



A MITEL  
PRODUCT  
GUIDE

# OpenScape Desk Phone

CP710

User Guide HFA

05/2025

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For safety reasons, the telephone should only be supplied with power:

- using the original power supply unit.
- over a LAN with PoE (Power over Ethernet), which complies with the IEEE 802.3af standard.



Never open the telephone. Should you encounter any problems, consult your administrator.



Use only original accessories.

The use of other accessories is hazardous and will render the warranty, extended manufacturer's liability and the CE and other markings invalid.

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For a list of the worldwide Mitel and Unify registered trademarks, refer to the website: <http://www.mitel.com/trademarks>.

## Software update

During a software update, the phone must not be disconnected from the power supply unit or the LAN. An update action is indicated by messages on the display and by flashing LEDs.

## Care and cleaning instructions

- Never spray the phone with liquids as the penetrating fluids can lead to malfunctions or may damage the device.
- Do not use substances such as alcohol, chemicals, solvents or scouring agents, as these substances can lead to surface damage.
- Clean the phone with a soft and slightly damp cloth.

## Online documentation

This document along with additional information is available online at:  
<https://www.unify.com/> → Support.

Technical notes, current information about firmware updates, frequently asked questions and lots more can be found on the Internet at: <https://wiki.unify.com/>.

## Location of the telephone

- The telephone may only be operated using the LAN cabling internally in the building. The device should be connected to the IP infrastructure using a shielded LAN cable: Cat-5 for 100 Mbps or Cat-6 for 1000 Mbps. Make sure in the building installation that this cable shielding is earthed.
- When using the additional Wi-Fi dongle CP10 when connecting the phone to the network, make sure that the network security standards (e.g. encryption) and availability are met
- The telephone is designed for operation in a protected environment within a temperature range of 5 °C to 40 °C.
- Do not install the telephone in a room where large quantities of dust accumulate; this can considerably reduce the service life of the telephone.
- Do not expose the telephone to direct sunlight or any other source of heat, as this is liable to damage the electronic components and the casing.
- Do not install the telephone in bathrooms or shower rooms.

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Unify is committed in terms of its product strategy to bringing environmentally friendly products to market, taking account of the entire product life cycle. Unify strives to acquire the relevant environmental labels for its products in the event that the environmental label programs permit qualification for individual Unify products.

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The Unify products OpenScape Desk Phones have earned the ENERGY STAR. Learn more at [energystar.gov](http://energystar.gov)

## License information

For further information about EULA (End User License Agreement) and Open Source licenses, consult your administrator or the web-based management (WBM).

# Contents

<b>Important information</b> .....	<b>2</b>
Trademarks.....	2
Software update.....	3
Care and cleaning instructions.....	3
Online documentation.....	3
Location of the telephone.....	3
Product-oriented environmental protection.....	4
License information.....	4
General information.....	15
About this manual.....	15
Displays for describing operation.....	15
Service.....	18
Intended use.....	18
Telephone type.....	18
Speakerphone quality and display legibility.....	19
Single-line telephone / multi-line telephone.....	19
Repair and recycling concept, extending performance capability.....	19
<b>Remote configuration for cloud service providers</b> .....	<b>22</b>
Connect the telephone.....	22
From factory defaults to operational telephone.....	22
Entering the deployment PIN.....	22
Starting the remote configuration.....	23
Cancelling the remote configuration.....	23
<b>Getting to know the OpenScape Desk Phone CP710</b>	<b>25</b>
The user interface of the phone.....	25
Function keys.....	26
Fixed function keys.....	27
Programmable function keys on the phone.....	27
Navigation keys.....	28
Audio controls.....	29
Dialpad.....	30
Display.....	33

---

Display brightness .....	33
Display contrast .....	33
Home screen .....	34
Displays on the status line for adjusting the volume .....	41
Voicemail .....	42
Adjusting the display angle .....	42
Context-dependent displays .....	43
Actions with function keys .....	43
Action via dialpad .....	43
Actions with navigation keys .....	43
Ports on the underside of the phone .....	44
Threading the connection cables .....	45
How to use network connections .....	45
Using the USB port .....	46
About key modules .....	46
Function keys on the key module .....	47
Key module KM410 .....	47
Key module KM710 .....	48
Updating the phone .....	49
<b>Operating the OpenScape Desk Phone CP710.....</b>	<b>50</b>
Conversations .....	50
Opening details of a conversation or conducting a call .....	51
Creating or editing conversations .....	52
Searching for conversations .....	54
Filtering conversations .....	59
Displaying the history of a conversation .....	59
Deleting conversations .....	60
Marking all conversations as read .....	60
Telephony interface .....	61
Telephony view .....	61
Programmable function keys .....	63
Programmable keys in the menu “Favourites” .....	63
Programmable keys on the key module .....	64
Program the function keys .....	65
Answering machine (“Voicemail”) .....	65
Inline notification .....	65

Display of the inline notification .....	66
Shortened inline notification .....	66
Cancelling inline notification .....	67
Settings menu .....	67
User settings .....	67
Administrator settings .....	69

## Configuring the phone default settings ..... 70

Adjusting the display brightness .....	70
Screen saver .....	70
Activating the screen saver .....	71
Uploading images for the screen saver .....	71
Setting the screen saver activation interval .....	72
Audio settings .....	73
Switching to a ringer beep .....	73
Pattern melody .....	73
Pattern sequence .....	73
Room character .....	74
Open listening mode .....	75
Setting the headset port use .....	75
Special ringers .....	76
Activating or deactivating the ringer .....	77
Tone and indication with unsecured voice connection .....	77
Adjusting the default volumes .....	78
Adjusting the key clicking sound .....	79
Call settings .....	81
Call waiting .....	81
Allowing call waiting .....	82
Central speed dial numbers .....	82
Speed dial with extension .....	82
Individual speed dial numbers .....	83
Connecting to OpenScape UC .....	83

## Programming the function keys ..... 85

About programming a key .....	85
List of available functions .....	85

Programming a key.....	86
Labelling function keys.....	88
Setting up a selected dialling key.....	88
Resetting all assigned functions to keys.....	89
Programming local features.....	90
How to program a local feature.....	90
How to program a function key with “Send URL”.....	91
Deleting an assigned function from a key.....	91
<b>Making calls.....</b>	<b>93</b>
Incoming calls.....	93
Answering a call via the handset.....	93
Answering a call via the loudspeaker (speakerphone mode).....	93
Answering a call via the headset.....	94
Answering a call with the DSS key.....	95
Accepting calls for a member of the team.....	95
Selectively picking up a call.....	96
Addressed via speakerphone (direct speaking).....	96
Switch microphone on / off.....	96
Ending a call.....	96
Dialling / Calling.....	97
Dialling with handset off the hook.....	97
Dial with the handset on hook.....	98
Dialling with a connected headset.....	99
Choose from conversations.....	99
Calling with a direct station select (DSS) key.....	100
Redialling.....	100
Calling back a missed call.....	101
Using speed dial.....	101
Forwarding calls.....	102
Use call forwarding.....	103
Setting up call forwarding via the call forwarding menu.....	103
Configuring local call forwarding.....	104
Activating immediate call forwarding.....	104
Using callback.....	104
Saving a callback.....	105
Accepting a callback.....	105

Checking or deleting a saved callback .....	105
During a call .....	106
Activating or deactivating the microphone .....	106
Changing the volume .....	106
Switching from handset to speakerphone mode .....	106
Switching from speakerphone mode to the handset .....	107
Switching from headset to speakerphone mode .....	107
Open listening to the room .....	107
Parking a call .....	108
Placing a call on hold .....	108
Being on hold .....	109
Call second participant (consultation) .....	109
Transferring a call .....	110
Accepting a second call (call waiting) .....	110
Carry out DTMF suffix / dial tone .....	111
Rollover .....	111
Importing contacts via WBM .....	111

## Using Bluetooth ..... 113

Discoverability .....	113
Pairing and connecting .....	113
Pairing Bluetooth devices .....	114
Connecting or disconnecting a Bluetooth device .....	115
Transferring contacts .....	115
Receiving a vCard .....	116
Sending a vCard .....	116
Synchronize contacts with a paired device via Bluetooth .....	117
Using a Bluetooth headset .....	118
Pairing and connecting a Bluetooth enabled headset .....	119
Testing a Bluetooth headset .....	119
Using a Bluetooth enabled conference phone .....	119
Pairing and connecting a Bluetooth enabled conference phone .....	120
Testing the Bluetooth enabled conference phone .....	120
Using a Bluetooth hands-free device .....	121
Incoming HFAG call .....	121
Connected HFAG call .....	121
Outgoing HFAG call .....	121

---

HFAG call states in “Conversations”.....	122
Using a Bluetooth keyboard.....	122
Using a Bluetooth “Remote button”.....	123
Trigger on reconnect.....	124
Bluetooth settings.....	125
Activating Bluetooth.....	125
Changing the Bluetooth name of the phone.....	125
Managing Bluetooth devices.....	126
Disconnecting a Bluetooth device.....	126
Disconnecting a Bluetooth enabled device automatically.....	127
Setting the proximity threshold.....	127
Deactivating audio.....	128
Removing a Bluetooth device from the list.....	129
Renaming a Bluetooth device in the list.....	129
Blacklist for Bluetooth devices.....	130
Adding Bluetooth devices to the blacklist.....	130
Removing a Bluetooth device from the blacklist.....	130
Beacon.....	131
Activating “iBeacon” or “Eddystone”.....	131
Connecting to a server for phone beacons.....	132
Setting the UUID.....	132
Setting classes for “Major” and “Minor”.....	132
Setting the interval.....	133
<b>Making calls via multiple lines (“multi-line”).....</b>	<b>134</b>
Line keys.....	134
Line usage.....	135
Meaning of LEDs on line keys.....	135
Preview.....	135
Accepting calls on the line keys.....	136
Activating and deactivating ringing mode (call).....	137
Forwarding calls for lines.....	137
Ring transfer.....	137
Dialling with line keys.....	138
Automatic line seizure.....	138
Manual line seizure.....	138
Call waiting with a direct station select (DSS) key.....	139

During a call.....	139
Holding calls on line keys.....	139
Holding and accepting a call on a line key.....	140
Exclusively holding and accepting a call on a line key.....	140
Directed line pick-up.....	140
Saved number redial for a particular line (stored phone number).....	141
Most recent extension number dialled for a particular line.....	141
Saving an extension number for redialling.....	141
Line mailbox.....	142
Retrieving messages.....	142
Identifying the line used.....	143
Ending connection on a line key.....	143
Entering a call on a line (three-way).....	143
Allowing or preventing entry.....	144
Witness or tape connection.....	145
Accepting calls for the manager in the secretarial office.....	146
Accepting calls for the manager during a call.....	146
Switching calls directly to the manager.....	147
Accepting calls on the manager's phone.....	147
Accepting a call for another management or secretarial team.....	147
Using the second phone for the manager.....	148
Activating or deactivating the second call for the manager.....	148
Using the buzz function.....	148
Messenger calls.....	149
Setting a representative for the secretarial office.....	149
<b>Other settings and functions.....</b>	<b>150</b>
Energy saving mode.....	150
Save appointments.....	151
Appointment function.....	151
Save reminders.....	151
Delete saved reminders.....	151
Using timed reminders.....	152
Using a different phone for a call in the same way as your own.....	152
Identify yourself on another phone.....	152
Switch off identification on another phone.....	153
Set your own connection to another phone (Mobility).....	154

---

Mobility variants .....	154
Connect to “guest phone” .....	155
Connect back to “home phone” .....	155
Transfer connection to next phone .....	156
OpenScape Desk Phone as house call system (intercom system) .....	156
System-wide voice calling .....	157
Speaker call in a group .....	158
Announcement (Broadcast) to all members of a management group .....	159
Forward calls for another connection .....	160
Save destination for other phone - activate call forwarding .....	160
Save destination for fax / PC / busy stations - call forwarding activated .....	161
Check or turn off call forwarding for other phone .....	161
Call forwarding for fax / PC / busy stations .....	162
Change call forwarding for other connection .....	163
Managing avatar images .....	163
Assigning a contact avatar .....	164
Control OpenScape UC preferred device settings from phone .....	165
Watching a video stream through a camera .....	165
How to program a camera .....	165
LED displays for camera keys .....	166
Door opener .....	167
Programming the door opener .....	167
LED displays for door opener keys .....	167
Opening the door without receiving a call .....	167
Receiving a call from the door phone .....	168
Open a video stream before answering a door phone call .....	169
Opening the door .....	169
<b>Special functions for parallel call (ONS) .....</b>	<b>170</b>
Leaving or entering a “hunt group” .....	170
<b>Privacy and security .....</b>	<b>172</b>
Activating or deactivating “Do not disturb” .....	172
Enabling or disabling the speaker call protection .....	172
Caller ID suppression .....	173
Setting the user password .....	173

---

Deactivating the password prompt .....	175
Locking the phone .....	176
Activating the phone lock .....	176
Unlocking the phone .....	176
Dialling emergency numbers .....	177
Secure calls .....	177
Query status in idle mode .....	177
Querying the status when connected .....	177
Information about secure calls .....	178
Identifying anonymous callers ("tracing") .....	178

## Local phone settings ..... 179

Volumes .....	179
Set local ringtones .....	180
Ringer mode .....	180
Select and configure call type .....	180
Secure call alert .....	181
Block dialling for outgoing calls .....	182
Using Microsoft® Exchange .....	182
Displaying network information .....	183
Resetting user data .....	184

## Web interface (WBM) ..... 186

Launching the web interface .....	186
Administrator settings .....	186
Logging into the user settings .....	186
User menu .....	187
Licenses .....	187
Importing contacts via WBM .....	187
Exporting contacts via WBM .....	189

## Fixing problems ..... 190

Caring for your phone .....	190
Troubleshooting .....	190
Messages during remote configuration .....	191

**Index**..... **193**

## General information

### ABOUT THIS MANUAL

This User Guide is intended to help you familiarize yourself with the OpenScape Desk Phone and all of its functions. It contains important information on the safe and proper operation of the OpenScape Desk Phone. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your telephone.

This document contains general descriptions of the technical options, which may not always be available in individual cases. If a function is not available as described on your telephone, please contact your Administrator.

#### Icons used in the manual

Operations and settings that can be made both at the phone and over the web interface are indicated by an icon and page reference.



This icon refers to an operation or setting performed via the web interface.



This icon refers to an operation or setting performed directly on the phone.

Indicates important additional information in relation to handling.

Indicates required intervention by the Administrator.

### DISPLAYS FOR DESCRIBING OPERATION

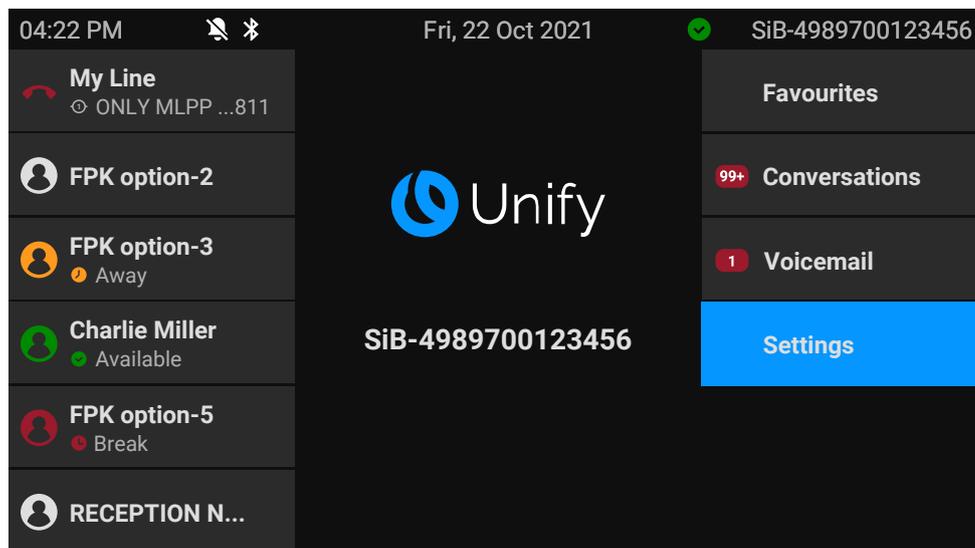
Keys required to perform an action, such as  or  and the associated display text, are shown in the highlighted column on the left. The action is described in the main column on the right.

To improve the legibility of the user guide, the operating steps are not always shown in full.

The option “Contrast” is configured in the following example.

## Selecting and confirming actions

Original illustration on display



### Step-by-step illustration in the user guide

Charlie Miller

The information area on the left of the display is shown in a left-aligned field.

The action area on the right of the display changes colour according to the action required or the status.

Settings

When an action is selected, it will be shown right-aligned in blue.

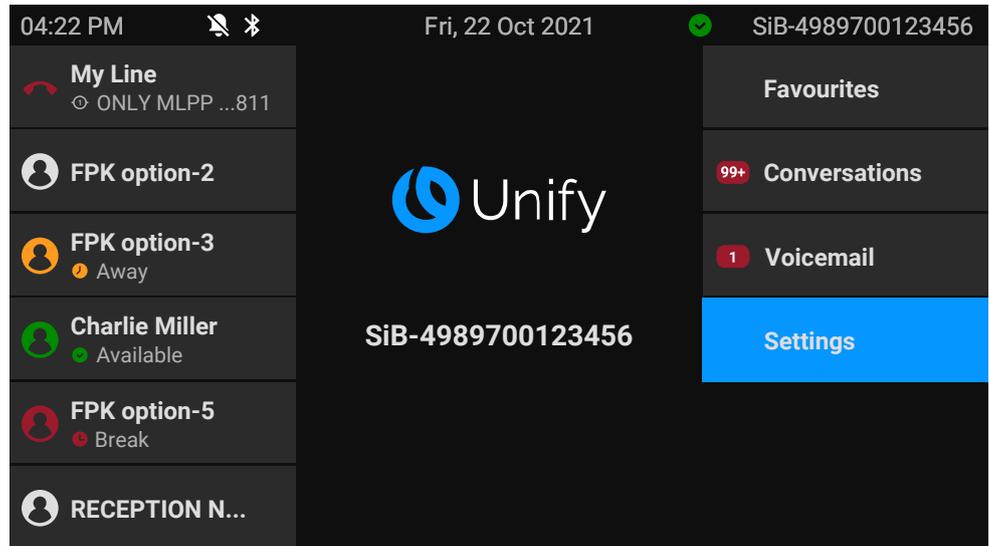
The action is executed by selecting the corresponding function key.

OK

The selected function can also be confirmed using the key "OK".

## Action not selected

### Display illustrations



### Step-by-step illustration in the user guide

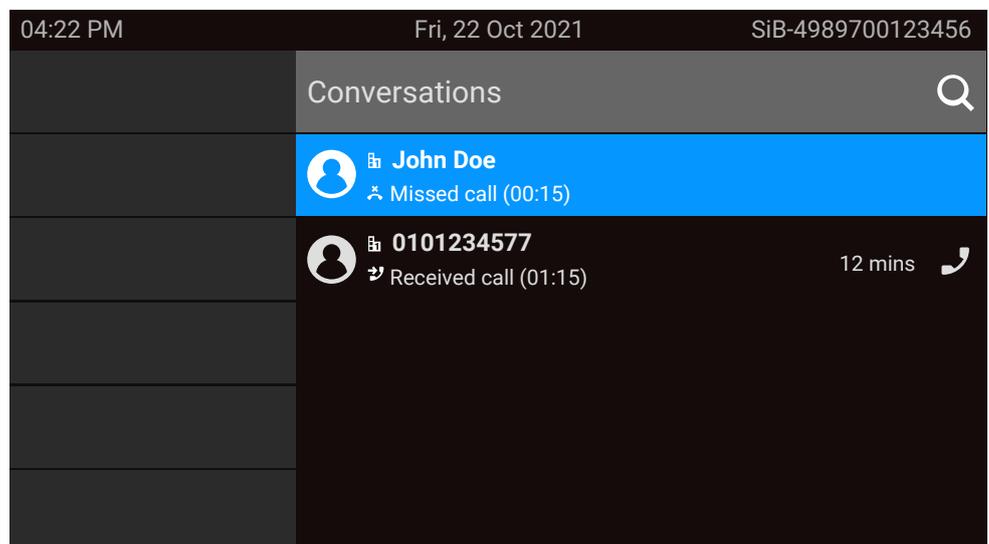
Favourites

When an action is not selected, it will be shown right-aligned in a dark grey colour. The corresponding key is also shown.

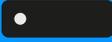
The action can be executed by pressing the key even if it has not been selected.

## Conversation display

When the phone is idle, the first entry in the conversation list is highlighted and selected.



Melanie Miller



#### Information displayed for a selected conversation

If a conversation contact is selected in the list, it will be highlighted in blue.

Accept and select the conversation by pressing the adjacent function key or press  to establish the connection.



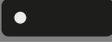
To open the context menu, press the navigation key.

#### Information displayed for a non-selected conversation

A conversation is displayed with a grey background if it is not selected.

Press the adjacent navigation key to establish the connection.

John Doe



## SERVICE

The service department can only help you if you experience problems or defects with the phone itself.

Should you have any questions regarding operation, your specialist retailer or Network administrator will be glad to assist you.

For queries regarding connection of the telephone, contact your Network provider.

If you experience problems or defects with the phone, dial the service number for your country.

## INTENDED USE

The OpenScape Desk Phone CP710 is a desktop unit designed for voice transmission and for connection to the LAN. It can also be used as a workstation device. The OpenScape Desk Phone CP710 can also be connected to Wi-Fi with the additional Wi-Fi dongle CP10.

Any other use is regarded as unintended.

## TELEPHONE TYPE

The identification details (exact product designation and serial number) of the telephone can be found on the nameplate on the underside of the base unit. Specific details concerning your communication platform can be obtained from your administrator.

Have this information ready when you contact our service department regarding faults or problems with the product.

## SPEAKERPHONE QUALITY AND DISPLAY LEGIBILITY

- To ensure good speakerphone quality, the area in front of the microphone (bottom right of the telephone front panel) should be kept clear. The optimum distance is approx. 50 cm.
- Proceed as follows to optimize display legibility:
  - Turn the phone to tilt the display to ensure you have a frontal view of the display and avoid light reflections.

## SINGLE-LINE TELEPHONE / MULTI-LINE TELEPHONE

The OpenScope Desk Phone CP710 can be used as "multi-line telephone", i.e. multiple lines can be configured instead of a single line. Each line is assigned to an individual phone number you can use to make and receive calls.

The programmable keys are configured as line keys on multi-line phones ("Programming the function keys" → page 85).

All lines and their status is displayed in the screen Favourites, configurable with the 12 available programmable keys. You can add more lines by attaching one or more key modules to the phone.

## REPAIR AND RECYCLING CONCEPT, EXTENDING PERFORMANCE CAPABILITY

This section contains additional information in accordance with the basic award criteria for the "Blue Angel" eco-label as specified in RAL-UZ 220. The CPx10 telephones comply with all legal requirements of the country in which they are marketed.

### Recycling and disposal of equipment in the OpenScope Desk Phone family

Return of OpenScope Desk Phone waste equipment.

### **a) Legal and other foundations**

The take-back of equipment and spare parts is based on

- EU Directive 2012/19/EU (WEEE),
- The German "Act Governing the Sale, Return and Environmentally Sound Disposal of Electrical and Electronic Equipment" (ElektroG),
- The criteria of the Blue Angel RAL UZ 220 for "Telephone systems and Corded Voice-Over IP Telephones".

### **b) Separate collection according to ElektroG**

Users of electrical and electronic equipment are obliged to collect waste equipment separately and supply for proper disposal.

This waste equipment must not be disposed of together with unsorted municipal waste (normal household waste). Separate collection is a condition for reuse, recycling and efficient recovery of waste equipment and the basis for the recovery of materials.

