headset	Activate/deactivate the headset		
Vol. +	Increase volume		
Vol. –	Decrease volume	Hold	Hold a call
Mute	Deactivate/activate the microphone		

Preprogrammed Programmable Function Keys

Forward: Forward incoming calls to a defined destination

Pick up: Pick up enables users in a pick-up group to answer calls for each other

DND: Activate DND (Do Not Disturb)

Forward, Pick up and DND are default settings and can be programmed with different functions.
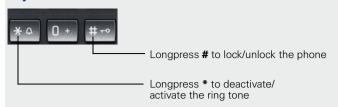
Navigation Keys

Press ∧: Scroll upwards
Longpress ∧: Jump to beginning of the list

Press **OK**: Confirm input or perform action

Press ∨: Scroll downwards
Longpress ∨: Jump to end of the list

Press **Back**: Cancel function, delete character left of cursor, go up one menu level

Key Pad Shortcuts

Longpress **#** to lock/unlock the phone

Longpress ***** to deactivate/activate the ring tone

Display 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
⌀	Ringer is deactivated
⚙	Remote maintenance has been activated
⊖	Do not disturb is activated
⊶	Phone lock is activated
↻	A mobile user is logged on to the telephone

Display Icons during a Call

Icon	Explanation
—	Call is active
HD	Voice connection with high quality (G.722)
⤫	Call has been disconnected
⊣⊢	You have placed the call on hold
⊢	Your call partner has placed the call on hold
🔒	Secure voice connection
🔓	Not secure voice connection

Using your OpenScape Desk Phone IP 35G

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**, or
- For headset mode: dial number and press **OK**.

Redial a Number (last dialed Number)

- Lift handset and press **OK**.

Dial from the Call Log

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

Answer a Call

- Lift handset, or
- For handsfree call: press **Speaker** or **OK**, or
- For headset mode: press **Headset** or **OK**.

Deflecting an Incoming Call while ringing

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

Hold or Retrieve a Call

- During a call press **Hold**.
- To retrieve a call: press **Hold** again.

Make a Conference Call

1. During a call with party A, press **Conference**.
2. Hear dial tone. Party A is automatically on hold.
3. Enter the phone number for party B and press **OK**.
4. Once connected with party B, press **Conference**.
You are now connected in a conference with parties A and B.

Transfer a Call

1. During a call with party A, press **Transfer**.
2. Enter the phone number of party B and press **OK**.
3. You may then either:
   press **Transfer** while party B is ringing,
   or
   wait for party B to answer, announce the call and then press **Transfer**.

Switch to Handsfree Call during a Call

- Press **Speaker** and hang up.

Using your OpenScape Desk Phone IP 35G

Switch to Handset Mode during a Call

- Lift handset.

Switch to Headset Mode during a Call

- Press **Headset**.

Using mute during a Call

- Press **Mute** and the LED lights to show all microphones are muted.
- Press **Mute** again to un-mute.

End a Call

- Hang up, or
- For handsfree call: press **Speaker**, or
- For headset mode: press **Headset**.

Call Voicemail

1. Lift handset or press **Speaker**.
2. Press **Messages**. The mailbox is called.

Program Call Forwarding

1. Press **Forward**.
2. Select "Set a forwarding destination" and press **OK**.
3. Enter the destination number and press **OK**.
A Call Forwarding for all calls is now configured and activated.

Turn Call Forwarding on or off for All Calls

- Press **Forward** and press **OK**.

Program a Programmable Function Key *)

1. Press **Settings**, navigate to "User" and press **OK**.
2. Enter the user password and press **OK**.
3. Navigate to "Phone" and press **OK**.
4. Navigate to "Program Keys" and press **OK**.
5. Press the desired programmable key.
   The LED will be lit.
6. Select "Normal" and press **OK**.
7. Select desired function and press **OK**.
8. Enter additional parameters as appropriate and press **OK**.
9. Select "Save&Exit" in the menu and press **OK**.
10. Press **Settings** to return to phone mode.
The desired function is now configured.
*) It is recommended to either use Web Based Management or to consult the administrator.

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 to the programmed destination
5. Forward no reply	Forwards all incoming calls to the programmed destination if they are not answered
6. Forward busy	Forwards all incoming calls to the programmed destination 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	Activates headset mode
16. Do not disturb	Incoming calls do not ring; callers hear the busy signal
17. Group pickup	Picks up a group call
18. Repertory dial	Dials pre-defined numbers and control sequences
19. Feature toggle	Toggles OpenScape Voice services
20. Show phone screen	Switches to idle screen
21. Directed pickup	Picks up another ringing phone
22. Release	Ends a call
23. Callback	Requests an automatic call back (busy/no answer)
24. Cancel callbacks	Cancels a callback request
25. Consultation	Puts an active call on hold and provides a prompt for dialing
26. Call Waiting	Allows a second incoming call while in an active call
27. Immediate ring	Ringing keyset line without delay (Executive/Assistant configuration)
28. PreView	Preview line details for shared lines
29. Call recording	Records the call on a central Call Recorder
30. Built in fwd	Turns Call Forwarding on/off
31. Pause callbacks	Pauses all callbacks
32. Resume callbacks	Resumes all callbacks