

Important info.:

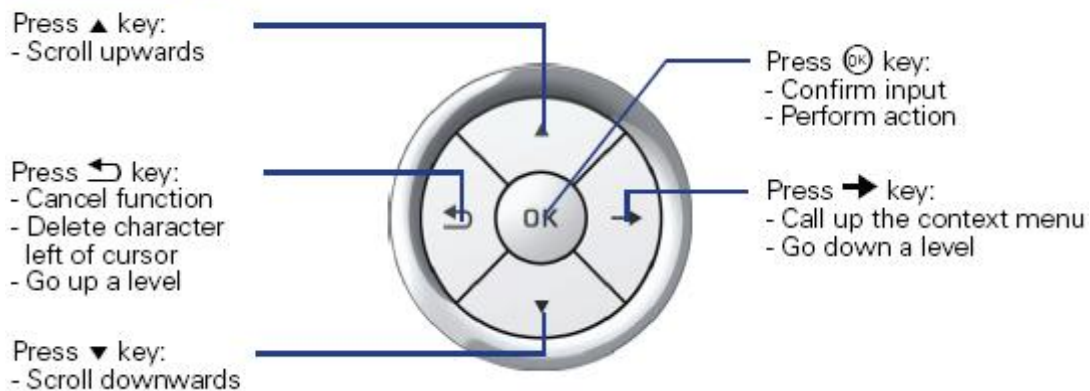
- Do not unplug or move phones to other jacks or wall plates.
*Open a helpdesk ticket at www.fau.edu/helpdesk for all phone, fax, and analog line moves.
- View and download complete Openstage 40 and 20 User Guides and Quick Reference Guides at http://www.fau.edu/irm/phone/phone_features.php
- Your programmed line appearances may not appear until everyone has moved into the new bldg.
- Support Services at 7.6235 is avail. Monday – Friday from 8 am to 5 pm for assistance

SIEMENS
Telephone Reference Guide
OpenScape Voice – OpenStage 40

FAU

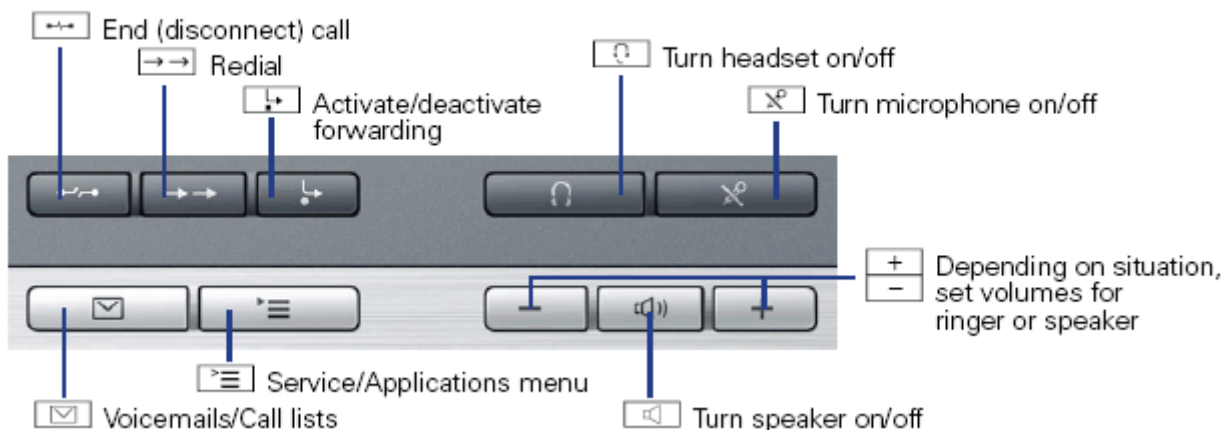


5-way navigator



NOTE: SELECT = OK on Touch Wheel

Function Keys and Audio Keys



Key	Function during text input	Function when held down
*Ⓜ	Write special characters	Deactivate the ring tone.
#Ⓜ	Switch between upper/lower case and digit entry.	Activate telephone lock.