### **c) Take-back according to the criteria of the Blue Angel**

In addition to the legal requirements governing take-back of electrical and electronic equipment, Mitel Networks Corporation takes back the OpenScape Desk Phone CPx10 telephones introduced on the market in Germany and manufactured after March 2014. Insofar as no direct collection of this waste equipment has been agreed, the OpenScape Desk Phone end-of-life phones can be returned free of charge to the following address:

eds-r gmbh // rücknahmesysteme  
Maybachstr. 18  
90441 Nuremberg, Germany

### **d) Reuse, recycling and recovery**

Attention is paid to ease of disassembly / recycling of the OpenScape Desk Phone waste equipment as early as the product development stage.

- Reuse: The old appliances are repaired and refurbished and put into the spare parts cycle, where they are then reused.
- Recycling and recovery of OpenScape Desk Phone CPx10 telephones that are no longer usable: Before further treatment, the end devices are roughly dismantled and fed into various recycling processes. The various metals are separated in special shredding plants for electronic waste. Copper and precious metals are further processed in refining. Aluminium and iron are separated and sent to the smelter.

### **Repair reliability and spare part supply**

Mitel Networks Corporation guarantees repair support and spare part supply for up to 6 years following product discontinuation of the OpenScape Desk Phone phones.

### **Expandability of the performance**

The functionality of all OpenScape Desk Phone CPx10 phones can generally be extended by software updates.

If necessary, contact your administrator or system administrator or your sales partner of Mitel Networks Corporation.

# Remote configuration for cloud service providers

## Connect the telephone

Connect the telephone to the LAN. If the power is not supplied by the LAN cable, connect a power supply if appropriate (the power supply is not needed with PoE). The telephone should now boot.

The telephone recognizes based on the stated conditions that a remote configuration is about to be performed and starts the process.

## From factory defaults to operational telephone

This section describes the Remote administration process, from the initial factory defaults to the operational telephone.

If your telephone is already operational, continue reading from section "[Getting to know the OpenScape Desk Phone CP710](#)" → page 25.

You can start up your new OpenScape Desk Phone yourself using a remote maintenance function. The prerequisites for this are:

- The administrator has provided you with a PIN for the initial start-up.
- You have a LAN connection with access to the internet.
- You have a new CP710 phone that you want to start up using the remote maintenance function.

## Entering the deployment PIN

The first time you start up the telephone, it will automatically check the remote administration requirements. If the requirements are met, you are prompted to enter the "Deployment PIN" (**Cloud PIN**).





Enter the PIN you received from the administrator. Only numeric characters are accepted.



Confirm the entry.

## Starting the remote configuration

1. Press and hold the key  before plugging in the Ethernet cable (PoE) or power supply. The display for entering the PIN is displayed.
2. Enter the PIN. Once you have entered a valid PIN, the remote configuration of the telephone starts automatically.

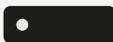
Once the configuration is concluded, the telephone is operational with the required settings. You can now make calls.

New operating system software may be downloaded and installed during the remote configuration. If this happens, reboot the telephone after the remote configuration.

## Cancelling the remote configuration

You can stop the process in order to continue the configuration manually before entering the PIN or after entering an invalid PIN.

- The remote configuration is concluded once you enter a valid PIN. The process can no longer be cancelled at this stage.
- If an error still occurs even though a correct PIN has been entered, repeat the configuration by restarting the telephone.
- Likewise repeat the process following a cancellation by restarting the phone, assuming you have not already started the manual configuration.



Press the key. The following message is displayed:

Abort deployment



Press the key to confirm that the process is cancelled. The following message is displayed:

Deployment aborted

The telephone is set to the factory defaults and must be configured manually by you or the administrator. Optionally, repeat the remote configuration by restarting the telephone.

---

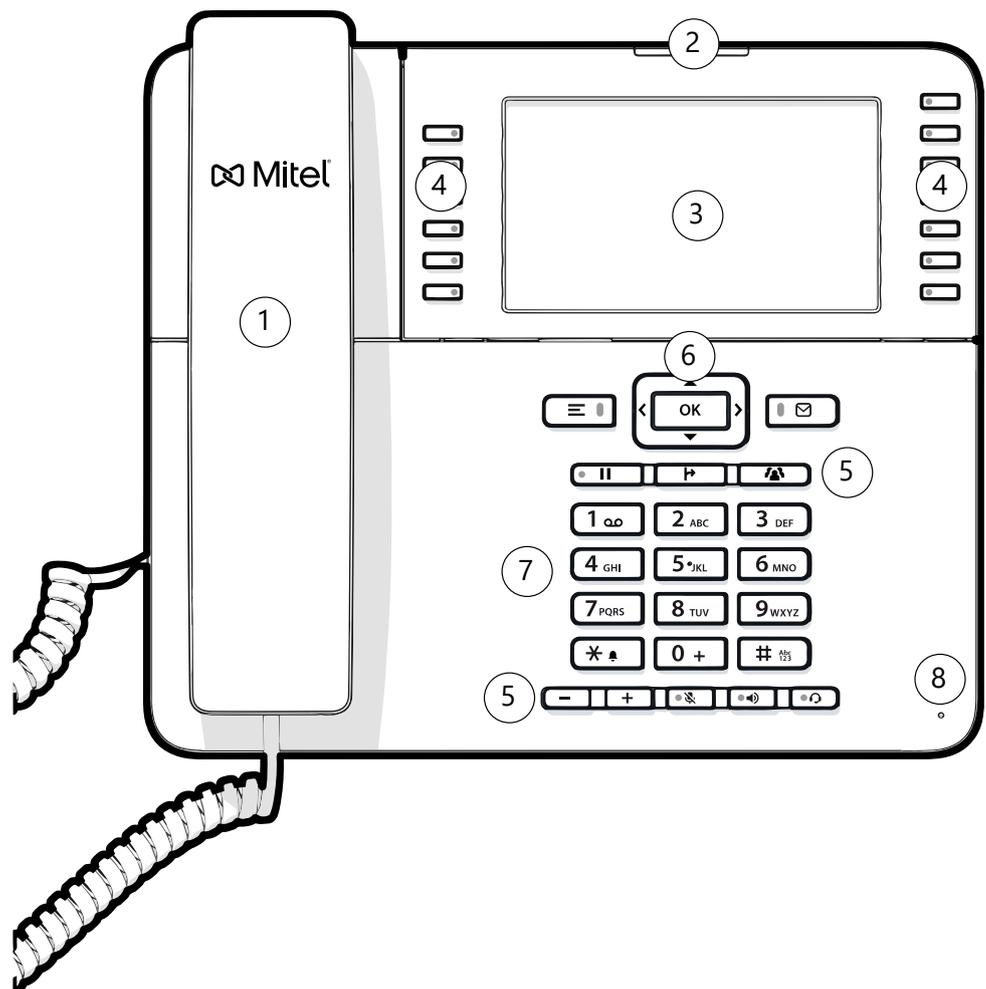
Note that all “No telephony possible” errors are hidden as long as Cloud Deployment is in progress.

When Cloud Deployment is complete then any error codes that are still relevant will be shown as error notifications.

# Getting to know the OpenScape Desk Phone CP710

The following sections describe the most frequently used controls and displays.

## The user interface of the phone



1 You can make and receive calls as normal using the **handset**.

2 The **status LED** displays the phone connection status. Incoming calls and new voice mails are visually signalled via the notification LED.

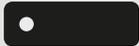
3	The <b>display</b> shows information during telephone operation.
4	<p>The <b>programmable function keys</b> on the left of the display can be set to various functions.</p> <p>The <b>fixed function keys</b> on the right of the display correspond to the fixed functions on the display.</p>
5	<p>The <b>function keys</b> (non-programmable) are assigned to the following functions:</p> <ul style="list-style-type: none"> <li>: Provides access to the user menu for locally controlling the phone settings.</li> <li>: Allows voice mails to be managed.</li> <li>: Hold or retrieve the active call.</li> <li>: Transfer a call to another contact.</li> <li>: Enable access to the conference functions.</li> <li>: Activate or deactivates the speakerphone during an active call.</li> <li>: Activates or deactivates the headset.</li> <li>: Increases or decreases the speaker or headset volume.</li> <li>: Activates or deactivates the microphone. This prevents the other party from listening in, e.g. when consulting with someone else in the room or in case of background noise.</li> </ul>
6	The <b>navigation keys</b> help you navigating through the various phone functions, applications and configuration menus.
7	The <b>dialpad</b> can be used to enter phone numbers and write text.
8	You can interact with calls with the <b>microphone</b> even when the handset is hung up.

## FUNCTION KEYS

Function keys on the phone can have the following options:

- “Soft keys” or with a function that is assigned through the settings (see "Programming the function keys" → page 85)

- Function keys with predefined functions that cannot be changed, e.g. for “Favourites”.

Key	Function when key is pressed
	Function key next to the display: Activates the function shown next to the key on the display or opens an additional menu.  If there is no description on the display next to the key, the key is not active.

## FIXED FUNCTION KEYS

You can switch to the function applied to these keys.

Key	Function when key is pressed
	Switches between current screen and main menu (see "Different display interfaces" → page 1).
	Switches to Presence and back (see "Presence" → page 1).
	Provides access to the voice mail system
	Puts current call on hold, or retrieves from hold
	Transfer key: puts a call on hold and gives you dial tone to call another party
	Establishes a conference call

## PROGRAMMABLE FUNCTION KEYS ON THE PHONE

Your OpenScape Desk Phone has twelve programmable function keys (with LED) on both sides of the display which you can program with different functions or phone numbers.

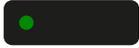
Each programmable function key has two levels and functions can be programmed on either level.

The status of a function is shown by the LED display for the corresponding function key. Depending on how they are programmed, you can use the keys as follows:

- Function keys, see "Programming the function keys" → page 85

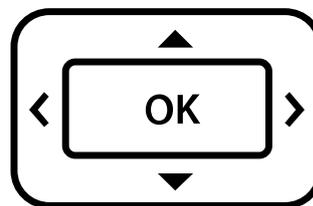
Line and direct station selection (DSS) keys can only be programmed by the administrator via the program or service menu.

## Meaning of LEDs on function keys

LED		Meaning of function key
	Off	The function is deactivated.
	Lights up green	The function is activated.
	Lights up red	The line is busy (line or DSS key).
	Lights up green	Call forwarding is active.
	Blinking green	A Group pickup call is available. A call is incoming (line or DSS key).
	Blinking amber	A recall is active (only line key). A call is on hold (only line key).

## NAVIGATION KEYS

This control allows you to move between input fields and navigate in lists and menus.



The pictograms for the navigation keys in this manual do not look identical to the navigation keys on the hardware.

Key / pictogram	Functions when key is pressed
	<ul style="list-style-type: none"> <li>In lists and menus: One level up</li> <li>Entry selected: Cancel action</li> <li>In input fields: Delete character to the left of the cursor</li> </ul>
	<ul style="list-style-type: none"> <li>In lists and menus: One level down</li> </ul>
	<ul style="list-style-type: none"> <li>In lists and menus: Scroll up</li> <li>Press and hold: Skip to the start of the list or menu</li> </ul>
	<ul style="list-style-type: none"> <li>In lists and menus: Scroll down</li> <li>Press and hold: Skip to the end of the list or menu</li> </ul>
	<p>With entry selected:</p> <ul style="list-style-type: none"> <li>Perform action</li> <li>Confirm your selection</li> </ul>

## AUDIO CONTROLS

### Audio keys

Key	Function when key is pressed
	Activates and deactivates the loudspeaker "Answering a call via the loudspeaker (speakerphone mode)" → page 93.
	Activates and deactivates the headset "Answering a call via the headset" → page 94.
	Activates and deactivates the microphone (also for speakerphone mode) "Activating or deactivating the microphone" → page 106.

### Volume



Use the controls to adjust the properties of your phone, for example the volume.



Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x	13x	14x	15x	16x	17x
	t	u	v	8	ü												
	w	x	y	z	9												
	.	*	1	#	,	?	'	"	+	-	(	)	@	/	:	_	
	0	+															
	(d)																

- (a) Special characters (not in 123 mode)
- (b) Space
- (c) Extended character
- (d) Toggle between uppercase and lowercase and number entry

## Multi-function keys

Key	Function during text input	Function when held down
	Types special characters	<ul style="list-style-type: none"> <li>• 2 seconds: Ringer off</li> <li>• 3 seconds: Beep rather than ringer</li> </ul>
	Switches between uppercase and lowercase text and number entry: <ul style="list-style-type: none"> <li>• "Abc" mode</li> <li>• "ABC" mode</li> <li>• "123" mode</li> </ul>	Activates the telephone lock
	Types special characters (not in 123 mode).	Calls the answering machine.

## Input editor

Additional options are available in the text editor. This is used when programming a forwarding destination, for example. In this way, you can, for example, move the cursor freely and copy or insert text.

OK

Use the key to select further editor functions via the navigation keys and confirm each one of the following items:

- OK: Applies changes and closes the editor
- Delete: Deletes characters from right to left
- Cancel: Discards changes and exits the editor

- Mode (# can also be used here to switch):
  - 123: Digits only
  - ABC: Uppercase letters only
  - Abc: First letter in uppercase, subsequent letters in lowercase
  - abc: Lowercase letters only
- Move cursor left: Moves the cursor to the left
- Move cursor right: Moves the cursor to the right
- Copy: Copies the entire content to the clipboard
- Paste: Inserts the entire content from the clipboard at the cursor position

## Text input

Where text input is possible, you can use the dialpad to input text, punctuation and special characters in addition to the single-digit numbers 0...9 and the hash-tag (#) and asterisk (\*) symbols.

### Example



To enter the capital letter "U", press the hash key  on the dialpad. All available characters for this key are displayed during input below the input field.

- Press the numerical keys repeatedly to enter the letter.
- To enter a digit in an alphanumerical input field, press the relevant key and hold it down.

Complete your input by pressing the corresponding function key.

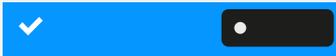
## Number input

If you press a dialpad key when the phone is in idle mode, the screen displays an input field for entering single-digit numbers.



You can only enter the numbers 0...9 as well as the characters \* and # via the dialpad in 123 mode (indicated at the left-hand margin of the input field).

Alphabetic labelling of dial keys is also useful when entering vanity numbers (letters associated with the phone number's digits as indicated on the phone spell a name, e.g. 0700 - PATTERN = 0700 - 7288376).



Complete your input by pressing the corresponding function key.

## Display

The various screens displayed in the following sections depend on the configuration by the administrator. Some items may not be displayed if not configured.

### DISPLAY BRIGHTNESS

You can adjust the display brightness to suit your ambient lighting.

Press the key to open the main menu.



Open "Service/Settings".



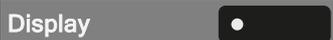
Open "User settings".



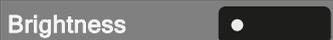
Enter and confirm the user password, if required.



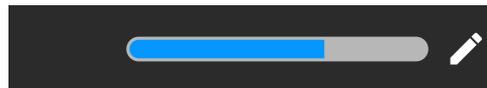
Select "Phone".



Select "Display".



Select "Brightness". The current setting is displayed.



Select "Edit".



Use the function key to increase the value.



Use the function key to decrease the value.



- Optionally, use the keys on the dialpad.

Save the setting.



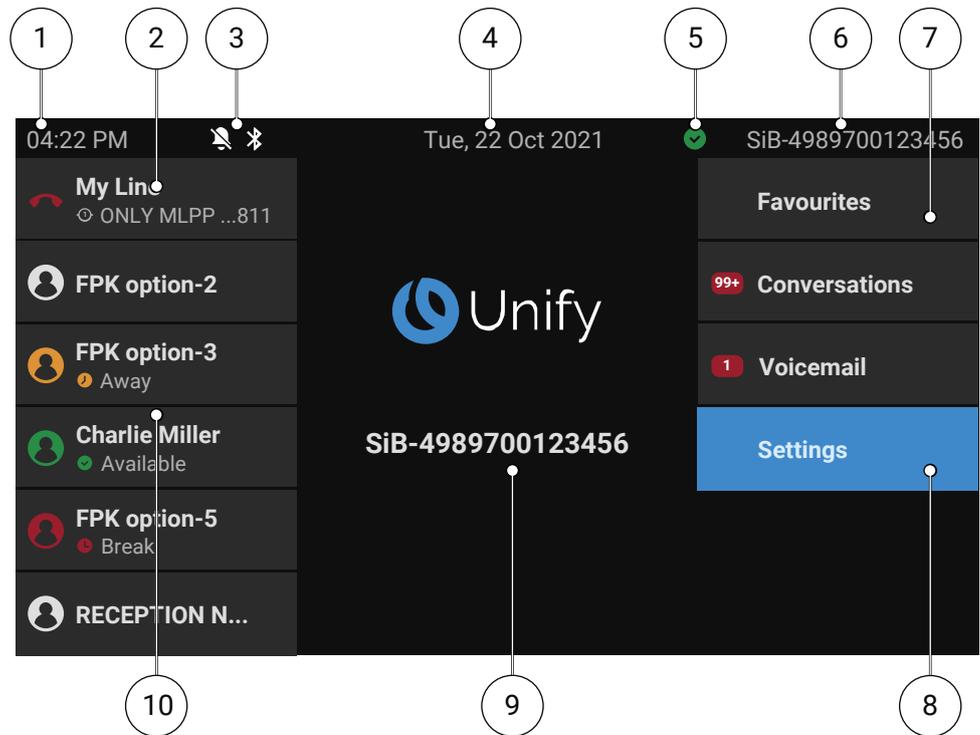
### DISPLAY CONTRAST

The OpenScape Desk Phone OpenScape Desk Phone CP710 comes with a high-resolution colour LCD display.

The contrast settings cannot be changed.

## HOME SCREEN

If no calls are taking place or settings being made, the phone is in idle mode.



1	Time screen
2	Line status
3	Status icons
4	Date and time
5	Presence status
6	Phone number
7	Menu options (e.g. for other screens)
8	The selected menu option is highlighted
9	Phone's own identity
10	Permanent programmable keys



Press this key to return to the home screen from a voicemail menu (see "Voicemail" → page 42).



Press this key to return to the home screen from the **Program** or **Service** menu.

## Icon overview

Icons for different situations and options are displayed on the phone screen.

### Status bar

The status bar at the top of the screen displays the current time, phone status, presence status, and the phone number or name. Different icons represent different situations and status.

When the phone is idle, the status bar displays also the current date. The current date interchanges with Bluetooth sensor reading information, if a Bluetooth temperature sensor has been paired with the phone.

When the phone has a call, the status bar also displays information about the current call.

Icon	Meaning
	Deactivated ringer
	The ringer is set to a beep
	Function "Forwarding on all calls" enabled
	Recording is set to auto-start. Recording is flashing if a recording is in progress.
	Recording can be started manually.
	Remote access is activated. When active, the icon is flashing.
	Bluetooth keyboard is paired.
	Bluetooth remote device is paired.
	Bluetooth function activated
	Bluetooth function is activated and a device is connected

Icon	Meaning
	Battery level of the connected Bluetooth device.
	
	Battery level of the connected Bluetooth device, when the device has a call.
	
	Bluetooth temperature sensor reading.
	Bluetooth humidity sensor reading.
	Mobility function is activated and the mobility login is complete.
	Mobility data synchronization is in progress.
	A mobile user is logged on to the telephone.
	The function "Do not disturb" is enabled
	Phone is locked

### Call status

Various icons are displayed indicating the call status.

Icon	Meaning
	Active (connected) call.
	Active (connected) HD call.
	Active (connected) Bluetooth HFAG

Icon	Meaning
	Active (connected) video call
	Call that has encountered a "Busy" condition.
	Answered call (old)
	Missed call
	Dialled call
	Call on hold
	New voice mail
	Call you forwarded
	Call you forwarded unconditionally
	A call that has encountered "Unobtainable".
	Incoming call
	Incoming Bluetooth HFAG call. When busy, the icon is flashing.
	Ignored call waiting call
	Call back
	Unsecure call
	Secure call
	Ringer

Icon	Meaning
	Call moved to mobile number

### Navigation

Various icons are displayed indicating the navigation options.

Icon	Meaning
	Expandable list
	Expanded list
	Options
	Scroll up or down in lists
	Cancel
	Information
	Back to previous entry or list
	Blacklist
	Call log
	Search
	Filter in lists
	Settings
	Mailbox
	Video available

Icon	Meaning
	Phone is locked

### Communication

Various icons are displayed indicating the communication options, i.e. how to handle an incoming call.

Icon	Meaning
	Accept call
	Deflect call
	Call on hold
	Redial
	Repertory call
	Conference call
	Add caller to conference
	Transfer
	Select line
	Number of events (1...99, additional events are marked with a "+"-sign)
	Park a call

### Line status

Various icons are displayed indicating the line status.

Icon	Meaning
	Connection on line 1 (the digit displays the line number)
	Line busy
	Line active
	Line on hold
	Line alert
	Unregistered line

### Presence status

Various icons are displayed indicating the availability and presence status.

Icon	Meaning
	Available
	Busy
	Do not disturb
	Be right back
	In meeting
	Offline

### Connectivity status

Various icons are displayed indicating the connectivity status.

Icon	Meaning
	Mailbox
	USB available
	Unsecure Wi-Fi connection. The strength of the signal is indicated by the “filling”.
	Secure Wi-Fi connection. The strength of the signal is indicated by the “filling”.
	Active Wi-Fi setting with no connection.

### Contact information

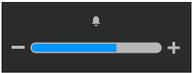
Various icons are displayed indicating the contact information type.

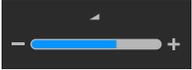
Icon	Meaning
	Work phone number. The small digit displays the primary or secondary work phone number.
	Mobile phone number
	Private (“home”) phone number

## DISPLAYS ON THE STATUS LINE FOR ADJUSTING THE VOLUME



Use the keys to adjust the ringer, handset and speaker volume. The following status messages are displayed:

Display	Meaning
	Ringer volume in 10 levels

Display	Meaning
	Ringer volume in 10 levels when the ringer is switched off
	Handset or speaker volume in 10 levels after picking up the handset or switching to speakerphone mode.

## VOICEMAIL

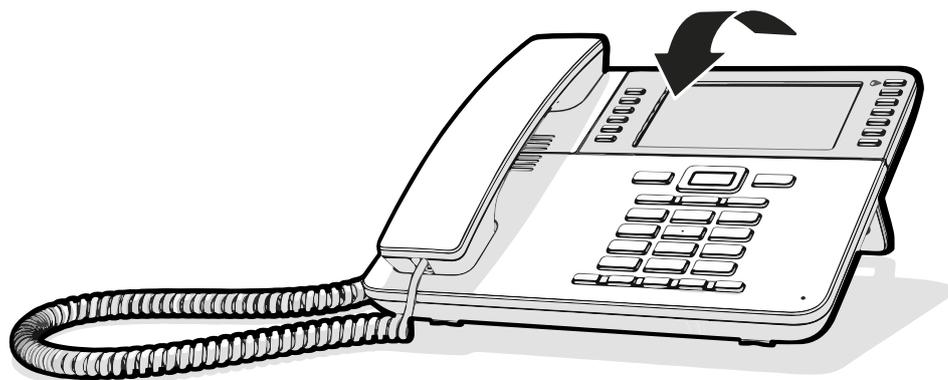
Press the key shown.

If your telephone is connected to a voicemail system (such as Smart Voicemail), the key lights up on incoming messages in addition to the notification LED.

An corresponding message is displayed.

You cannot delete (new) voice messages that you have not listened to in full. To mark a message as "listened to", press **6 MNO** **6 MNO** to jump to the end of the message.

## ADJUSTING THE DISPLAY ANGLE



You can tilt the display. Adjust the display unit for best readability. The display snaps into position.

## Context-dependent displays

Depending on the current situation, the display on the phone displays different content.

## ACTIONS WITH FUNCTION KEYS

### Initiating the search function

Select "Search" to start an alphanumeric search (see "Searching for conversations" → page 54).

Use the function key adjacent to the conversation entry to dial the respective contact.

You can select a conversation by using the navigator keys for scrolling, and open the details of the conversation with the key  (see "Opening details of a conversation or conducting a call" → page 51).

## ACTION VIA DIALPAD

Press any key on the dialpad to start dialling a phone number with automatic phone number searching.



123



As soon as you enter the first digits, an input field opens for selecting the phone number and you will be shown conversations that match the input to date in the corresponding positions.

If the conversation is already shown in the list before your input is complete, you can dial the number immediately using the associated function key or start a call with a new number (see "Opening details of a conversation or conducting a call" → page 51).

## ACTIONS WITH NAVIGATION KEYS

### Viewing details

You can open a selected conversation entry displaying a right arrow icon  by pressing the navigation key  to see the associated details.

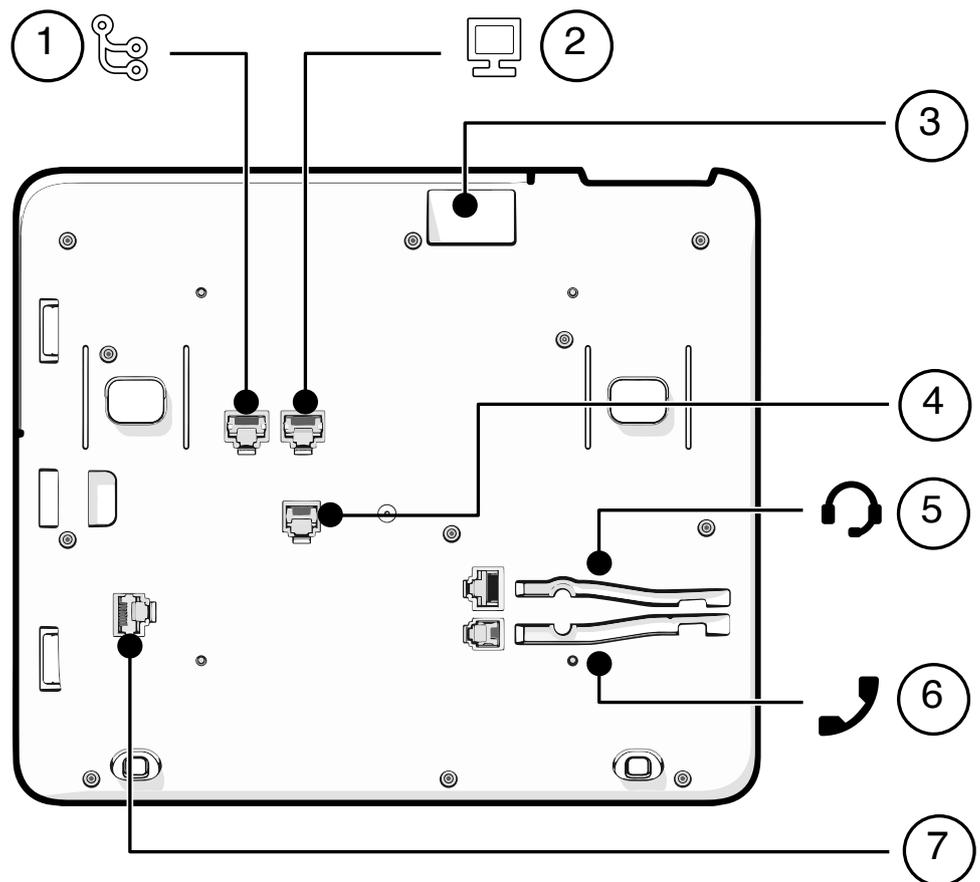
### Activating an application

You can use the key “Settings”  to toggle, for example, between the main menu and the settings screen.

### Browsing lists

You can use the Navigator keys to scroll through entries and confirm the functions.

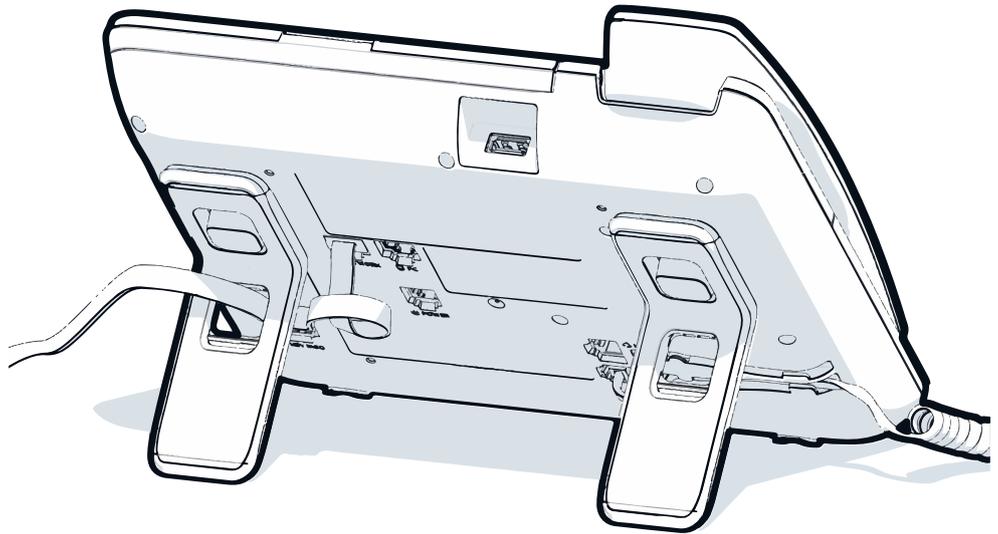
## Ports on the underside of the phone



1	Network LAN port	2	PC LAN port
3	USB-A port	4	Optional power supply
5	Headset port	6	Handset port
7	Key module port		

**Note** The key module is not “hot-swappable”: Always switch off the phone before removing or connecting a key module.

## THREADING THE CONNECTION CABLES



The picture shows an example of the OpenScape Desk Phone series. Your actual phone may look different.

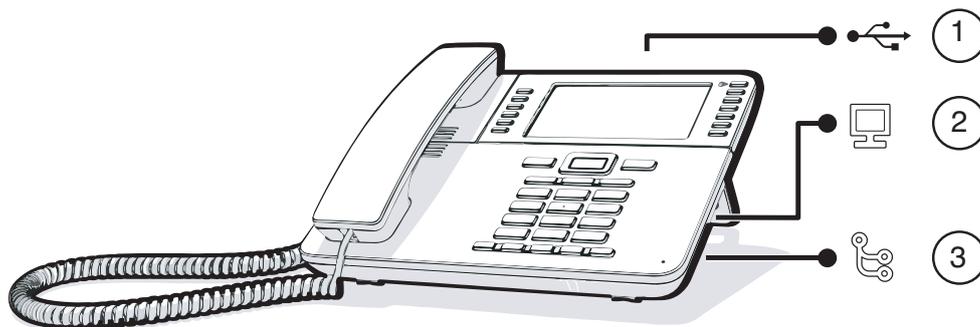
Thread the connection cables on the back of the phone through the holes in the stand. Arranged in this way, the device always has a secure stand.

## HOW TO USE NETWORK CONNECTIONS

The OpenScape Desk Phone provides a 1 Gb/s Ethernet switch and a USB port. An internal Ethernet switch connects the PC LAN port of the phone with the network LAN port to the PC.

This option for connecting the telephone and PC must be activated on the telephone by the administrator.

Using this connection option saves one network port for each switch used and allows shorter network cables to be used when arranged correctly.



1	USB port	2	PC LAN port
3	Network LAN port		

## USING THE USB PORT

The USB type A port above the display can be used for connecting the following items:

- A USB headset, not included.
- A mobile ION handset (DECT), not included.
- The Wi-Fi USB dongle CP10 as a replacement for the LAN connection cable, not included.

A Wi-Fi network is required (see the Admin Guide for more information on how to set up the Wi-Fi connection).

Do not unplug the USB dongle during calls, as this disrupts the network connection.

## About key modules

The OpenScape Desk Phone CP710 can be extended with key modules that provide additional programmable function keys.

The key modules are attached to the right side of the phone and must be connected to the socket on the underside (see "Ports on the underside of the phone" → page 44).

The following types of key module can be attached:

- KM410
- KM710

Up to four key modules can be simultaneously attached to the OpenScape Desk Phone CP710, but they must be of the same type: either KM410 or KM710, not both.

## FUNCTION KEYS ON THE KEY MODULE

When you have pressed the corresponding function key on the key module, the status icon on the key changes, and possibly also the information shown on the display.

### Key module KM710

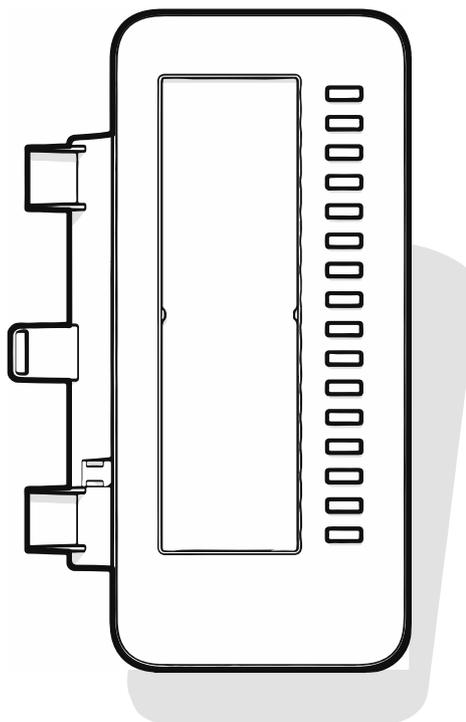
A function or selected dialling can be programmed on two levels (“normal” and “shifted”) that can be invoked by pressing the key  below the function keys, thereby doubling the functions that can be assigned to the key module (see “Programming the function keys” → page 85).

An icon at the bottom of the lower display indicates the current level by a solid left bar for normal level or a solid right bar for shifted level.



Use this key on the key module to switch between levels.

## KEY MODULE KM410

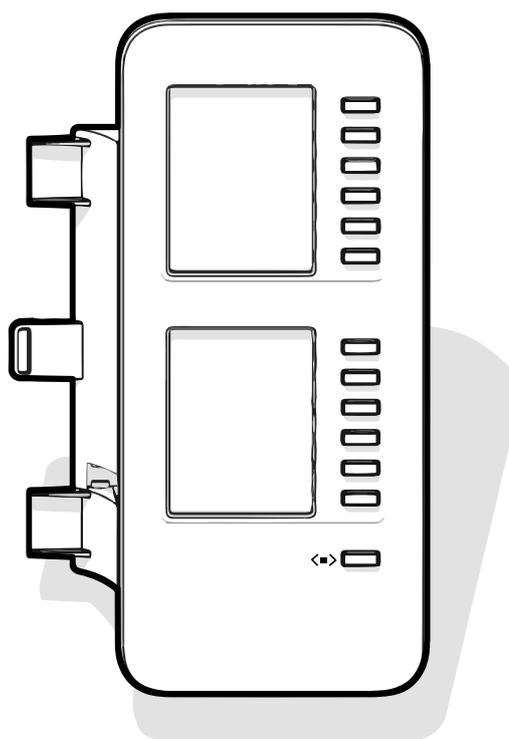


The KM410 is an optional key module attached and connected to the right side of the phone that provides an additional 16 illuminated and programmable function keys (see "Programmable function keys" → page 63).

The key module has a panel that can hold a hard paper label informing about the corresponding key assignments.

The status of a function is also shown by the LED on the corresponding key.

## KEY MODULE KM710



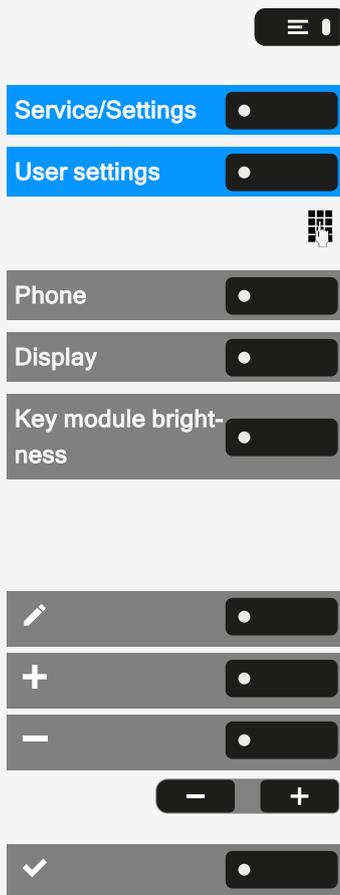
The KM710 is an optional key module attached and connected to the right side of the phone that provides an additional 12 illuminated and programmable function keys at two levels, i.e. additional 24 functions (see "Programmable function keys" → page 63).

The key module has display lines, each of which is assigned to a key. The name of the function or a destination, an action icon, and a status icon are displayed.

The status of a function is also shown by the LED on the corresponding key.

### Key module label brightness

If you have connected a key module KM710, you can adjust the label brightness to suit your ambient lighting.



Press the key to open the main menu.

Open “Service/Settings”.

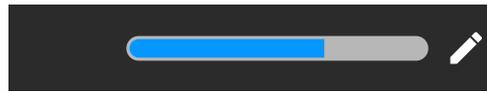
Open “User settings”.

Enter and confirm the user password, if required.

Select “Phone”.

Select “Display”.

Select “Key module brightness”. The current setting is displayed.



Select “Edit”.

Use the function key to increase the value.

Use the function key to decrease the value.

- Optionally, use the keys on the dialpad.

Save the setting.

## Updating the phone

The phone application (“software” or “firmware”) is regularly updated by the administrator to keep the safety and function of the software at the current level.

During a software update, the phone must not be disconnected from the power supply unit, the LAN line or the phone line.

An update process is indicated by messages on the display and by flashing LEDs.

# Operating the OpenScape Desk Phone CP710

The following descriptions provide an overview of how to operate the phone.

Before operating, you should set up the user password to protect the phone against unauthorized use (see "Privacy and security" → page 172).

## Conversations

A conversation represents a contact and your call history with this contact. If a contact has not been involved in a call, they have no call history.

New conversations are available for the following conversation types:

- A previously answered call
- An outgoing call
- A dialled call
- A missed call
- An Exchange entry following automatic synchronization
- An entry from a corporate directory if a new number was used (LDAP)
- Received contact information via Bluetooth



Conversations can also be imported as CSV via the WBM (see "Importing contacts via WBM" → page 187).

The call history of a conversation is updated when the phone has been involved in a call with the contact. The contact details may be updated to match their LDAP directory entry (if configured by admin).

04:22 PM		Fri, 22 Oct 2021		SiB-4989700123456	
 <b>My Line</b> ONLY MLPP ...811	 History: Laura Davis				
 <b>FPK option-2</b>	 30.10.21 – 03:39 AM	 5 mins			
 <b>FPK option-3</b> Away	 09.10.21 – 19:13	 1 mins			
 <b>Charlie Miller</b> Available	 08.09.21 – 12:15	 104 mins			
 <b>FPK option-5</b> Break	 01.09.21 – 10:19				
 <b>RECEPTION N...</b>	 21.08.21 – 03:00 PM	 54 mins			

The status of a conversation is displayed with an icon and text.

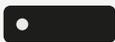
The list is ordered chronologically based on the last event. The latest entry appears at the top of the list. Active calls are displayed before the historical conversations.

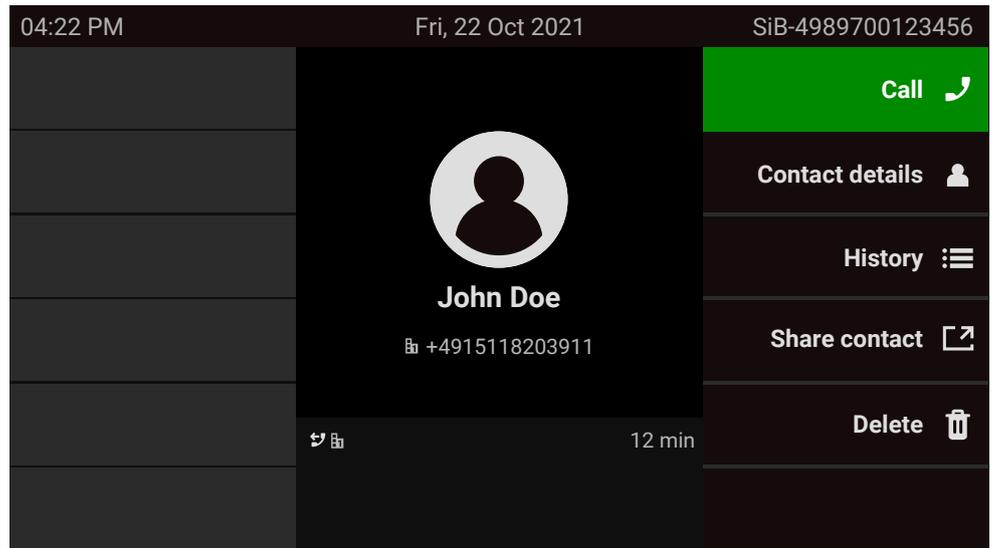
For the meaning of the various icons displayed on the screen, refer to "Icon overview" → page 35.

## OPENING DETAILS OF A CONVERSATION OR CONDUCTING A CALL

You can open a selected conversation by one of the following methods:

- Using a navigation key
- Using the corresponding function key
- Using the navigation key for a selected conversation





Contact details



Select “Contact details”. This displays the contact details for a conversation.

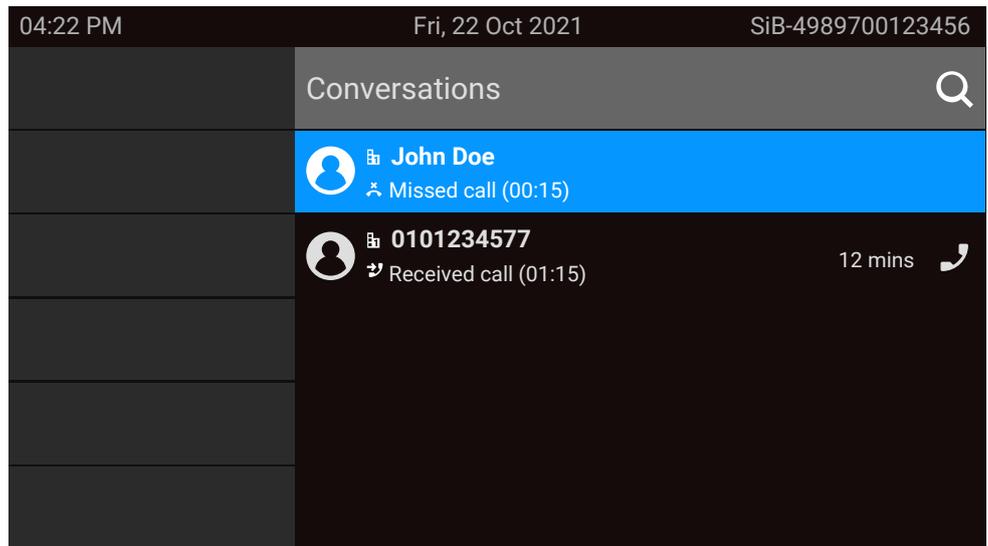
## CREATING OR EDITING CONVERSATIONS

Conversations are created based on dialled or received calls. New contacts are synchronized with the phone when connected to the Microsoft® Exchange server.

When the LDAP has found a contact and you call that contact, this contact is transferred to conversations.

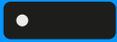
### Example

You receive a call from a contact for whom a conversation does not yet exist in the list. When you have hung up again, this contact appears in your conversation list with the phone number only unless it was matched to an entry in the LDAP directory.



Open the details of the conversation using the navigation key.

Contact details



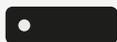
Select "Contact details".



Select the corresponding icon to open the edit mode. You can complete the following fields for a contact:

- Last name: Last name of the contact
- First name: First name of the contact
- Work x: Work phone number. Additional work phone numbers are displayed below the first entry.
- Mobile: Mobile phone number
- Home: Home phone number
- Company: The company the contact is working at
- Address x: 1: First address where the contact can be reached. Additional work addresses are displayed below the first entry.
- Role: Job title of the contact
- Email: Email address of the contact
- Avatar: Image of the contact

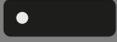
The avatar image must have been imported to the phone, either by an LDAP lookup or via WBM. The avatar field requires the name of the avatar file to be entered as text (see "[Managing avatar images](#)" → page 163).



Press the function key next to the input field to complete input.



Press the navigator key.

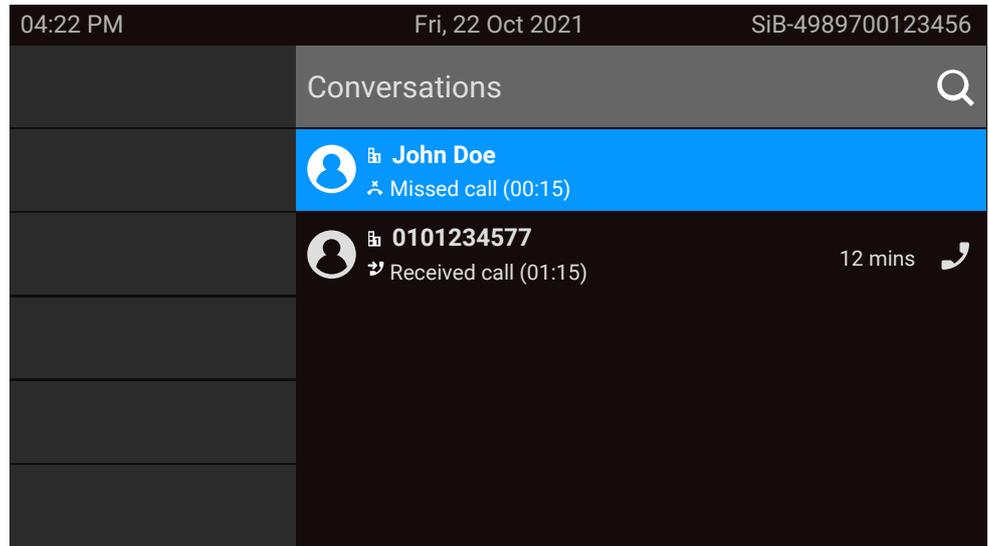


Save the setting.

You can add missing fields values also at a later time. The information is shown on the display the next time you call this contact.

## Create a new contact from the conversation list

You can create a new contact from the conversation list with no previous history.



Scroll to the header row of the list “Conversations” using the navigation key.



Press the navigation key to access the list of conversation options.



In the “List options” select the option displayed. The new contact can be now created (refer to “Creating or editing conversations” → page 52).



Save the setting.

## SEARCHING FOR CONVERSATIONS

You have a multiple options available for initiating a search for conversations. To call the contact for the conversation immediately and if you know the phone number you can do one of the following steps:



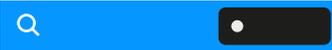
Lift the handset.



- Optionally, press the speaker key.



- Optionally, press the headset key.



To search in the conversations list, open an numeric input field by pressing the function key.



Enter the first digits of the phone number to see all phone numbers starting with the digits in the search box.

Use the key  to switch from numeric to alphanumeric input.

Press the function key next to a search result to call the contact.

## Search for names (alphanumeric search string)

Searching for text strings (alphanumeric search) depends on the configuration of the LDAP. The LDAP is configured by the administrator to use common directories on the network.

### LDAP is not configured

The phone searches in the local conversation list, e.g. for 'Am' and lists all conversations that contain the letter pairing 'am', such as "Ampere" or "Samara" chronologically.

### LDAP is configured

If LDAP is configured, the search looks for LDAP entries with 'Am' in the last name by default. The phone finds all entries where 'Am' appears at the beginning, (e.g. 'Ampere', 'Ambos'), but not in other positions (e.g. 'Samara').

The results are shown below the local conversation matches and are sorted by first name in the local conversations list.