(Below icons appear on Display Screen when feature is activated)

Display		
Components		
1:15pm	Sat 07/27/07	Time and Date
2222	HiPath 8000	Own telephone number and menu icon
1:15pm	07/27/07	Time and Date
(= 1		A new entry in the call lists

Icon	EXPLANATION
	You have received one or more NEW MESSAGES
	One or more new entries have been added to the CALL LIST
	CALL FORWARDING is active
	The DO NOT DISTURB Function is active
	The PHONE LOCK is active

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FEATURE	TOUCHWHEEL MENU/Button Options
<p>ANSWERING AND PLACING A CALL</p> <p>via Handset Speaker Button </p> <p>or Headset </p>	<p>While telephone is ringing – Lift Handset</p> <p>OR</p> <p>Press the Speaker button. (Speaker LED will illuminate)</p> <p>OR</p> <p>Press the Headset button (Headset LED will illuminate)</p> <p> (icon appears in display)</p>
<p>Placing a call:</p> <p><i>NOTE: All telephones have a "hot" keypad that allows immediate dialing without lifting receiver. This will automatically activate the SPEAKER option on each telephone. To move a call from speaker to handset, simply lift handset.</i></p>	<p>EXTERNAL CALLS:</p> <ul style="list-style-type: none"> Dial the 10-digit telephone number <p>INTERNAL CALLS:</p> <ul style="list-style-type: none"> Dial Internal Extension number only
<p>REDIAL</p> <p><i>Enables user to select from their Redial list an internal/external number dialed</i></p>	<ul style="list-style-type: none"> Press the REDIAL button Scroll to and select the number to redial <p>NOTE: To return to the telephony MAIN MENU, press your MAILBOX BUTTON</p>
<p>HOLD</p> <p><i>Place a caller on hold .at your extension</i></p> <p><i>The HOLD ICON will appear in the display as the call is holding. (if applicable)</i></p>	<ul style="list-style-type: none"> LIGHTLY press the HOLD button (hold light will NOT illuminate) The Hold Icon will appear on the display next to call <p>NOTE: Do NOT replace handset in cradle. This will cancel the HOLD feature and call will "ring back."</p> <p>To take the call OFF of HOLD: PRESS line button</p>
<p>TRANSFER</p> <p><i>Transfer a call to another party</i></p> <p><i>* NOTE – If BLIND TRANSFER is selected, the call will immediately transfer to desired extension</i></p> <p>CONSULT</p> <p><i>Consult privately with a 2nd party</i></p> <p>CONFERENCE</p> <p><i>Create a Quick Conference Call (maximum of 16 parties)</i></p>	<ul style="list-style-type: none"> During a call, scroll (>) to and select CONS/XFER OR Scroll to and select BLIND TRANSFER Dial the extension number, select OK (If conducting a Blind Transfer, call is now transferred) If CONSULTING or CONFERENCING Announce the call Hang up or Scroll to and select: <ul style="list-style-type: none"> Alternate (toggles between the two calls) Complete Xfer (sends the call) Conference (joins all parties) Blind Transfer Hold (places current connection on Hold) Disconnect & Return (disconnects current connection and returns to call being transferred) If the party does not answer or does not want to join: Scroll to and select Disconnect & Return

<p>MUTE <i>To temporarily deactivate the microphone on the handset or speakerphone.</i></p> 	<ul style="list-style-type: none"> • Press the Mute button • The light on Mute button will illuminate to ensure feature is activated. • To Deactivate mute, press the lit Mute button • The light on the Mute button will deactivate
<p>FORWARDING</p>	<ul style="list-style-type: none"> • Right arrow to “more features” to program destinations

AUDIO SETTINGS 🎵

Press the **Program / MENU** Button

Access **USER** menu

Scroll ⬆️ to and select **Audio**

Scroll ⬆️ to and select **Volumes** or **Settings**

Scroll ⬆️ to and select **Ringer Melody**

Scroll ⬆️ to and select tone 1 thru 8

Select **Save & Exit** and press **OK**