- **Advanced LDAP search**

From V2.R0.18.0 and onwards, if the SIP server type is set as "ZOOM" by your administrator, the phone supports searching for a sub-string match in multiple fields:

- Lastname, Firstname, Phone Number, Extension Number.

If the SIP server type is set as 'ZOOM', 'Phone number' replaces the 'Work 1' field and 'Extension' the 'Work 2' field.

The LDAP search uses a wildcard format (\*<pattern>\*), meaning entries with 'Am' anywhere in the field will appear (e.g. 'Samara').

Zoom LDAP does not support double quotes (" ") for exact matches.

- **Configuring the Advanced LDAP search from the Corporate menu**

The SIP server type is set to either "Ring Central" or "ZOOM".

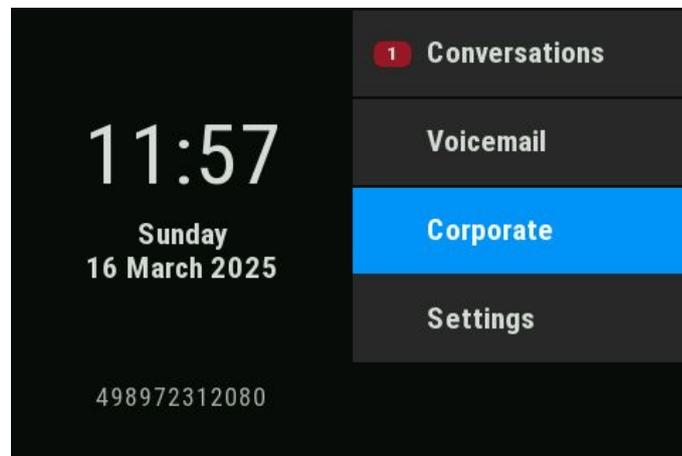
You can access corporate data via the main menu screen:

- When RingCentral API is set (Admin>Local functions>RingCentral API), you can access corporate entries via the **Directories** option in the main menu.

The **Directories** menu has two sub-options: **Personal** and **Corporate** entries.

When **Corporate** is selected, the screen displays corporate data entries.

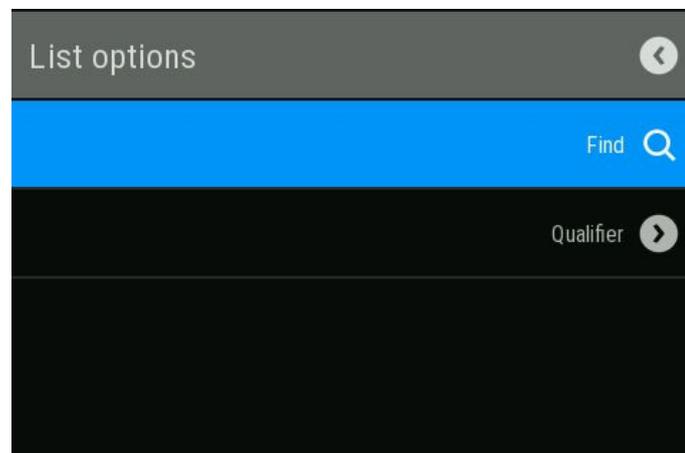
- When the SIP server type is set to Zoom, the **Corporate** menu option is displayed directly on the main screen (there are no submenus for Personal or Corporate entries).



The **Corporate** menu allows you to look up contacts in the LDAP directory. To display these options, select **Corporate** and click **OK**.

To display the **List options** menu, click the right arrow next to **Corporate**.

When accessing the **List Options** menu, you can look up contacts in the LDAP directory by choosing one of two main options: **Find** and **Qualifier**.



The **Find** list option allows you to search for a LDAP entry using its attributes.

The **Qualifier** option enables you to refine search queries by applying qualifiers such as:

- No qualifier
- Job function
- Address
- Email

Qualifier options depend on which fields are filled in the LDAP template. The example mentions **Job function**, **Address**, and **Email**, but additional options may be available if other LDAP template fields are specified.

## Using special characters to control the search

Additionally to regular letters, you can use comma (,) and a hash (#) to control the search.

This function is not supported for the Zoom server.

A single comma (,) is used to separate the last name from the first name. A hash (#) is used to search for an exact match.

To use a comma (,) or a hash (#) as part of the search input text, you must use a double comma (,,) or a double hash (##).

### Examples

Search input	Functionality
AMBER	Matches any entries where the last name starts with "amber"
AMBER,	Matches any entries where the last name is exactly "amber"
AMBER,,	Matches any entries where the last name starts with "amber,"
AMBER, P	Matches any entries where the last name is exactly "amber" and the first name starts with "p".

Search input	Functionality
AMBER,, PETER	Matches any entries where the last name starts with "amber, peter". The double comma is used to indicate that the comma character is part of the search input text.
AMBER, P,	Matches any entries where the last name is exactly "amber" and the first name starts with "p," (i.e. the 2nd comma is part of the search).
AMBER, PETER#	Matches only entries where the last name is exactly "amber" and the first name is exactly "peter".
AMBER P	Matches any entries where the last name starts with "amber p".
AMBER P#	Matches any entries where the last name is exactly "amber p".
AMBER P#A	Matches any entries where the last name is exactly "amber p". The "a" following the hash is ignored.
AMBER, PETER##2	Matches only entries where the last name is exactly "amber" and the first name starts with "peter#2". The double hash is used to indicate that the hash character is part of the search input text.

## Order of conversations

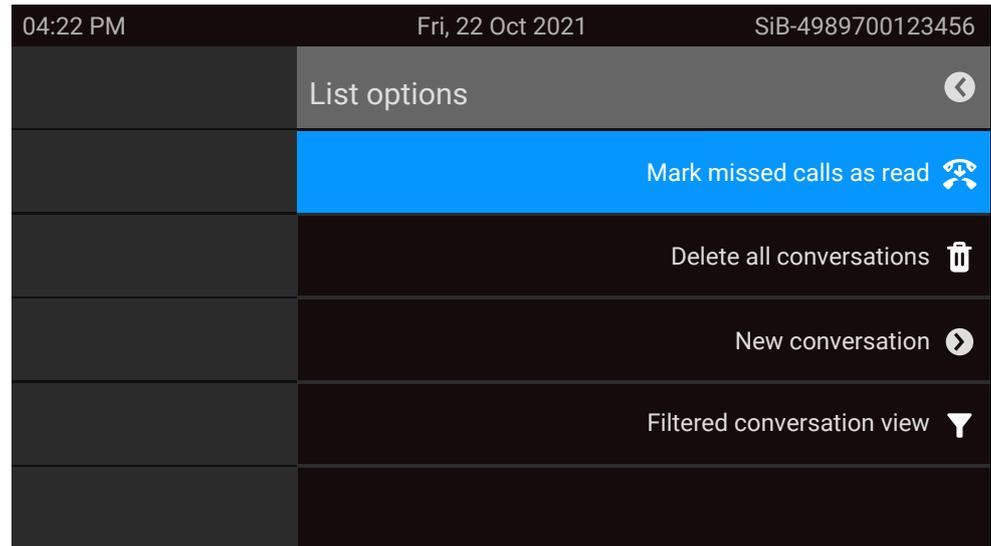
When entering search criteria, the local conversations are listed on top and ordered by their time stamp, the most recent ones are displayed on top.

The LDAP results are listed behind local conversations and are ordered alphabetically A to Z according to their conversation name.

"Alphabetical order" means A-Z ordering based on the first character in the name / names / topic of the conversation or contact. In the case of persons' names, the order is based on the first character of the first name or last name as displayed in the conversation list.

## FILTERING CONVERSATIONS

When you want to filter conversations, it is possible to do so from the screen “List options”.



Press the function key. Initially, a specific filter is not applied, so all conversation list entries of any call type are displayed.

Pressing the function key displays a list with the following filter options:

- All - all conversation list entries of any call type
- Missed - list of all missed calls
- Received - list of all received and forwarded calls
- Dialed - list of all dialled calls
- Contacts - contacts with no associated call records
- Other calls - active call, voice mails and ignored pick-up

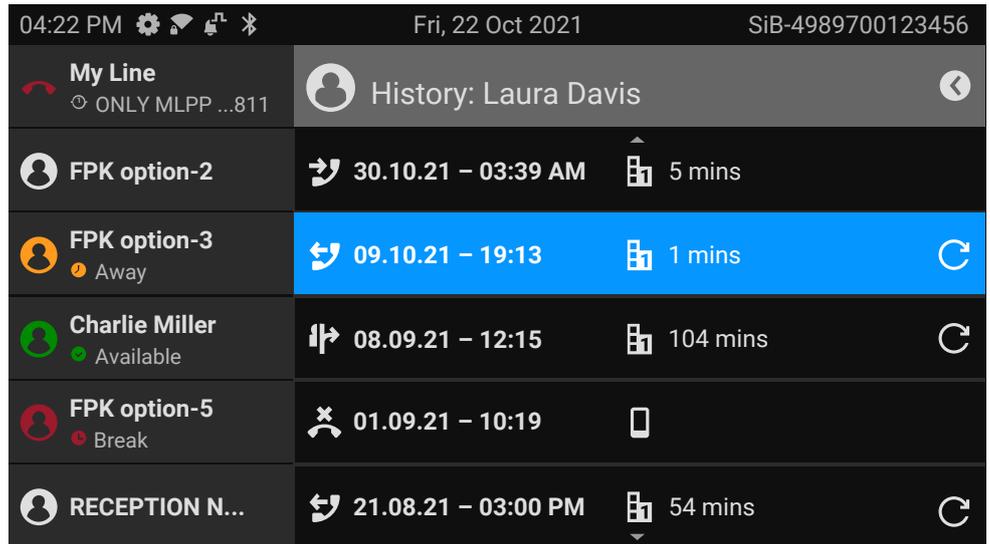
Keep pressing the function key to cycle through the options and stop pressing to select a filter.



To clear the filter press the navigation key.

## DISPLAYING THE HISTORY OF A CONVERSATION

The latest call of a conversation is shown directly in the conversation list. The history of other calls can be viewed during a call in the details or also directly within the history option.



Select the conversation by scrolling through the list using the navigation keys.



Open the details of the conversation using the navigation key.

The most recent entries are shown below the name and number of the contact.



Press the function key to view a list of the last ten conversations.



A history entry may have additional information. To toggle between the normal and the additional information, press the adjacent function key.

## DELETING CONVERSATIONS

If you misdialled or cancelled dialling prematurely, an entry will still be created in the conversations list. You can delete this entry. Entries for incoming calls that you no longer need can also be removed from the list.



Open the relevant entry using the navigation key.



Press the function key to delete the entry. The entry is deleted immediately.

## MARKING ALL CONVERSATIONS AS READ

You are able to mark all new missed calls in the conversation list as read in a single action.

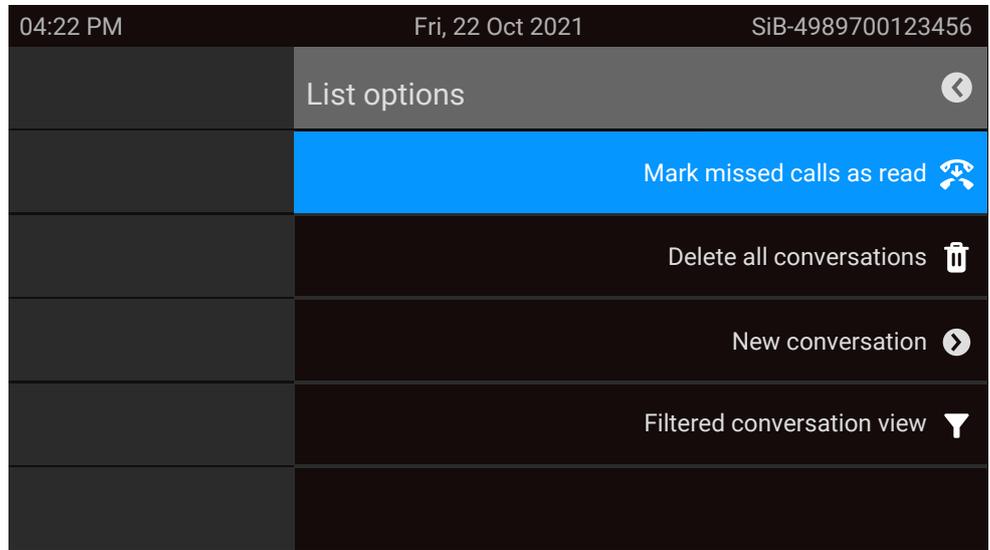
By this, all conversations with new missed call events will change to show normal missed call events and the missed call counter is reset to zero.



Select "Conversations".



Press the navigation key to enter the list options.

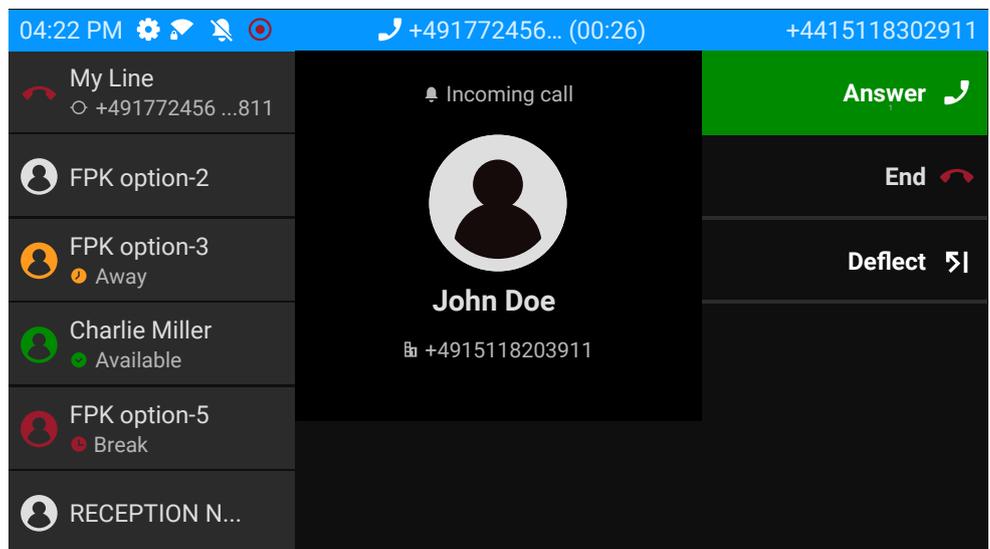


Select the option “Mark missed calls as read”. All missed calls are now marked as read.

## Telephony interface

### TELEPHONY VIEW

#### Incoming call



Your phone rings and the notification LED flashes. In addition to the common phone functions such as “Accept”, additional information and functions may be displayed.

### Incoming call in multi-call scenarios

It is possible to have many incoming calls at the same time. The notification LED flashes and an alert is displayed for each call, based on their signalled priority. The alert is self-dismissed within 15 seconds unless another call appears; in this case the current alert is dismissed and replaced by the alert of the new call.

The alerting is never shown twice for the same call or while you are in the menu “Conversations”.

If accepted, the call is displayed as “Connected”.

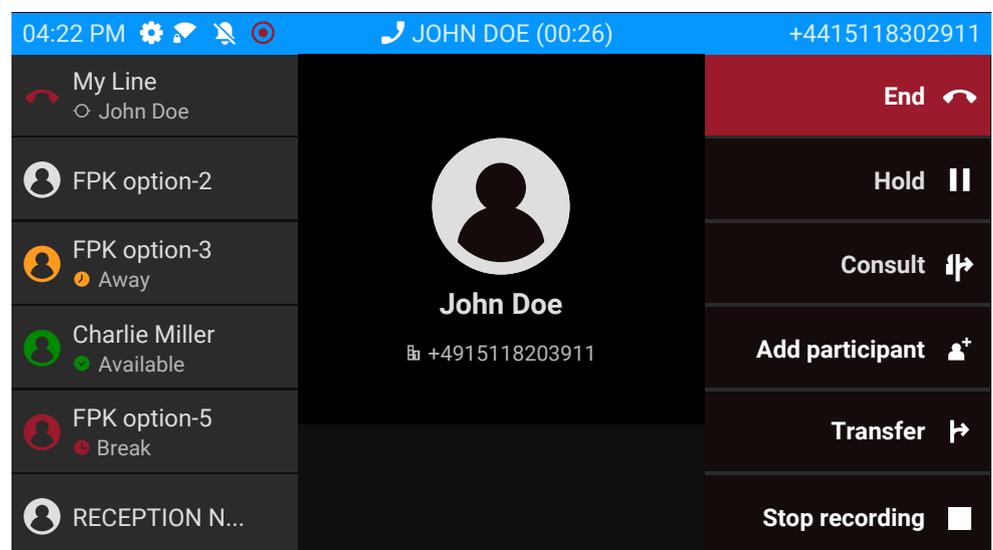
All other incoming calls including the one displayed as “Incoming call” are available only in “Conversations”.

If the alert is ignored, the phone returns to the currently active call or shows another incoming call, if available. You can still answer an ignored or waiting call either when the ongoing call ends or by selecting the call from the list.

Call handling is very limited when the phone is locked. The menu “Conversations” is not accessible and there is no alert. Only incoming calls with high priority are displayed.

When another call is signalled, and the priority indicator changes, the incoming call switches to the current high priority call.

### When conducting a call



During a call, select any function key to perform the corresponding action such as transferring the call.

### Switching to a different menu during a call



Use the key while on a call to switch to “Conversations”.

## Programmable function keys

Programmable function keys are situated on the left of the display and in the “Favourites” or on an optionally connected key module (see “Programmable keys on the key module” → page 64).

## PROGRAMMABLE KEYS IN THE MENU “FAVOURITES”

The menu “Favourites” comprises 12 programmable keys, to which functions and phone numbers can be assigned. The 6 first programmable keys are permanently displayed on the left panel. The other 6 programmable keys are available when the “Favourites” screen is displayed. Each programmable key can have 2 different functions.

Line or DSS keys may already be configured by the administrator.

### Programming a function key on the first level

Settings

Open the “Settings” using the corresponding function key.

User settings

Open the “User settings” using the corresponding function key.

Phone

Select “Phone” using the corresponding function key.

Program keys

Select “Program keys” using the corresponding function key.

The function keys are numbered 1 to 6 starting from the top of the left panel and 7 to 12 starting at the top of the right panel in the Favourites screen.

Select the key you want to program by pressing the adjacent function key.

Select the entry.

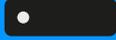


Use the navigation key to select an available function, e.g. "Call waiting".



Confirm the selection.

Label



To change the label displayed on the screen, select "Label" and change the name using alphanumeric input with the dialpad.

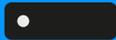


Save the setting.

### Programming a function key on the second level

A key must be programmed as a "Shifted" function (or the keys of a key module may have been configured by the administrator to affect the keys on the phone).

Shifted



Select "Shifted" using the adjacent function key. Proceed by assigning a function and a label identical to configuring the keys on the first level (see "Programming a function key on the first level" → page 63).



Save the setting.



Exit by pressing the navigation key. The function is now configured and can be used by pressing the function key next to the label.

## PROGRAMMABLE KEYS ON THE KEY MODULE

The key module has additional keys to which you can assign functions or numbers at two levels.



On the KM710, use the key on the key module to switch between the first and second level for the respective function.

When you have pressed the corresponding function key on the key module, the status LED colour on the key changes, and possibly also the information shown on the display (KM710).

The key module will return to the first level automatically after 15 seconds.

The administrator may have configured the switch action to affect all connected key modules and the keys on the phone.

You can increase the number of programmable function or selected dialling keys by connecting an additional key module.

Depending on how they are programmed, you can use the keys as:

- Function keys (see "Function keys on the key module" → page 47)
- "Multiline" keys (see "Making calls via multiple lines ("multi-line")" → page 134)
- "DSS" keys (see "Calling with a direct station select (DSS) key" → page 100)

Line and direct station selection (DSS) keys can only be programmed by the administrator (see "Administrator settings" → page 69).

## Program the function keys



**Press and release** the adjacent function key.

**Long press** the key again.



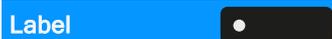
Select "OK".



Select "Normal" and select the desired function (see "Programmable keys in the menu "Favourites"" → page 63).



Confirm the selection.



To change the label displayed on the screen, select "Label" and change the name using alphanumeric input with the dialpad.



Confirm the selection. The function is now configured and can be used by pressing the function key next to the label.

## Answering machine ("Voicemail")

If configured, the option "Voicemail" in the main menu allows you to connect to your mailbox system. The **MWI key**  also provides access to the mailbox system.

Depending on the type and configuration of the communications platform, messages from configured services are displayed.

If new messages are available, they will be displayed at the top position in the list of conversations and highlighted. The **MWI key** will be flashing .

## Inline notification

### Prerequisites

- The administrator has enabled rollover visual alerts and determined how rollover calls are to be signalled.
- The phone is active (or held) in a call on a different line.

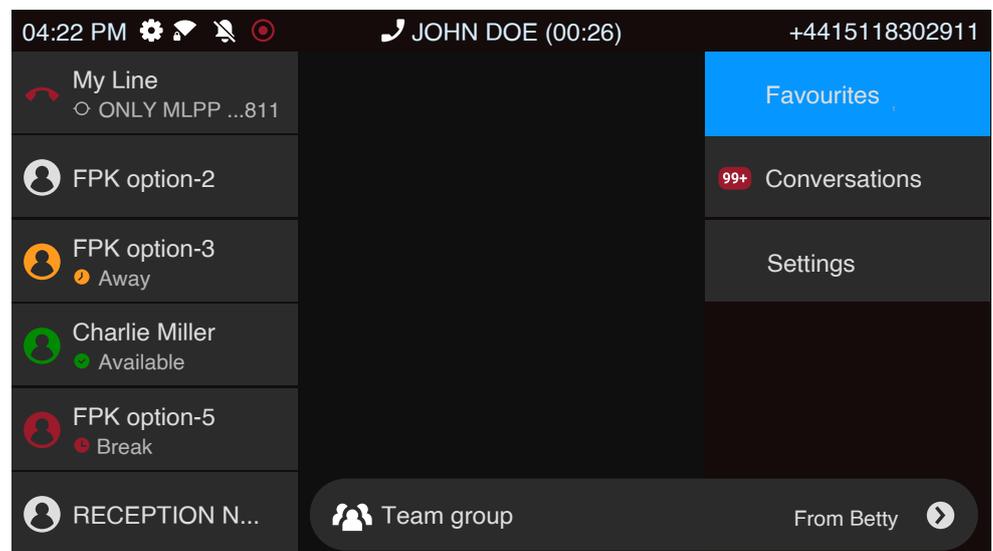
Inline notification can be activated for the following situations:

- **DSS calls:** Shown for an alerting DSS call (i.e. alerting the DSS monitored phone), even if a key module is plugged in or if the event is for the hidden favourite menu.
- **MultiLine calls:** Conditions for calls as stated above. Also for lines marked as no ring (the phone does not need to be busy). Shown even if a key module is plugged in or if the event is for the hidden favourite menu.
- **BLF and Group pickup:** Notification is not shown if a key module is plugged in or if an alert screen for “Group pickup” is shown.

To see more information about the incoming call, press the function key next to the notification to switch to favourites.

When the notification is shown even when the screen “Favourites” is not displayed, the function key can be used to dismiss the notification.

## DISPLAY OF THE INLINE NOTIFICATION



An inline notification is shown in the following situations:

- On any screen except “Favourites” and editing screens. It is not shown when the phone is in the power saving state and locked.
- Whenever a “Group pickup” or BLF call is available to be picked up, provided the phone has not been configured for an on-screen alert.
- Whenever a DSS key is alerting.

## SHORTENED INLINE NOTIFICATION

A shortened notification is shown for a screen with menus (e.g. main menu, call screen), i.e. when the full length notification would overlay a highlighted menu

option.

## CANCELLING INLINE NOTIFICATION

The inline notification can be cancelled by pressing the function key adjacent to the notification. This will have one of the following consequences:

- Display the screen “Favourites”: If you visit the screen when an inline notification is displayed, the notification is cancelled, i.e. removed and not shown again until the next new notification event.
- If the notification is displayed when the screen “Favourites” is not available, or the key is not displayed in “Favourites”, the notification can be cancelled by pressing the corresponding function key.

## Settings menu



Use the function key to open the main menu and then switch to the settings.

The menu comprises a configuration area both for user settings and for administrator settings.

### Entering a user password

By default, a user password is not set and is not required to access the user settings on the phone. However, a user password is required to access the web interface (WBM) or lock the phone (see "Privacy and security" → page 172).

## USER SETTINGS

### Menu

You can adjust local settings for the phone using the menu “User settings”.

The menu structure consists of several levels.

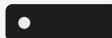


You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).

### Control switches

The menus may contain switches (  /  ) for deactivating / activating functions.















## Example

Press the function key “Allow call waiting” to enable the function. The “switch”  is moved to the right.

- Alternatively, use the navigation keys to select the option and confirm with .

Save the setting.

## Parameters

You can set values in some submenus.

Press the function key to open the parameter setting.

Press the function key for the desired parameter value. The setting is changed and you return to the previous menu.

Save the setting.

## Adjusting a level

You can use menus with levels to adjust the volume or brightness, for example. An example of display brightness is given here.

### Example for setting the display brightness level

Press the key to open the main menu.

Open “Service/Settings”.

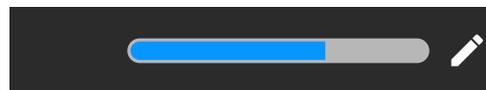
Open “User settings”.

Enter and confirm the user password, if required.

Select “Phone”.

Select “Display”.

Select “Brightness”.

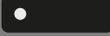


Select “Edit”.

Use the function key to increase the value.

Use the function key to decrease the value.

- Optionally, use the keys on the dialpad.



Save the setting.

## ADMINISTRATOR SETTINGS

Refer to the administration manual for your phone for more information on this topic.

### DLS security PIN

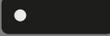
If the administrator has configured a DLS security PIN, the following pop up screen appears on your device.

A blue-bordered pop-up screen for entering a PIN. It features a white input field with the text '123' on a black background, and a white 'X' icon on a blue background to the right.

123



Enter the PIN.



Save the setting.

# Configuring the phone default settings

## Adjusting the display brightness

You can adjust the brightness of the display to suit the ambient lighting.

 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).



Press the key to open the main menu.

Service/Settings

Open "Service/Settings".

User settings

Open "User settings".



Enter and confirm the user password, if required.

Phone

Select "Phone".

Display

Select "Display".

Brightness

Select "Brightness".



Select "Edit".



Use the function key to increase the value.



Use the function key to decrease the value.



- Optionally, use the keys on the dialpad.



Save the setting.

## Screen saver

Activate a screen saver for the phone's idle state.

The administrator can set a time of between two and eight hours defining how long the phone should be idle before the display backlight is deactivated.

 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).

## ACTIVATING THE SCREEN SAVER

**Prerequisite:** The administrator has uploaded images to the phone or you have uploaded your own images.

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Phone".

Select "Inactivity".

Select "Screen type". The current setting is displayed. The following options are available:

- Menu screen: This option displays the default main menu screen after an idle period.
- Slideshow: This option displays the uploaded images as a continuous slide show. This is the default option.
- Time screen: This option displays a blank screen only displaying the current date and time of the phone.

Select the type of screen saver.

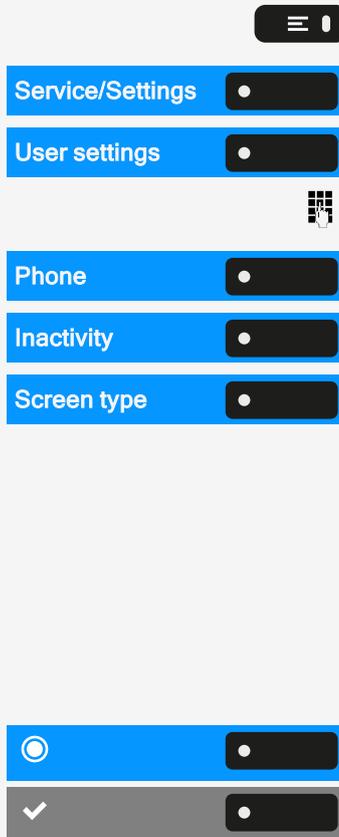
Save the setting.

## UPLOADING IMAGES FOR THE SCREEN SAVER

To install your own images for the screen saver, you have to transfer the images using the web interface (see "Web interface (WBM)" → page 186).

1. Open the WEB interface and select "Slideshow images > Choose the image file you wish".
2. Search for suitable images on your computer or in the network and save your search results. You can upload several images in succession.

Your new images are displayed the next time you start the screen saver.



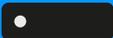
## SETTING THE SCREEN SAVER ACTIVATION INTERVAL

Set how long the screen should be idle before the screen saver activates automatically.

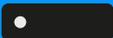
 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).



Press the key to open the main menu.

Service/Settings 

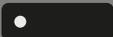
Open "Service/Settings".

User settings 

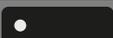
Open "User settings".



Enter and confirm the user password, if required.

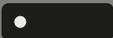
Phone 

Select "Phone".

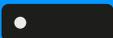
Inactivity 

Select "Inactivity".

### Setting the idle time

Idle time (mins) 

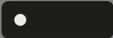
Select "Idle time (mins)". The current idle time is displayed.

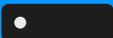
Select an idle time interval. The following options are available (in minutes):

- 0 (i.e. deactivated)
- 1 (default)
- 5
- 10
- 20
- 30
- 60
- 120

### Setting the slide time for the option "Slideshow"

Slide time (secs) 

Select "Slide time (secs)". The current interval for each slide is displayed.

Select a slide time interval.

This option is only available when the screen saver has been set to "Slideshow" (see "Activating the screen saver" → page 71).

The following options are available (in seconds):

- 5
- 10
- 20

- 30
- 60

Save the setting.

## Audio settings

### SWITCHING TO A RINGER BEEP

You can turn the ringer off and select a short alert tone instead.



Hold down the key for three seconds until the notification and icon for "Ringer beep" is displayed.

### PATTERN MELODY



You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).

**Prerequisite:** You have selected the ringer "Pattern".



Press the key to open the main menu.

Service/Settings

Open "Service/Settings".

User settings

Open "User settings".



Enter and confirm the user password, if required.

Audio

Select "Audio".

Settings

Select "Settings".

Pattern melody

Select "Pattern melody". The current melody is displayed.



Select a pattern melody. You will immediately hear the associated melody.

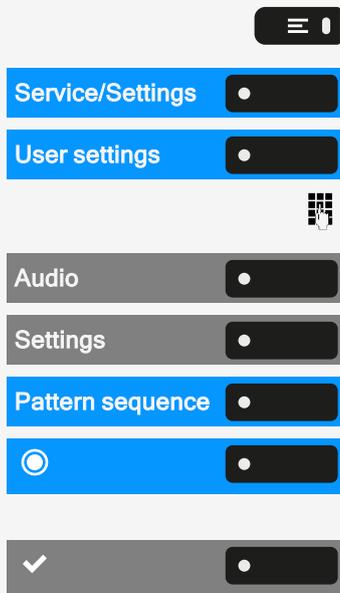


Save the setting.

### PATTERN SEQUENCE



You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).



**Prerequisite:** You have selected the ringer "Pattern".

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Audio".

Select "Settings".

Select "Pattern sequence". The current pattern sequence is displayed.

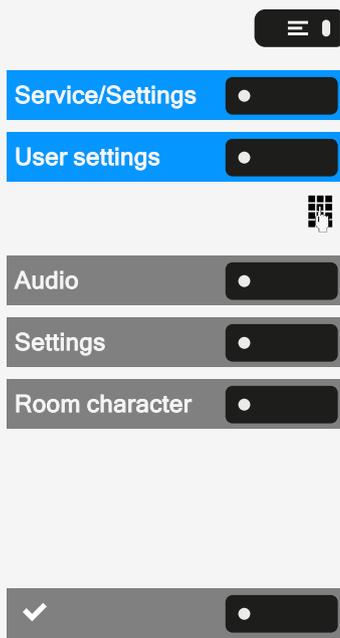
Select a pattern sequence. You will immediately hear the associated melody and sequence.

Save the setting.

## ROOM CHARACTER

To ensure that the other party can hear you properly in speakerphone mode, you can adjust the phone to the room acoustics.

 You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → page 186).



Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Audio".

Select "Settings".

Select "Room character" and select one of the following options:

- Normal
- Echoing
- Muffled

Save the setting.

## OPEN LISTENING MODE

Select the mode that you prefer for open listening (see "Switching from handset to speakerphone mode" → page 106).

 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Audio".

Select "Settings".

Select "Open listening". The following options are available:

- Standard mode
- US mode

Select the open listening mode. The current mode is displayed.

Save the setting.

## SETTING THE HEADSET PORT USE

This setting defines if a headset or a conference unit is activated when pressing the headset key .

 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).

Press the key to open the main menu.

Open "Service/Settings".

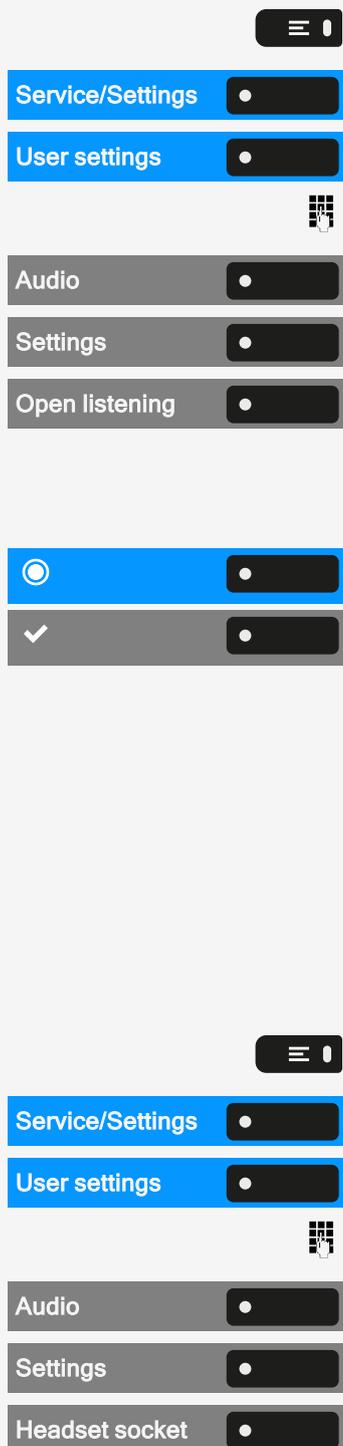
Open "User settings".

Enter and confirm the user password, if required.

Select "Audio".

Select "Settings".

Select "Headset socket". The following options are available:



- Wired headset
- Cordless headset
- Conference unit

Select an option.

Save the setting.

### Settings for other headsets

Multiple headsets of different types (Bluetooth, USB or ION) can be connected to the phone at the same time. You can control the priority order by which the phone selects a headset type for use.

**Prerequisite:** You have entered the audio settings.

Select “USB Headset” (or any other headset option). The following options are available:

- Option No. 1, first configured option, e.g. a conference unit
- Option No. 2, second configured option, e.g. a USB headset
- Option No. 3, third configured option, e.g. a remote conference unit
- Disabled
- Active

Select the required priority.

Save the setting.

## SPECIAL RINGERS

You can assign an individual ringer to incoming calls or events for identification of the type of call.

The administrator has activated the special ringers. Consult the administrator regarding the use of these ringers.

The user cannot change the ringer sound, pattern melody and pattern sequence for the emergency call type. This can be set only by an administrator. Emergency ringer is always played at maximum volume, regardless of ringer settings.



You can also configure this setting via the web interface (see “Web interface (WBM)” → page 186).

Press the key to open the main menu.

Open “Service/Settings”.

Open “User settings”.



Audio

Special ringers

Internal

✓



Enter and confirm the user password, if required.

Select "Audio".

Select "Special ringers". The following options are available:

- Internal
- External
- Recall (Callback)
- Special 1
- Special 2
- Special 3

Select an option, e.g. "Internal".

Enable the selected option and configure the ringer, melody, and sequence for the selected option (see "Audio settings" → page 73).

Save the setting.

## ACTIVATING OR DEACTIVATING THE RINGER

You can see if the function is activated or deactivated from the corresponding icon  in the status bar.

Hold down the key shown.

- A long press of this key will toggle the ringer on or off (a status bar icon is shown when the ringer is off).
- An extended long press (>2 sec.) can set the ring to be a beep instead of a continuous ring tone (a status bar icon is shown when the ringer is set to beep).

An information message pops up to indicate a change of the ringer.

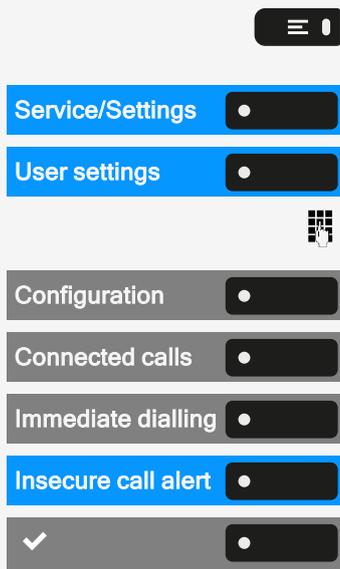
## TONE AND INDICATION WITH UNSECURED VOICE CONNECTION

Use this option to activate an alert tone that you hear when a secure voice connection with the party you are currently talking to ceases to be secure. The message "Nonsecure connection" is displayed.

Secure connection set-up is the preference set by the administrator.



You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).



Press the key to open the main menu.

Open “Service/Settings”.

Open “User settings”.

Enter and confirm the user password, if required.

Select “Configuration”.

Select “Connected calls”.

Select “Immediate dialling”.

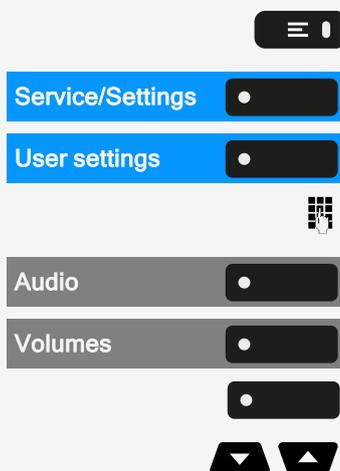
Select “Insecure call alert”.

Save the setting.

## Adjusting the default volumes

You can configure different default volumes for the following audio output:

- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover
- Alert beep
- Call waiting tone



Press the key to open the main menu.

Open “Service/Settings”.

Open “User settings”.

Enter and confirm the user password, if required.

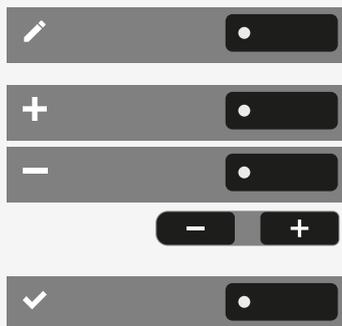
Select “Audio”.

Select “Volumes”. The settings for the various volumes are displayed.

Select the audio setting.

Use the navigation keys to scroll, if required.





Select "Edit".

Use the function key to increase the value.

Use the function key to decrease the value.

- Optionally, use the keys on the dialpad.

Save the setting.

## Adjusting the key clicking sound

You can select here whether a tone should be heard when a key is pressed. You can also decide whether this should apply for all keys or only those on the keypad. In addition, you can adjust the tone volume or disable the tone.

 You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → page 186).



Press the key to open the main menu.

Service/Settings

Open "Service/Settings".

User settings

Open "User settings".



Enter and confirm the user password, if required.

Phone

Select "Phone".

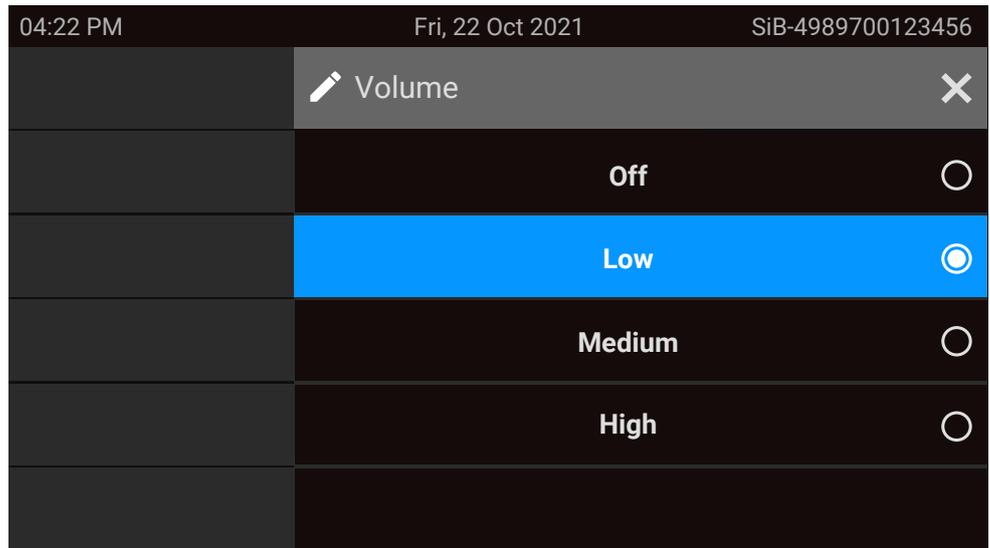
Key click

Select "Key click".

### Adjusting the volume

Volume

Select "Volume".



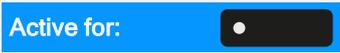
Select the default setting using the adjacent function key. You can choose between the following options:

- Off (no clicking sound)
- Low
- Medium
- High

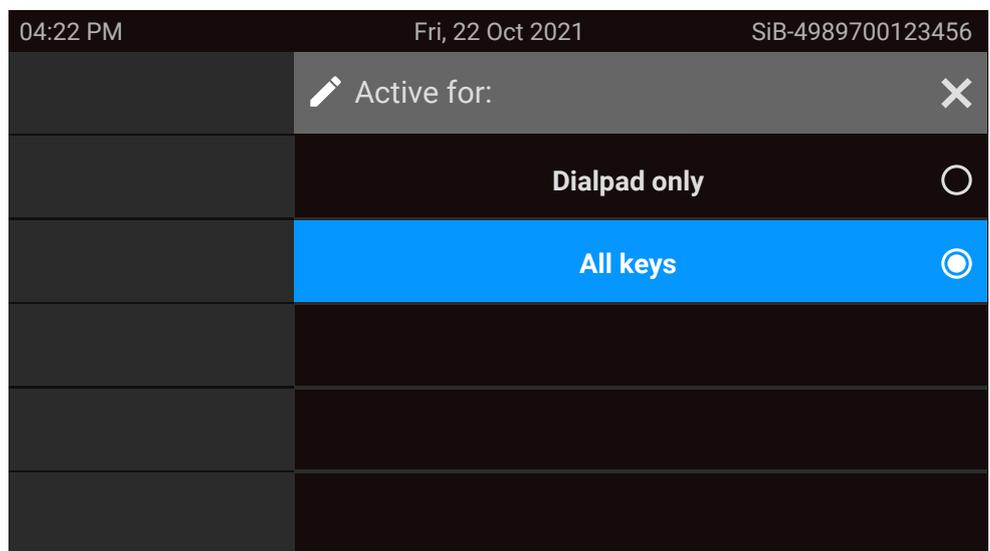


Save the setting.

### Setting the key click scope



Select "Active for:".



Select the scope for the key clicking sound:

- Dialpad only
- All keys

Save the setting.

## Call settings

### CALL WAITING

You can determine whether or not you would like to accept second calls (call waiting) during a conversation.

If your phone belongs to an ONS group, in addition to triggering an alert tone on the engaged telephone, the second call is also signalled with a ring tone on the other phones in the ONS group.

Via a permanently displayed programmable key in the left panel or from a connected key module

**Prerequisite:** The key “Camp-on” is configured in the left panel or on a connected key module.

Select “Camp-on” in the left panel or on the key module.

Via “Favourites”

**Prerequisite:** The key “Camp-on” is configured in “Favourites”.

Select the key to open the main menu.

Select “Favourites”.

Select “Camp-on”.

Via the Service menu

Press the key to open the main menu.

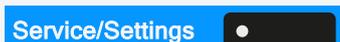
Open “Service/Settings”.

Open “User settings”.

Enter and confirm the user password, if required.

Select “Feature settings”.

Select “Camp-on”.



Enable or disable the second call feature.

## ALLOWING CALL WAITING

If the call waiting (second call) function is deactivated, a caller hears the busy signal if you are already conducting a call.

The option was programmed by your administrator.

 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).



Press the key to open the main menu.

Service/Settings

Open "Service/Settings".

User settings

Open "User settings".



Enter and confirm the user password, if required.

Configuration

Select "Configuration".

Incoming calls

Select "Incoming calls".

Handling

Select "Handling".

Allow call waiting

Enable or disable "Allow call waiting".



Save the setting.

Assuming "Call waiting" is enabled, you can toggle a configured function key to switch call waiting on or off.

## CENTRAL SPEED DIAL NUMBERS

Speed dial numbers are set up by the administrator.

- Speed dial numbers are stored in the system.
- The central speed dial directory can be obtained, e.g. in printed format, from the administrator.

## SPEED DIAL WITH EXTENSION

Speed dial numbers with sequences are set up by the administrator.

Functions including the dialling number and further access codes can be saved to a speed dial number.

Since the number of characters for a speed dial entry is limited, speed dial numbers (up to 10) can also be linked together in order to handle longer sequences.

### Example

When you leave the office, you want to block your telephone and simultaneously activate call forwarding. Both of these actions can be stored as a sequence using a speed dial number.

Likewise, in order to unlock the phone and cancel the call forwarding, a speed dial number can be stored.

## INDIVIDUAL SPEED DIAL NUMBERS

This function must be set up by the administrator.

The keys **0 +** to can be assigned to 10 frequently used phone **9 wxyz** numbers.

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Select "Destination".

Select "Speed dial".

Press the required line key.

Enter the destination number.

Save the setting.

## Connecting to OpenScope UC

 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).

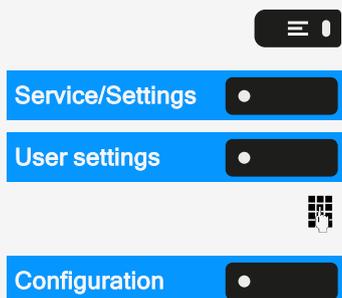
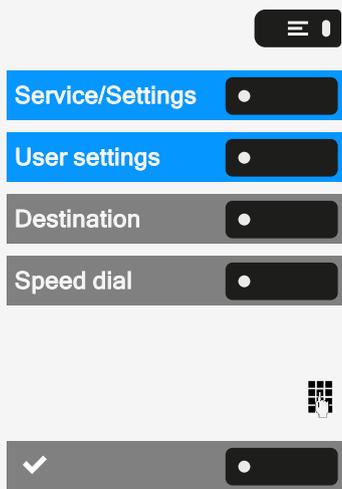
Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Configuration".





OpenScape UC

Use the navigation keys to scroll, if required.

Select “OpenScape UC”.

Enter the required login information.

Save the setting.

The phone will login using the given user credentials. If the data is incomplete, the phone will not login at all.

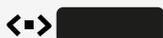
If you experience difficulties with the OpenScape UC configuration, contact the administrator.

# Programming the function keys

The phone features a range of functions that can be attributed to the programmable function keys. The phone comes with programmable keys that can be programmed on two separate levels.

After programming a function key, a “label” must be assigned to each corresponding function.

This feature must be activated using the administrator access via the local phone or the WBM.



You can assign the “Shift” function to one of these keys to be able to switch between the two key levels or by pressing this key on the key module.

- The keys are preassigned in the as-delivered state (see "Programmable function keys on the phone" → page 27).
- The keys can also be programmed via the WBM interface (see "Web interface (WBM)" → page 186).

## About programming a key

A programmable key (function key) can be programmed in the following ways:

- Directly via a long press on the respective function key. Permanent keys and key module keys are immediately available.
- Via the screen “Favourites” (if a key module is not attached).
- All function keys can also be programmed by Web Based Management (WBM).
- Optionally, the function keys are programmed via the “Settings”.

The selection of available functions depends on the configuration. Ask the administrator when you are missing a function.

## LIST OF AVAILABLE FUNCTIONS

Unallocated	Conference
Selected dialling	Do not disturb
Redial	Group pickup
Forward all calls	Repertory dial

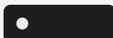
Forward no reply	Line
Forward busy	Feature toggle <sup>1</sup>
CF unconditional - any	Mobility
CF no reply - any <sup>1</sup>	Directed pickup
CF busy - any <sup>1</sup>	Release
CF unconditional - ext. <sup>1</sup>	Callback <sup>2</sup>
CF unconditional - int. <sup>1</sup>	Cancel callbacks <sup>2</sup>
CF no reply - ext. <sup>1</sup>	Consult
CF no reply - int. <sup>1</sup>	DSS
CF busy - ext. <sup>1</sup>	Call waiting
CF busy - int. <sup>1</sup>	Immediate ring <sup>2</sup>
Ringer off	Start recording <sup>2</sup>
Hold	AICS ZIP tone
Alternate	Server feature
Blind transfer call	BLF
Transfer call	Send URL
Deflect	2nd alert

1) The feature is not available on an OpenScape 4000 phone system.

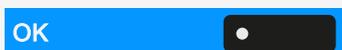
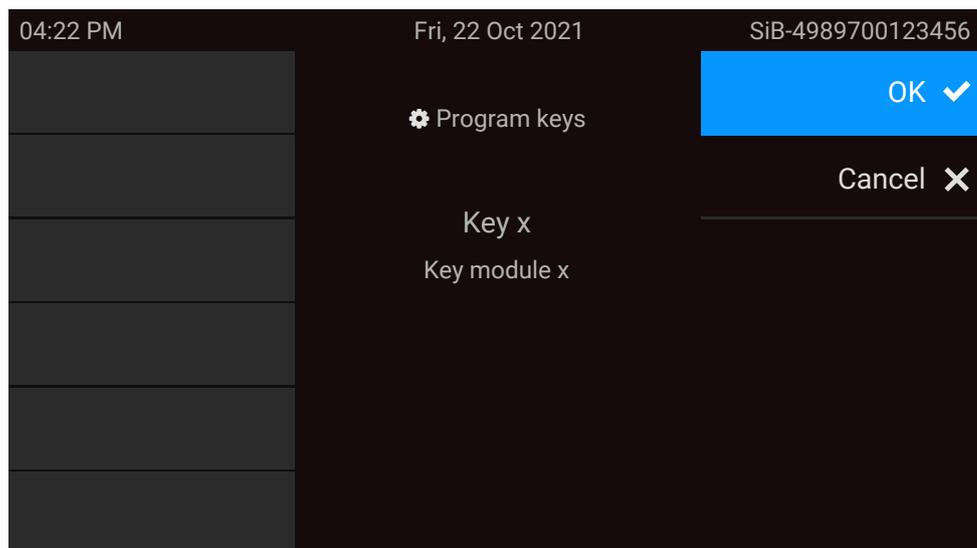
2) This function may be available only if supported by the SIP server.

## Programming a key

### Via the function key



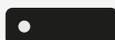
Hold down the function key in the left panel, in the menu “Favourites” or on a connected key module until the key programming menu is displayed.



Select "OK".

If the prompt is not displayed or a programmed function is not executed, you can launch key programming via the user menu (consult your administrator about the current setting).

Select the level and assign the options as well as the corresponding label (see "Labelling function keys" → page 88).



Select the function.

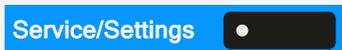


Save the setting.

### Via "Settings"



Press the key to open the main menu.



Open "Service/Settings".



Open "User settings".



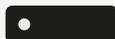
Enter and confirm the user password, if required.



Select "Phone".



Select "Program keys".



- If a key module is connected, press the function key you want to program. The key LED on the key module lights up constantly.
- If no key module is connected, the screen "Favourites" is displayed.



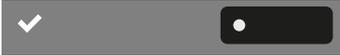
Select "OK"

Select the level and assign the options as well as the corresponding label (see "Labelling function keys" → page 88).



Select the function (see "List of available functions" → page 85).

A default label name is attached automatically. To change the label, see "Labelling function keys" → page 88.



Save the setting.

## Labelling function keys

When programming a function key, the default label is used for the function, e.g. "Redial". This label is displayed on the screen next to the function key. However, the label can be changed according to your requirements at any time.



Press the key to open the main menu.



Open "Service/Settings".



Open "User settings".



Enter and confirm the user password, if required.



Select "Phone".



Select "Program keys".



Press the function key you want to relabel. The key LED lights up constantly.



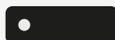
Select "OK".



Select "Label".



Enter the label text.



Press the function key to conclude input.

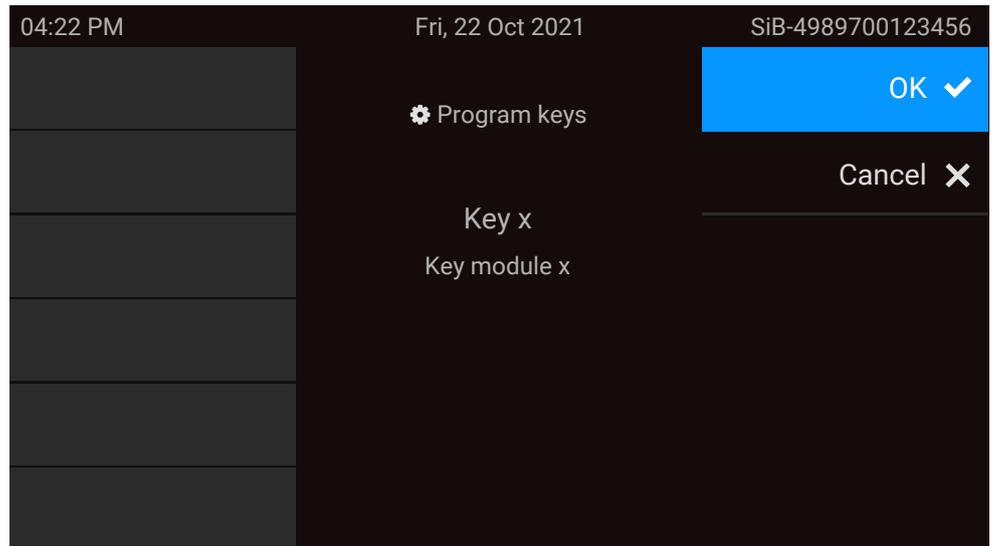


Save the setting.

## Setting up a selected dialling key

Hold down the function key in the left panel, in the menu "Favourites" or on a connected key module until the key programming menu is displayed.





OK

Edit selected dialling

Number



✓

Select “OK”.

Select “Edit selected dialling”.

Select “Number”.

Enter the phone number and confirm.

Save the setting.

## Resetting all assigned functions to keys

You can reset all keys you configured back to factory settings (see also "Resetting user data" → page 184).

Press the key to open the main menu.

Service/Settings

Open “Service/Settings”.

User settings

Open “User settings”.



Enter and confirm the user password, if required.

Reset

Select “Reset”.

Activate or deactivate the setting for “Key programming” to be included in or excluded from the reset. If included, all function key settings are reset.

Reset selected user data

Select “Reset selected user data” to **immediately** reset all function keys (if enabled previously).

Keys that can only be configured by the administrator are not reset.

Reset all user  
data

Select "Reset all user data" to reset all user settings.

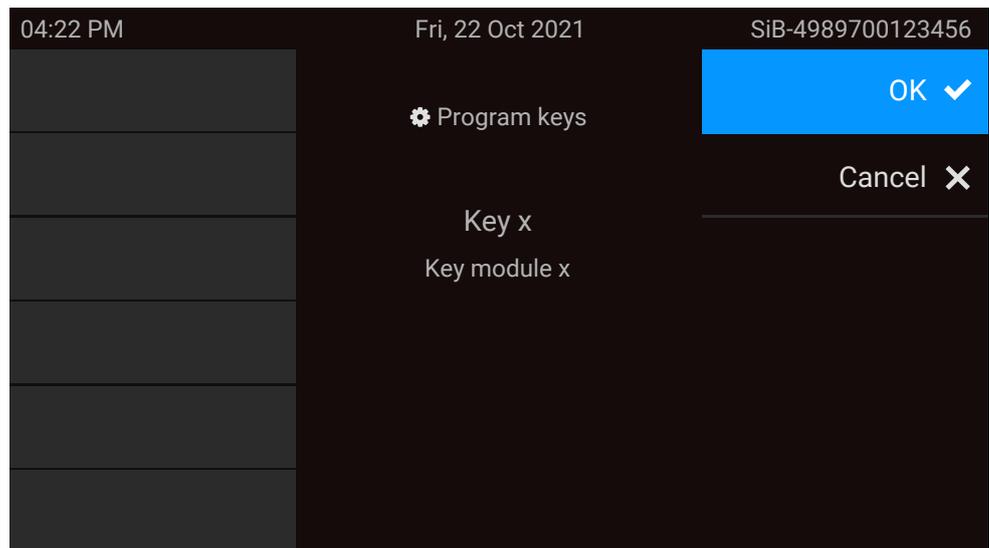
## Programming local features

You can program local feature keys only if the function "Local application" is configured by the administrator.

### HOW TO PROGRAM A LOCAL FEATURE

Example: "Door opener" set up

Hold down the function key in the left panel, in the menu "Favourites" or on a connected key module until the key programming menu is displayed.



OK

Select "OK".

Normal

Select "Normal" (or "Shifted" if the function is triggered on the second-level key).

Favourites

Select "Favourites".

Assign local fea-  
ture

Select "Assign local feature".

Door opener

Select "Door opener".

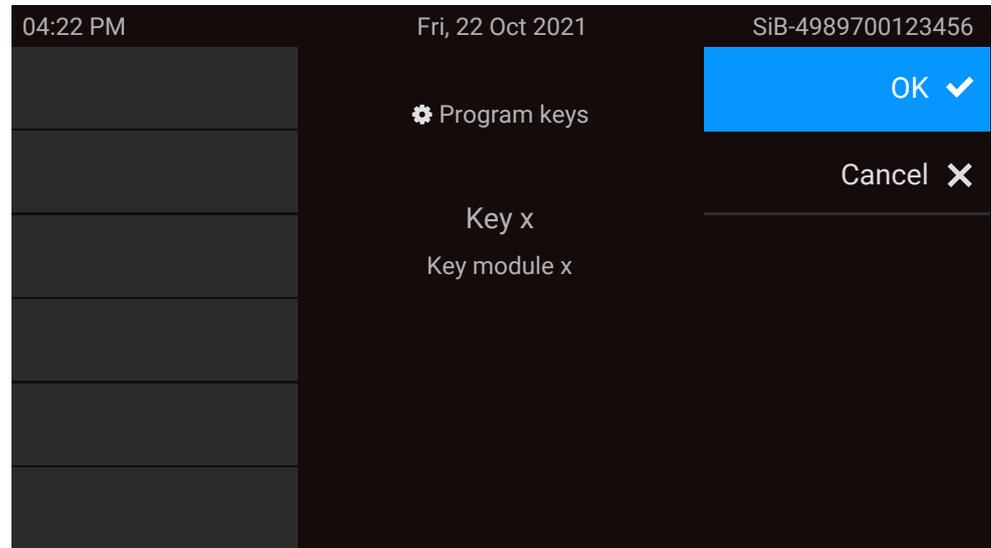
✓

Save the setting.

## HOW TO PROGRAM A FUNCTION KEY WITH “SEND URL”

### Configuration

Hold down the function key in the left panel, in the menu “Favourites” or on a connected key module until the key programming menu is displayed.



Select “OK”.

Select “Favourites”. Press and hold the function key to be programmed.

Select “Assign local feature”.

Select “Send URL”. The key is programmed.

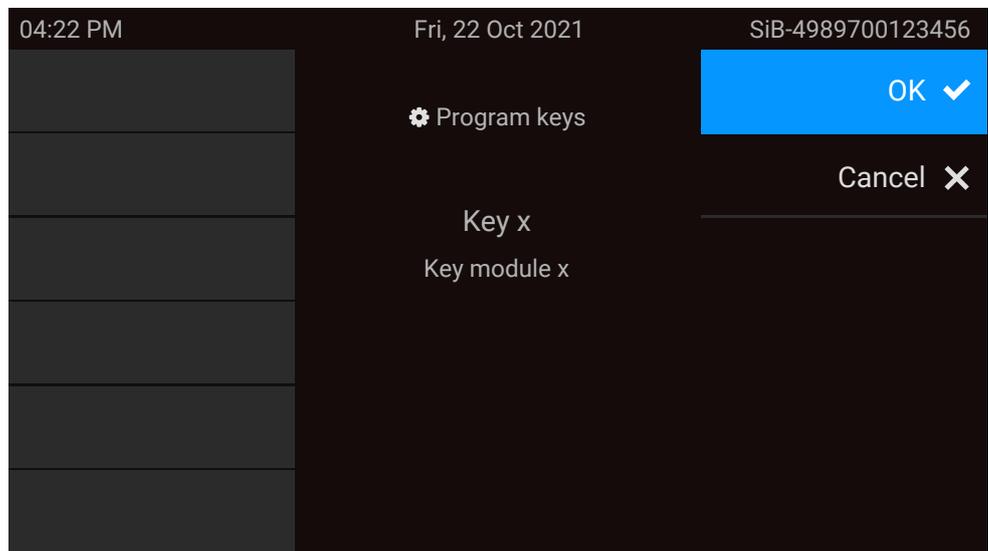
Save the setting.

### Activation

- After the key is programmed, the LED lights amber to indicate that the key is busy, so another key press in that state will have no action.
- After successful HTTP response from the web server, the LED lights green for 3 seconds and a success notification appears. You can now control remote server actions from your phone.
- After unsuccessful HTTP response from the web server, the LED lights red for 3 seconds and a failure notification appears.

## DELETING AN ASSIGNED FUNCTION FROM A KEY

Hold down the function key in the left panel, in the menu “Favourites” or on a connected key module until the key programming menu is displayed.



Select “OK”.

Select “Normal” (or select “Shifted” if the assigned function is on the second level).

Select “Unallocated”.

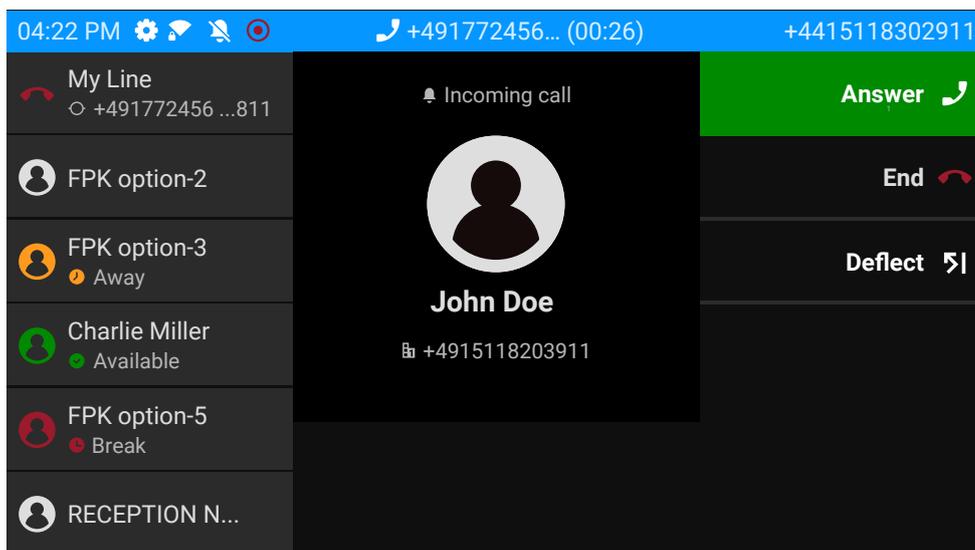
Save the setting.

The function assigned to the key and the corresponding label are deleted.

# Making calls

## Incoming calls

The phone rings if the ringtone is active. The notification LED also flashes. The calling party information (e.g. name, phone number) is displayed in the status bar and in the information section on the central part of the display.



Any settings currently made on the phone are interrupted by an incoming call.



Use the key “Settings” at any time to return to the point in the menu structure where you were interrupted, unless the time interval for the password has expired.

## ANSWERING A CALL VIA THE HANDSET

The phone rings. The caller is displayed. The notification LED flashes.



Lift the handset.



Adjust the call volume, if necessary (see "Volume" → page 29).

## ANSWERING A CALL VIA THE LOUDSPEAKER (SPEAKERPHONE MODE)

The phone rings. The caller is displayed. The notification LED flashes.


 Answer


- Select “Answer”.
- Optionally, select the key shown.

The key lights up . The speakerphone function is activated.

Adjust the call volume, if necessary (see “Volume” → page 29).

### Suggestions for using the speakerphone mode

Adjust the call volume while speakerphone mode is active.

The ideal distance between the user and the phone in speakerphone mode is 50 cm.

## ANSWERING A CALL VIA THE HEADSET

**Prerequisite:** A headset is connected and set up correctly (see “Setting the headset port use” → page 75).

### Answering calls via the headset key

The phone rings. The caller is displayed. The LED on the key  flashes.

Press the key shown. The key lights up.

Adjust the call volume, if necessary (see “Volume” → page 29).

### Answering calls automatically via the headset

**Prerequisite:** The administrator has additionally configured a function key with the function “AICS ZIP tone” (see “Programming the function keys” → page 85).

- Press the function key to activate automatic call answering mode. The key LED and the headset key illuminate.
- Optionally, press “Settings”.

Select “Favourites”.

Use the navigation keys to scroll, if required.

Select “Auto Headset” to activate automatic call answering mode. The key LED and the headset key illuminate.

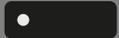
When there is an incoming call a short acoustic signal is heard on the headset for a call and the connection is established.


 Auto Headset


 Favourites


 Auto Headset


Auto Headset



To deactivate the automatic headset answering function, press “Auto Headset”. The LEDs of the function and the headset keys are off.

## ANSWERING A CALL WITH THE DSS KEY

**Prerequisite:** You have configured a DSS key on your phone, for example a key with label “DSS X”. For more information, see .

The phone rings.

Press the corresponding DSS key. The LED  lights up. You can speak hands-free.

- Optionally, lift the handset and set the volume, if required.

## ACCEPTING CALLS FOR A MEMBER OF THE TEAM

You can pick up calls for other members in your team (“Call pickup group”) also during a call.

The text “Call for” is displayed on the screen along with the phone number or name of the called party. If a team member does not take the call within 15 seconds (depending on the set-up), you will also hear an alert tone.

**Prerequisite:** The pick-up key is configured in the left panel, in the “Favourites” or on a connected key module.

### In idle mode

Select “Pickup”. You have picked up the call.

- Optionally, press the speakerphone key. The LED is lit. You can speak hands-free.
- Optionally, lift the handset.

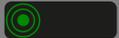
### During the call

Press the flashing “Pickup” key. The first call is on hold while you are connected to the second call.

### Ending the second call and returning to the first

Press “Set free” to disconnect.

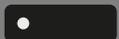
Pickup



Pickup



Set free



## SELECTIVELY PICKING UP A CALL

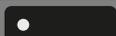
The direct call pick-up key must be configured by the administrator.

**Prerequisite:** You hear another phone ringing, whose number you know, or a colleague invites you to take over a call on a particular phone.



Lift the handset.

Speaker call



Select "Speaker call".



Enter the telephone number on which you wish to take over the call. You can then accept the call.

### Display called extension

When the call number is not shown in a call pick-up group in which you want to take over a call (display is deactivated by default for pick-up group), you can enter the code for "Display on request" after picking up the phone.



Lift the handset.



Enter the system code for "Display on request".

Once you have entered the code, the phone number is displayed.

## ADDRESSED VIA SPEAKERPHONE (DIRECT SPEAKING)

You are being spoken to directly by a colleague over speakerphone. Hands-free and open listening are automatically activated.



The speaker key light up. Answering in hands-free mode is immediately possible.



Lift handset and answer.

## SWITCH MICROPHONE ON / OFF



To prevent the other party from listening in while you consult e.g. with someone in your office, you can temporarily switch off the handset microphone or the hands-free microphone.

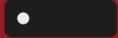
## ENDING A CALL



Press the illuminated key. The key is no longer lit.



End



- Optionally, press the illuminated key. The key is no longer lit.
- Optionally, hang up the handset.
- Optionally, select “End”.

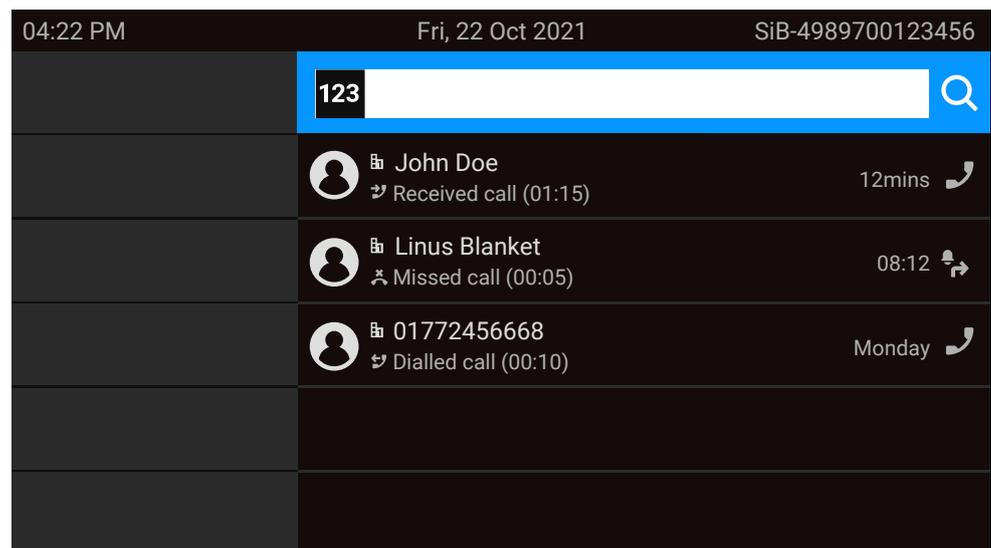
After the call has ended (either by you or the remote party), end of call notification with duration of the call will be shown in “Conversations”.

## Dialling / Calling

### DIALLING WITH HANDSET OFF THE HOOK



Lift the handset.

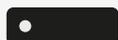


The input field in “Conversations” is opened in numeric mode.

- Internal: Enter the phone number.
- External: Enter external code and phone number.



OK



Confirm when the complete number has been entered.

- Optionally, select a contact from the list of previous calls and press the corresponding function key.

## DIAL WITH THE HANDSET ON HOOK

The connection is set up with on-hook dialling via a connected headset or via the loudspeaker (speakerphone mode). The line is seized before dialling.



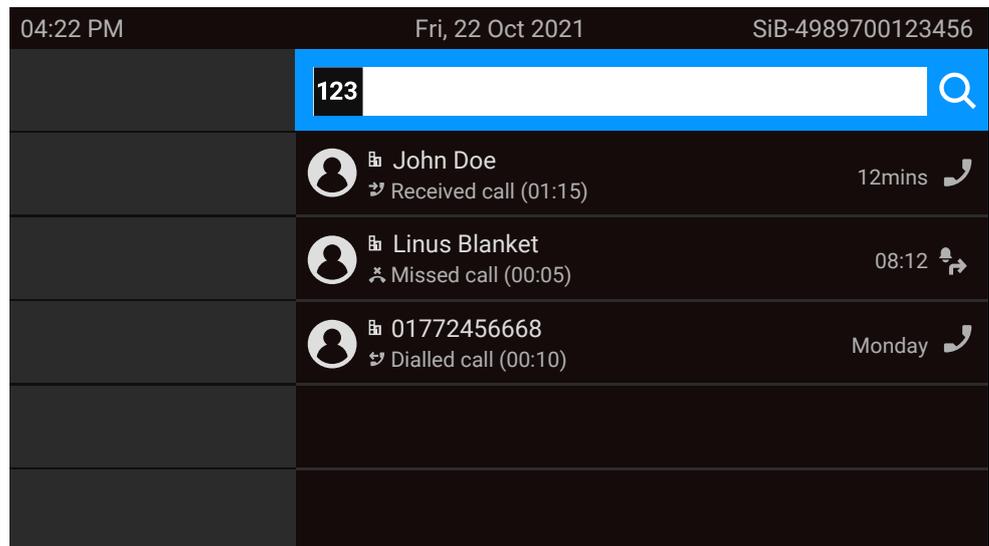
Enter phone number via the dialpad without lifting the handset and confirm when finished.



Press the key if a headset is connected.



- Optionally, press the speakerphone key.



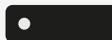
The input field in “Conversations” is opened in numeric mode.



- Internal: Enter the phone number.
- External: Enter external code and phone number.



Confirm when the complete number has been entered.



- Optionally, select a contact from the list of previous calls and press the corresponding function key.

### Participant answers over loudspeaker



Select speakerphone mode.



- Optionally, lift the handset.

### Participant does not answer or is busy



Press key. LED goes out.

Callback

Select "Callback".

## DIALLING WITH A CONNECTED HEADSET

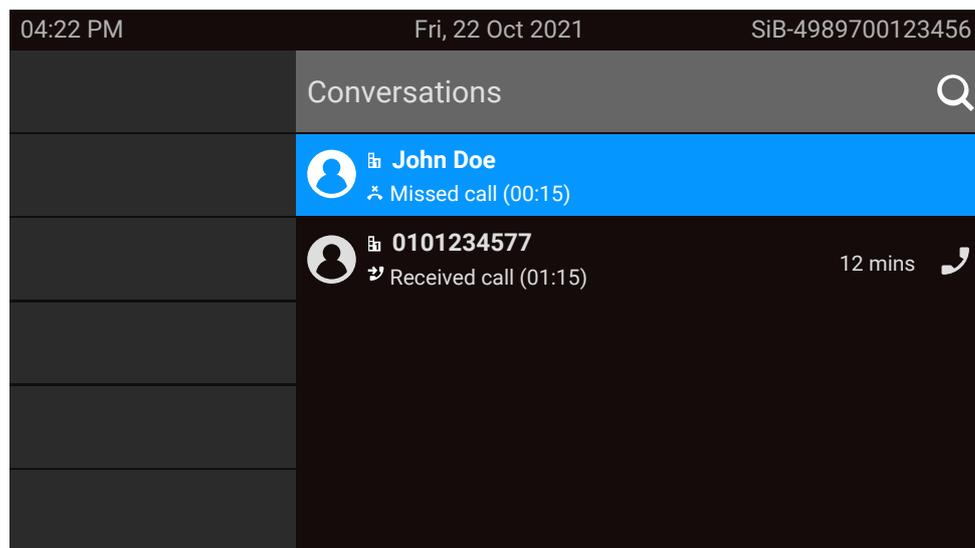
**Prerequisite:** The headset is connected.

- Internal: Enter the phone number.
- External: Enter external code and phone number.

The key  illuminates.

## CHOOSE FROM CONVERSATIONS

Select "Conversations".



The conversations list is displayed on the screen. If the contact you want is not visible, select with the navigation keys or search by entering the phone number or contact name.

Linus Blanket

Confirm the selected contact with the corresponding function key. The phone number is dialled.

## CALLING WITH A DIRECT STATION SELECT (DSS) KEY

**Prerequisite:** A DSS key is configured on your phone, e.g. a key with label “DSS X” (see “Setting up a selected dialling key” → page 88).

Select the corresponding function key.

When the participants answer, enter speakerphone mode.

- Optionally, lift the handset.

For the meaning of the LED displays on the direct call keys, see “Meaning of LEDs on function keys” → page 28.

## REDIALLING

No history is created for contacts if the call log or Microsoft® Exchange is deactivated. Conversations that have been dialled manually or searched for via LDAP are also not created. Previous entries are deleted.

**Prerequisite:** A programmable key has been configured with the redial function.

### From the conversation list

You can use conversation list to call your last connected party via the history of a previous conversation or you can call via the contact details (see “Opening details of a conversation or conducting a call” → page 51).

### Redialling with a key in the left panel

Select “Redial”.

### Redialling from a connected key module

If “Redial” is not displayed on the key module, press the key to change the level.

Select “Redial”.

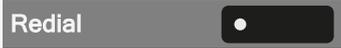
### Redialling via “Favourites”

Press the key to open the main menu.

Select “Favourites”.

Select “Redial”.







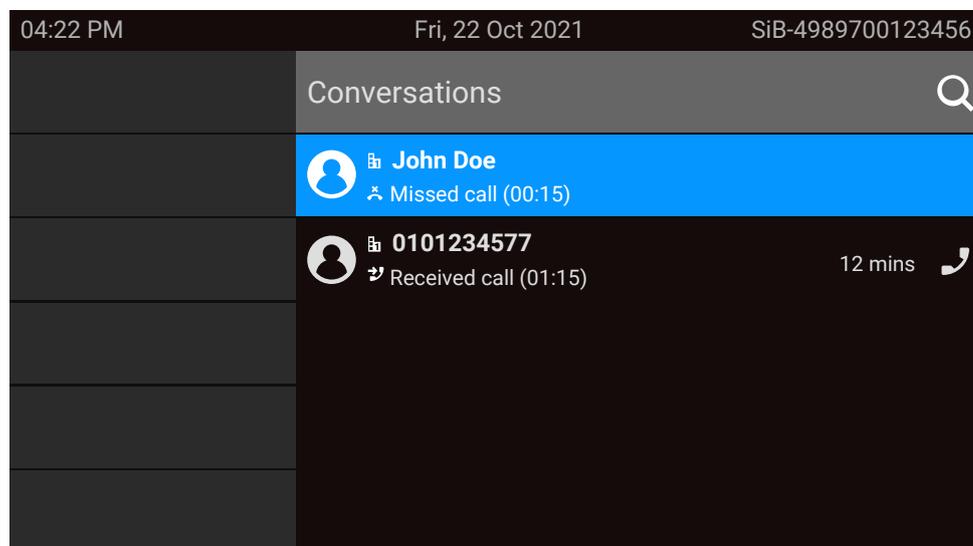



## CALLING BACK A MISSED CALL

When a call is missed the LED on the phone lights up (if configured by the administrator). In addition to the menu name, i.e. the number of missed calls is displayed on the landing screen with a red background in the tab "Conversations" (see "Conversations" → page 1).

Conversations

Select "Conversations".



Calls you have missed are indicated with .

John Doe

Select the contact and confirm. The call is set up with the number displayed.

## USING SPEED DIAL

This function must be configured by the administrator.

Speed dial numbers can also contain command or access code sequences and may be linked with other speed dial numbers (see "Central speed dial numbers" → page 82).

### Dialling with central speed dial numbers

**Prerequisite:** You know the speed dial number.

Press the key to open the main menu.

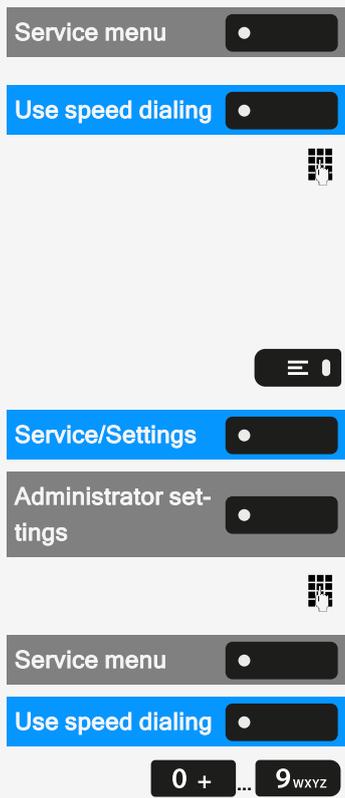
Service/Settings

Open "Service/Settings".

Administrator settings

Select "Administrator settings".

Enter and confirm the admin password.



Select “Service menu”.

Select “Use speed dialing”.

Enter the speed dial number. The connection is immediately established.

### Dialling with individual speed dial numbers

**Prerequisite:** You have set up individual speed dial numbers.

Press the key to open the main menu.

Open “Service/Settings”.

Select “Administrator settings”.

Enter and confirm the admin password.

Select “Service menu”.

Select “Use speed dialing”.

Press the required speed dial key. The connection is immediately established.

## Forwarding calls

You can program several types of call forwarding on your line. Fixed call forwarding type is **All calls**.

FWD-VAR-ALL-BOTH ON	All calls are forwarded to the stored phone number, and the call number is deleted when the call is disconnected.
FWD-FIXED ON	All calls are forwarded, the stored phone number is not deleted when the call is disconnected.
FWD-VAR-ALL-INT ON	Only internal calls are forwarded.
FWD-VAR-ALL-EXT ON	Only external calls are forwarded.
FWD-VAR-BUSY-BOTH ON	If your connection is busy, all calls are forwarded.
FWD-VAR-RNA-BOTH ON	If you do not pick up a call, all calls will be forwarded after a certain amount of time.

FWD-VAR-BZ/NA-BTH ON	If your connection is busy, or you do not pick up a call, all calls will be forwarded following a certain period.
----------------------	---

## USE CALL FORWARDING

You can immediately forward internal or external calls to your lines to different internal or external telephones (destinations) (external destinations are also possible if the system is configured accordingly).

- If call forwarding is activated, a special dial tone sounds when the handset is lifted.
- If DTMF dial-in is active, you can also divert calls there. Destinations: Fax = 870, Direct inward dialling = 871, Fax-direct inward dialling = 872.
- If you are the end caller of a forwarded call, you can see the call number or the name of the forwarding party on the display and the those of the caller below it.

## SETTING UP CALL FORWARDING VIA THE CALL FORWARDING MENU



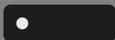
Open the menu "Forwarding".

In the menu, you see an overview of call forwarding currently set-up. This menu is also available via the user settings.

Select one of the following options:

- Var: All calls
- Var: Internal calls
- Var: Internal calls
- Var: Busy
- Var: Busy or No reply
- Fixed: All calls

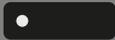
Destination



Select "Destination".



Enter the destination phone number.



Save the setting.

## CONFIGURING LOCAL CALL FORWARDING

You can also configure the call forwarding settings via “Presence” (see “Activating immediate call forwarding” → page 104).

 You can also configure this setting via the web interface (see “Web interface (WBM)” → page 186).



Press the key to open the main menu.

Service/Settings

Open “Service/Settings”.

User settings

Open “User settings”.



Enter and confirm the user password, if required.

Configuration

Select “Configuration”.

Incoming calls

Select “Incoming calls”.

Forwarding

Select “Forwarding”. For a description of the settings and call forwarding types, see “Programming the function keys” → page 85.

## ACTIVATING IMMEDIATE CALL FORWARDING

All calls are forwarded regardless of other settings. The prerequisite for forwarding is that a forwarding destination has been entered.

If no destination has been entered, you are prompted to enter a destination when you attempt to activate forwarding.



Open “Presence”.

### Activating call forwarding for all calls to one destination

Enable “Forward all calls”. All calls are unconditionally forwarded.

Forward all calls

## Using callback

You can request a callback if the individual called is busy or if nobody answers. This also applies to external calls via switching centres. This will Save you from repeatedly attempting to call someone.

You receive a callback:

- when the other party's line becomes free, or
- as soon as the party who did not reply has held another conversation.

If configured by the administrator, all callback requests are automatically deleted overnight.

## SAVING A CALLBACK

**Prerequisite:** The line is currently busy or nobody answers.

Select “Callback”.

Callback

## ACCEPTING A CALLBACK

An participant for whom a callback was saved is now no longer busy or has phoned in the meantime. Your phone now rings.

Lift the handset.

- Optionally, press the key. The LED lights up .

## CHECKING OR DELETING A SAVED CALLBACK

Press the key to open the main menu.

Service/Settings

Open “Service/Settings”.

Callback

Select “Display Callback”.

Next Callback

Select “Next Callback” to display additional entries if applicable.

**Deleting an entry that is displayed**

Delete

Select “Delete”.

**Ending a query**

Cancel

Select “Cancel”.

## During a call

### ACTIVATING OR DEACTIVATING THE MICROPHONE

You can temporarily switch off the handset microphone to prevent the other party from listening in while you consult with someone in your office for example.

**Prerequisite:** You are conducting a call.

#### Deactivating the microphone



Press the key shown.

#### Activating the microphone



Press the key shown.

### CHANGING THE VOLUME

You can change the volume of the handset or the loudspeaker during the call.



You are conducting a call.



Adjust the volume using the toggle key.

### SWITCHING FROM HANDSET TO SPEAKERPHONE MODE

Note that there are two different modes (US and Standard) and you can activate your preferred setting as appropriate.

**Prerequisite:** You are conducting a call via the handset.

The microphone and loudspeaker functions are activated by the administrator.

#### Listening in standard mode



To open listening in standard mode, hold down the key.



Hang up the handset.



Release the key and proceed with your call.

### Listening in US mode



To open listening in US mode, press the key.



Hang up the handset.

Proceed with your call.

## SWITCHING FROM SPEAKERPHONE MODE TO THE HANDSET

**Prerequisite:** You are conducting a call in speakerphone mode.



Lift the handset. The  key is no longer illuminated.

## SWITCHING FROM HEADSET TO SPEAKERPHONE MODE

### Switching in standard mode



Press and hold the key (open listening is activated).

Hang up the handset.

### Switching in US mode



Press the key.

Hang up the handset.

## OPEN LISTENING TO THE ROOM

You can let other people in the room join in on the call. Let the other party know that you have turned on the loudspeaker.

**Prerequisite:** You are conducting a call via the handset.

### Activating open listening



To activate open listening, press the key shown.

### Deactivating open listening



To deactivate open listening, press the illuminated key.

## PARKING A CALL

There are three ways to park a call:

- System park
- Directed call parking
- Call parking within Pick-up group

For system settings ask the administrator.

The following is an example how to park a call if you are a member of Pick-up group.

**Prerequisite:** You are conducting a call.

Press the flashing function key in the left panel or on a connected key module, if configured.

Select “Favourites”.

Select the required page using the corresponding function key.

Enter and note a parking position number between 0 and 9. If the entered parking position number is not accepted, it is already busy. In that case enter a different number.

### Retrieving a parked call

**Prerequisite:** One or more calls have been parked. The phone is idle and Group Park LED key is flashing.

Press the flashing function key in the left panel or on a connected key module, if configured.

A parked call will ring back automatically.

## PLACING A CALL ON HOLD

You can use this function to place an ongoing call on hold, e.g. to prevent the another party hearing a conversation with a colleague in the same room.

**Prerequisite:** You are conducting a call.

Select and confirm the option shown.

- Optionally, press the key shown. The key illuminates.

Group park

Favourites

Favourites 1/2

0 + ... 9 WXYZ

Group park

Hold

||

If you do not retrieve the held call after a defined time interval, a reminder beep sounds three times and a prompt to retrieve the call or disconnect appears on the display.

### Recall

If you have hung up, a recall occurs after a set time.

Lift the handset and set the volume, if required.

- Optionally, press the key.
- Optionally, press the key if a headset is connected to confirm recalling the party.

## BEING ON HOLD

You have been placed on hold by your call partner and are informed accordingly in the notification area.

Select “Pending calls” to receive information about the call partner in “Conversations”.

## CALL SECOND PARTICIPANT (CONSULTATION)

You can call a second party while a call is in progress. The first participant is placed on hold.

Select “Consultation”.

### Calling a second participant

Enter the phone number of the desired participants.

- Optionally, select one from the conversations list.

**Returning to the first participant if the second participant does not answer**

Select “Return to held call”.

### Ending a consultation call

Select “Set free”.

### Switching to the held party (alternating)

Select “Toggle”.



Held remotely

Pending calls

Consultation



Return to held call

Set free

Toggle

## TRANSFERRING A CALL

If the person you are speaking to wishes to be forwarded to one of your colleagues, you can transfer the call.

**Prerequisite:** You are conducting a call.

Select "Consultation".

Enter the phone number of the desired participants.

Announce the call to the third party.

Select "Transfer".

- Optionally hang up the handset.

## ACCEPTING A SECOND CALL (CALL WAITING)

You are still available to other callers, even though you are on the telephone. A warning tone and the notification "Call for: X" in the display indicates the waiting call.

You can ignore or accept the second call. Before you accept the second call, you can end the first call or place it on hold for subsequent retrieval.

You can also block the second call or the signal tone (see "Call waiting" → page 81).

**Prerequisite:** You are on the phone and hear a warning tone (approx. every six seconds).

### Ending the first call and answering the second call

Hang up the handset. Your phone rings.

Accept second call. Lift the handset.

### Place first call on hold and answer second call

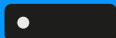
Select "Accept". You are connected to the second caller. The first party is placed on hold.

### Ending the second call, resuming the first call

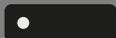
Select "Set free".

- Optionally, hang up the handset.

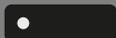
Consultation



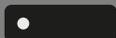
Transfer



Accept



Set free





- Optionally, lift the handset.

## CARRY OUT DTMF SUFFIX / DIAL TONE

In order to control devices, such as answering machines or automatic information systems, you can send out DTMF signals.

Ask the administrator to send the codes for the DTMF tones.

Ending the call also deactivates DTMF suffix dialling.  
Your system can also be configured in such a way that you can start the DTMF dial-up immediately after establishing the connection. You can also set-up a key for DTMF dialling.

## ROLLOVER

You can set up the volume for all notification, which occur during your call. For more information (see "Volumes" → page 179

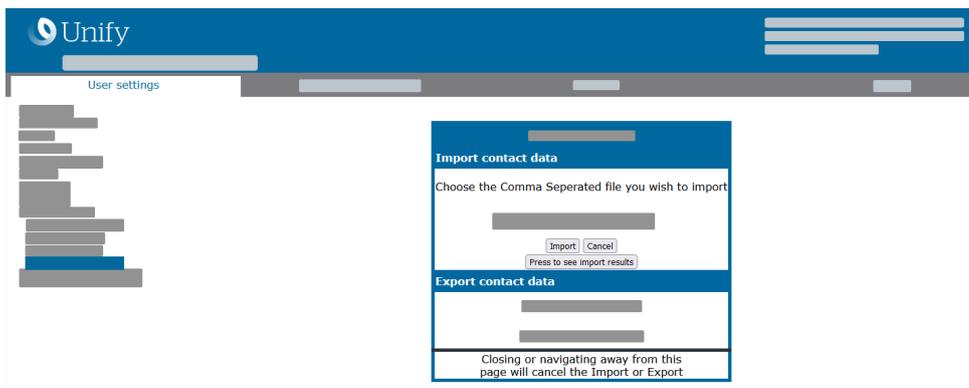
## Importing contacts via WBM

You can import your contacts into the phone through WBM interface. The contact file can be exported from Outlook or OSM.

See the product documentation for instructions on how to export contacts from an Outlook client or OSM.

Files previously exported by this or another phone may also be imported.

Log on to the user pages on WBM using your password (see "Web interface (WBM)" → page 186).



A contact list can be downloaded on your phone via browser:

1. Open the "User settings".
2. Enter the user password, if required.
3. Open "File transfer > Contacts transfer".
4. Select "Browse" and navigate to a local or remote folder.
5. Select a file to be imported.
  - The default format is ".csv"
  - You can use comma or a semi-colon as a value separator for the imported CSV file
  - When exporting from Outlook, do not change the mapped header field names.
6. Select destination and confirm.
7. The path to the file is displayed when selecting the destination and closing the window.
8. Select "Import".

Picture clips (avatars) are not included as part of the import.

While the import is in progress you may notice some deterioration in the phones performance.

The progress and outcome of the import will be indicated.

9. Select "Press to see import results" to see a completion message.
  - A successful import is indicated by the message "Import completed" below the panel on the page
  - A message "Import contacts completed" is displayed on the phone after the import is completed.
  - Failures are indicated by a text message below the panel on the page.

# Using Bluetooth

Bluetooth is an open standard for high-performance technology and wireless communication, e.g. between PCs and tablets or mobile telephones and headsets.

In contrast to infra-red connections, Bluetooth can be used over distances of up to 10 meters even without direct visibility of the communicating devices.

To exchange data between Bluetooth enabled devices, the devices need to undergo a one-off discovery procedure.

## Discoverability

When first enabling a connection to a Bluetooth device, this function must be switched on (see "Pairing Bluetooth devices" → page 114).

The OpenScape Desk Phone CP710 is recognizable by default for other Bluetooth devices once pairing is enabled.

The Bluetooth discoverability feature is disabled on exiting the pairing menu to prevent misuse.

A connection is established for devices that are already connected even if the function "Discoverable" is deactivated.

## Pairing and connecting

**Pairing** is the process used by two Bluetooth enabled devices to "see" one another and to "recognize" that they can exchange data. It is therefore used for checking the access authorization of a Bluetooth device in a Bluetooth network. To do this, a 128-bit link key is created for subsequent identification.

If the Bluetooth device has a NFC reader (Near Field Communication), it can be automatically paired with the phone.

Pairing is only required for the first contact between a Bluetooth device and the phone. Once the Bluetooth device is successfully paired, no further access authorization checks are required. Instead, each subsequent check uses the previously created link key.

**Connecting** stores the pairing information and identification key of the device on the phone. To pair the device with another phone, it must be disconnected, i.e. the key must be removed.

## PAIRING BLUETOOTH DEVICES



Press the key to open the main menu.



Open "Service/Settings".



Open "User settings".



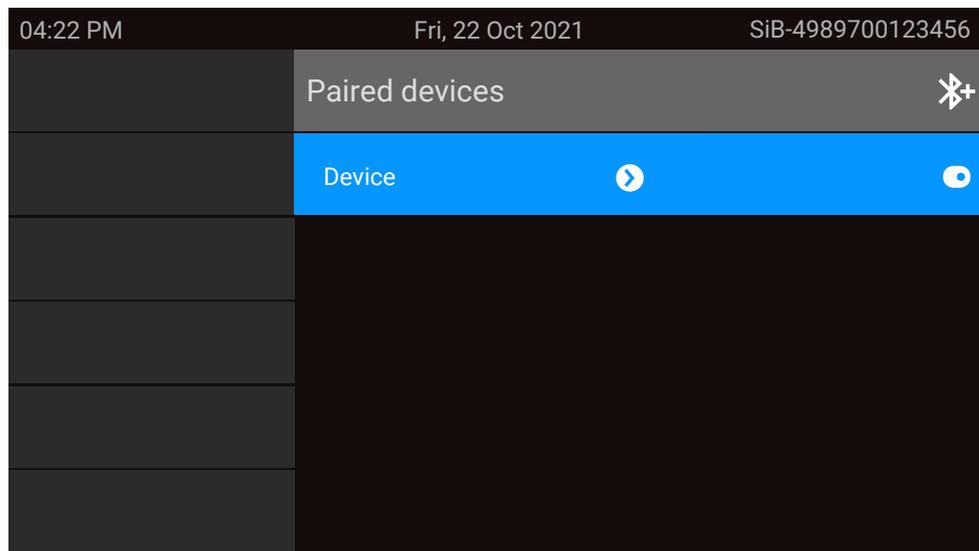
Enter and confirm the user password, if required.



Select "Bluetooth".



Select "Paired devices".

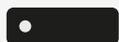


The paired devices are displayed.



Press the function key to start the scan for new devices. Start or set the paging function on the device if appropriate.

The located devices are displayed. Repeat the scan if the device is not displayed.



Select the Bluetooth device.



Select "Accept". The device is paired and added to the list.



If a pairing PIN is requested, enter the PIN and confirm with the function key. The device is paired and added to the list.

The phone is now paired with the Bluetooth device, but not yet connected (see "Disconnecting a Bluetooth device" → page 126).

Pairing is only performed the first time a link is established between the Bluetooth device and the phone. If the Bluetooth device is successfully paired, no further access authorization checks are necessary. Instead, each subsequent check uses the previously created link key.

## CONNECTING OR DISCONNECTING A BLUETOOTH DEVICE

After pairing, the device must be connected to the OpenScape Desk Phone CP710. To use the device at another location, it must first be disconnected from the current phone.



Press the key to open the main menu.

Service/Settings

Open "Service/Settings".

User settings

Open "User settings".



Enter and confirm the user password, if required.

Bluetooth

Select "Bluetooth".

Paired devices

Select "Paired devices". Select the device in the list of paired devices.

Confirm to connect

Confirm to connect. The connection is immediately established and the device is ready for use.

### Disconnecting the device

Select the device in the list of paired devices.

Confirm to disconnect

Confirm to disconnect. You will receive a corresponding confirmation.

## Transferring contacts

Bluetooth on the OpenScape Desk Phone CP710 allows you to transfer contacts in "vCard" format (file extension: \*.vcf) from other Bluetooth devices and Save them in the "Conversations". You can also send entries from "Conversations" to other Bluetooth enabled devices.

The instructions for data transfer via Bluetooth provided in the relevant manufacturer documentation should be observed.

## RECEIVING A VCARD

**Prerequisites:** Bluetooth is enabled on the phone (see "Activating Bluetooth" → page 125).

A vCard file is stored on the Bluetooth enabled device (PC, tablet, mobile phone, etc.).

Start the data transfer on the device. If a vCard is transmitted, you are asked to accept the data transfer.

### Example

Select "Accept".

Select "Store" to Save the vCard(s) to the contact list. The transfer is confirmed.


 A screenshot of a mobile interface showing two buttons: "Accept" and "Store". Both buttons are highlighted in blue and have a white dot in a black circle to their right, indicating they are selected or active.

## SENDING A VCARD

### Sending to a paired device

**Prerequisite:** The receiving device is included in the list of paired devices, Bluetooth is enabled on the device and can receive vCards.

Select "Conversations".

Select the required contact. The selected contact is highlighted.

Use the navigation keys to scroll, if required.

Open the contact details.

Select "Share contact".

Press the function key. The menu for paired devices is displayed. A search for devices is initiated.

Select and confirm the transfer on the paired device, e.g. a mobile phone. The vCard for the entry is sent. (You will receive confirmation.)

Save the vCard information on the remote device.

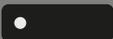
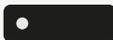
### Sending to an unpaired device

**Prerequisite:** Bluetooth is activated on the device and the device can receive vCards.

Select the required contact in "Conversations". The selected contact is highlighted.

Open the contact details.


 A screenshot of a mobile interface showing a button labeled "Conversations" with a white dot in a black circle to its right, indicating it is selected.


 A screenshot of a mobile interface showing a button labeled "Share contact" with a white dot in a black circle to its right, indicating it is selected.


 A screenshot of a mobile interface showing a button labeled "Share contact".



Select “Share contact”. A search for devices in the vicinity of the phone is initiated.

Wait until the device is displayed.



Select and confirm the transfer on the selected device, e.g. a laptop. The vCard for the entry is sent (you will receive confirmation).

Save the vCard information on the remote device.

After transmission, detected unpaired devices are deleted from the list.

## Synchronize contacts with a paired device via Bluetooth

Bluetooth on the phone allows the synchronisation of contacts with a paired device whenever the two devices are connected.

**Prerequisite:** Bluetooth is enabled on the phone (see ["Activating Bluetooth"](#) → page 125).



Press the key to open the main menu.



Open “Service/Settings”.



Open “User settings”.



Enter and confirm the user password, if required.



Select “Bluetooth”.

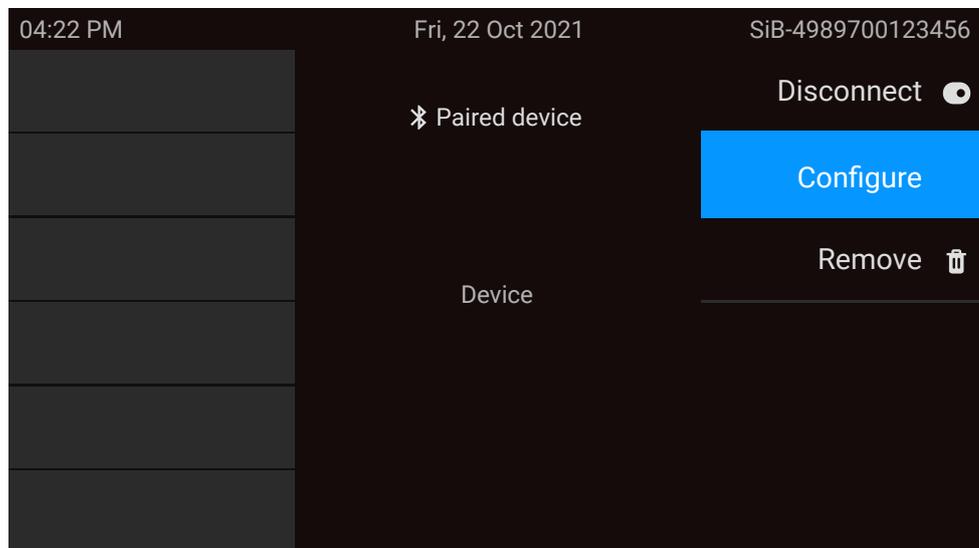


Select “Paired devices”.



Select the device.

## Synchronizing contacts



Configure

Select "Configure".

There are two options for synchronizing the contacts:

- **Synchronize contacts now:** by selecting this option, the transfer of contacts between the mobile phone and the OpenScape Desk Phone CP710 starts immediately.
- **Automatic synchronize contacts:** by enabling this option, the transfer of contacts between the device and the OpenScape Desk Phone CP710 starts automatically when the two devices are connected via Bluetooth.

Select either of the two options to synchronize your contacts. No confirmation is necessary, since the synchronization has been initiated by the phone.

Save the setting.

## Using a Bluetooth headset

You can connect a Bluetooth enabled headset to the phone, if it is approved for use with the phone. Ask the administrator about approved headsets.

**Prerequisite:** Bluetooth is enabled on the phone (see "Activating Bluetooth" → page 125).

## PAIRING AND CONNECTING A BLUETOOTH ENABLED HEADSET

Pairing and connecting a Bluetooth enabled headset requires the same pairing and connecting procedure for all Bluetooth devices:

- Enable Bluetooth pairing mode on the headset (see the user manual supplied with the device).
- Start pairing the device (see "Pairing Bluetooth devices" → page 114)
- After successfully pairing the device, connect it with the phone (see "Connecting or disconnecting a Bluetooth device" → page 115)

## TESTING A BLUETOOTH HEADSET



Press the key on the dialpad. You should now hear the on-hook signal in the headset.



Enter any phone number. The input field is opened.



Confirm that the phone number is complete or wait until the autodial delay expires.

The selected contact is shown in the list.



Confirm with the function key. The connection is set up.

Adjust the call volume on the headset.

## Using a Bluetooth enabled conference phone

You can connect a Bluetooth enabled conference phone to the OpenScape Desk Phone CP710, if it is approved for use with the phone.

Ask the administrator about approved conference type phones.

## PAIRING AND CONNECTING A BLUETOOTH ENABLED CONFERENCE PHONE

Below is an example of pairing, connecting, and testing the conference phone “Konftel 60W”.

**Prerequisite:** Bluetooth is enabled on the phone (see "Activating Bluetooth" → page 125). The conference phone is ready for use but switched off.

### Finding and pairing the conference phone

Hold down the **trim** key on the conference phone for two seconds until the blue display lights flash.

Pairing and connecting a Bluetooth enabled conference phone requires the same pairing and connecting procedure for all Bluetooth devices:

- Enable Bluetooth pairing mode on the conference phone (see the user manual supplied with the device).
- Start pairing the conference phone (see "Pairing Bluetooth devices" → page 114)
- After successfully pairing the conference phone, connect it with the OpenScape Desk Phone CP710 (see "Connecting or disconnecting a Bluetooth device" → page 115)

## TESTING THE BLUETOOTH ENABLED CONFERENCE PHONE

**Prerequisite:** The conference phone is ready for use but switched off. The OpenScape Desk Phone CP710 is in idle mode.

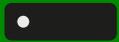
Both the phone and the conference phone ring. The caller is displayed. To answer the call, you have the following options:

- Press the key shown.
- Select “Answer”.
- Press the On-Off key on the conference phone.

You are connected with the other party. The conference phone is activated. You can initiate a consultation call or accept a second call to set up a conference.



Answer



## Using a Bluetooth hands-free device

You can control calls on the HFAG (hands-free audio gateway, e.g. mobile device) from the phone via Bluetooth.

Once the mobile device is connected to phone via Bluetooth, you can see the mobile's battery level in the status bar of the main menu.

The icon "Telephony"  indicates that the paired device can be connected as hands-free Bluetooth device. When connected, the device provides remote telephony functions: calls received by the mobile network are displayed and can be controlled by the phone.

### INCOMING HFAG CALL

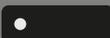
The Bluetooth status bar indicates an HFAG call.

For more information about how to proceed during incoming call, see "Incoming calls" → page 93.

### CONNECTED HFAG CALL

The status bar icon indicates an HFAG call.

End audio



Select "End audio" to transfer the HFAG call audio from the OpenScape Desk Phone CP710 to the HFAG.

Pull audio



Select "Pull audio" to reroute the audio stream from HFAG back to the OpenScape Desk Phone CP710.

For more information about how to proceed during a call, see "Activating or deactivating the microphone" → page 106.

### OUTGOING HFAG CALL

When the call is started on the HFAG device, the Bluetooth status bar icon indicates an HFAG call.

## HFAG CALL STATES IN “CONVERSATIONS”

Connected HFAG calls are displayed in “Conversations”. The HFAG call is distinguished from native calls by a special call state icon below the user name or phone number.

## Using a Bluetooth keyboard

A Bluetooth keyboard can be paired with the phone. After successful pairing, the keyboard appears in the list of “Paired devices” and a “keyboard” icon  is displayed in status bar.

There can be only one keyboard device connected at the same time.

### Pairing and connecting a Bluetooth keyboard

Pairing and connecting a Bluetooth enabled keyboard requires the same pairing and connecting procedure for all Bluetooth devices:

- Enable Bluetooth pairing mode on the keyboard (see the user manual supplied with the device).
- Start pairing the device (see “Pairing Bluetooth devices” → page 114)
- After successfully pairing the device, connect it with the phone (see “Connecting or disconnecting a Bluetooth device” → page 115)

After successfully connecting the keyboard, the icon  is displayed in the status bar.

The simultaneous usage of a Bluetooth keyboard and phone keypad is possible. The phone interface differentiates between events from the Bluetooth keyboard and the dialpad and shows the input box and its settings only for the dialpad.

### Supported languages

The following languages for a Bluetooth keyboard are supported:

- German
- English
- French
- Italian
- Spanish

For other languages, the English keyboard layout will be used.

## Navigation keys

The navigation keys on a Bluetooth keyboard substitute the following keys on the dialpad:

- Direction keys = direction keys (up / down, left / right, OK)
- Enter = OK
- Backspace = Back
- Esc = Go to landing screen
- Tab = Menu key
- Menu = Menu key
- "Volume" keys = Volume keys
- "Mute" key = Microphone mute
- "Find" = Go to "Conversations" and start searching
- The "Page down" key moves the highlighted item down by the number of screen lines.
- The "Page Up" key is equivalent to 5 navigation key presses upwards
- The "Home" key is equivalent to a long press of the navigation key upward
- The "End" key is equivalent to long press of the navigation key downward

## Numerical keys

When the phone is in idle state, pressing numerical keys on keyboard initiate dialing in the same way as number keys on the dialpad do.

When the phone is in a call, pressing numerical keys on the keyboard sends DTMF tones in the same way as numerical keys on the dialpad do.

# Using a Bluetooth "Remote button"

A Bluetooth device with a single button for triggering an action (e.g. emergency calls) can be paired with the phone (see ["Pairing and connecting"](#) → page 113). After successful pairing, the device is displayed with a keyboard profile in the paired devices. You can choose the following keys as "remote button":

- Function keys on the phone
- Function keys on the key module

Only a configured function key can be selected as a "Remote button".

The shifted level function of a function key cannot be selected.

## Pairing and connecting a Bluetooth remote device

Pairing and connecting a Bluetooth enabled "Remote button" device requires the same pairing and connecting procedure for all Bluetooth devices:

- Enable Bluetooth pairing mode on the device (see the user manual supplied with the device).
- Start pairing the device (see "Pairing Bluetooth devices" → page 114)
- After successfully pairing the device, connect it with the phone (see "Connecting or disconnecting a Bluetooth device" → page 115)

After successfully connecting a Bluetooth "Remote button" device, the icon  is displayed in the status bar.

### Enabling the "Remote button"

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Bluetooth".

Select "Paired devices".

Select the connected Bluetooth keyboard and open the settings.

Select "Configure".

Select "Remote button".

Enable the remote button.

Select "Select key".

Select one of the options that have been assigned to a function key.

## TRIGGER ON RECONNECT

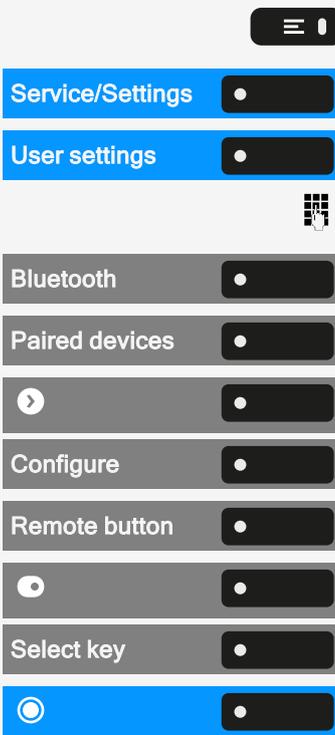
When reconnecting (i.e. after starting from energy saving mode), the phone automatically reconnects and the remote button triggers the configured function key if enabled. You need to press the remote button only once.

If the option "Trigger on reconnect" is disabled, you must press the remote button twice. First time it will reconnect and second it will trigger the configured function key.

### Enabling "Trigger on reconnect"

Navigate to the Bluetooth keyboard settings (see "Using a Bluetooth keyboard" → page 122).

Select the paired device and select "Configure".



Trigger on reconnect

✓

Enable “Trigger on reconnect”.

Save the setting.

## Bluetooth settings

### ACTIVATING BLUETOOTH

The Bluetooth function must be enabled by the administrator.



You can also configure this setting via the web interface (see “Web interface (WBM)” → page 186).



Press the key to open the main menu.

Service/Settings

Open “Service/Settings”.

User settings

Open “User settings”.



Enter and confirm the user password, if required.

Bluetooth

Select “Bluetooth”.

Activate with the function key.

Bluetooth is now available and the icon  is displayed in the status bar.

### CHANGING THE BLUETOOTH NAME OF THE PHONE

Here you can determine the name of the phone that is used when registering at other Bluetooth devices.



You can also configure this setting via the web interface (see “Web interface (WBM)” → page 186).

By default, the Bluetooth name is “OpenScape Desk Phone CP710”.



Press the key to open the main menu.

Service/Settings

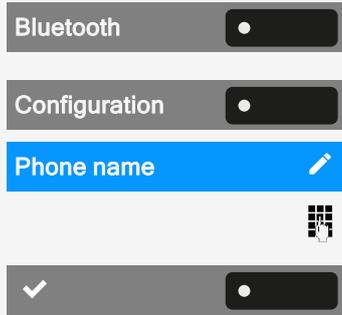
Open “Service/Settings”.

User settings

Open “User settings”.



Enter and confirm the user password, if required.



Select "Bluetooth".

Select "Configuration".

Select "Phone name".

Edit the phone name using the dialpad.

Save the setting.

## MANAGING BLUETOOTH DEVICES

The following functions are available in the Bluetooth pairing manager:

- Adding a Bluetooth device (see "Pairing and connecting" → page 113)
- Deleting a Bluetooth device list
- Connecting or disconnecting paired Bluetooth devices
- Removing single Bluetooth devices from the list
- Renaming Bluetooth devices in the list

The OpenScape Desk Phone CP710 is visible for other Bluetooth devices in the vicinity when this menu is open.

## DISCONNECTING A BLUETOOTH DEVICE

**Prerequisite:** At least one Bluetooth device is listed.

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

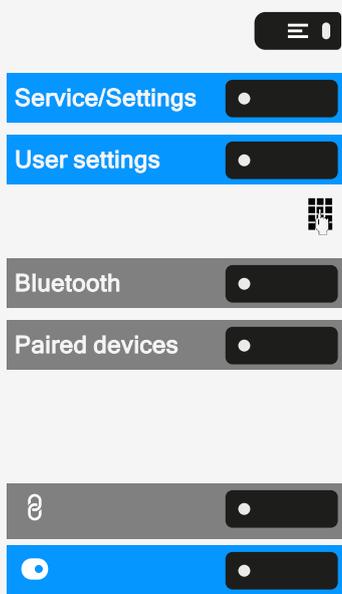
Select "Bluetooth".

Select "Paired devices". All paired devices are displayed.

A message is displayed that the phone is now visible for other Bluetooth devices while you are in this menu.

Select the device.

Confirm with the function key to disconnect. You will receive a corresponding confirmation. The connection is closed automatically if you switch off the device.



## DISCONNECTING A BLUETOOTH ENABLED DEVICE AUTOMATICALLY

If the device is proximity-system enabled, proximity monitoring is activated by default. As soon as the paired device comes into the vicinity of the phone, the connection is established automatically. If the device is moved out of reach for the Bluetooth proximity sensor, the connection is dropped.

Proximity Monitoring is enabled by default.



Press the key to open the main menu.

Service/Settings

Open “Service/Settings”.

User settings

Open “User settings”.



Enter and confirm the user password, if required.

Bluetooth

Select “Bluetooth”.

Paired devices

Select “Paired devices”.



Open the device settings.

Configure

Select “Configure”.

Proximity Monitoring

Select “Proximity Monitoring” to disable it. When disabled (⊙), the device will no longer disconnect automatically once it leaves the vicinity of the phone.

## SETTING THE PROXIMITY THRESHOLD

You can set the proximity threshold for each paired device individually. This increases or decreases the sensitivity for the Bluetooth signal of the device and prevents multiple Bluetooth enabled devices from interfering.



Press the key to open the main menu.

Service/Settings

Open “Service/Settings”.

User settings

Open “User settings”.



Enter and confirm the user password, if required.

Bluetooth

Select “Bluetooth”.

Paired devices

Select “Paired devices”.



Open the device settings.

Configure

Select “Configure”.

Proximity  
Threshold



Select "Proximity Threshold".



Select "Edit".

Use the function key to increase the value.

Use the function key to decrease the value.

- Optionally, use the keys on the dialpad.

Save the setting.

### Checking the proximity sensor

Check different positions of your Bluetooth device at which the connection can still be maintained by moving the device closer and further away from the phone.

Proximity Indicator

## DEACTIVATING AUDIO

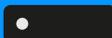
If no audio function is provided for the Bluetooth enabled device, you should disable audio in your device's settings.

The function is always activated by default.



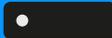
Press the key to open the main menu.

Service/Settings



Open "Service/Settings".

User settings

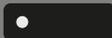


Open "User settings".



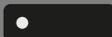
Enter and confirm the user password, if required.

Bluetooth



Select "Bluetooth".

Paired devices

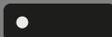


Select "Paired devices".



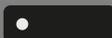
Open the device settings.

Configure



Select "Configure".

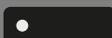
Audio



Select "Audio". This option is only displayed when the device provides audio.



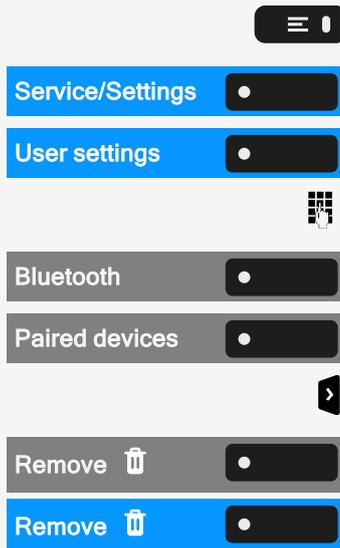
Deactivate "Audio". The icon  next to the device name is removed.



Save the setting.

## REMOVING A BLUETOOTH DEVICE FROM THE LIST

You can remove a single Bluetooth device from the list.



Press the key to open the main menu.

Open “Service/Settings”.

Open “User settings”.

Enter and confirm the user password, if required.

Select “Bluetooth”.

Select “Paired devices”.

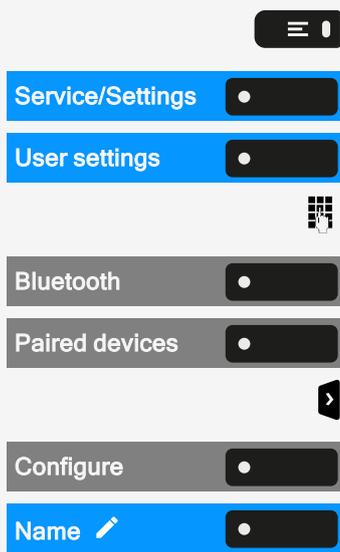
Open the device settings.

Select “Remove”.

Confirm removal.

## RENAMING A BLUETOOTH DEVICE IN THE LIST

By default, a Bluetooth device is entered in the list with the name set in the device, mostly the device type or the device key. You can change the name for convenience.



Press the key to open the main menu.

Open “Service/Settings”.

Open “User settings”.

Enter and confirm the user password, if required.

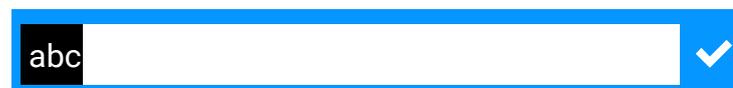
Select “Bluetooth”.

Select “Paired devices”.

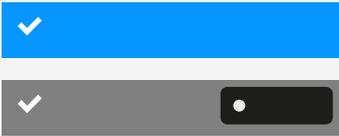
Open the device settings.

Select “Configure”.

Select “Name”. The current name is displayed.



Edit the name using the dialpad.



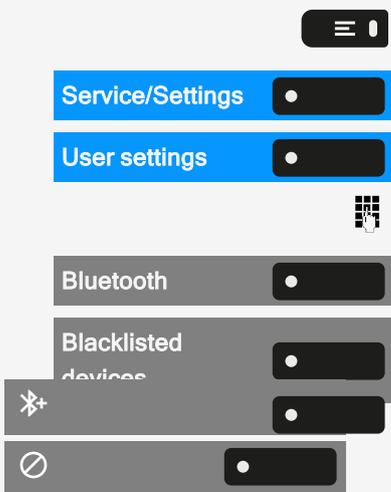
Press the corresponding function key to confirm.

Save the setting.

## Blacklist for Bluetooth devices

The blacklist contains the Bluetooth devices for which a connection set-up attempt is rejected by the OpenScape Desk Phone CP710. The connection will only be allowed if the connection is triggered by the OpenScape Desk Phone CP710.

### ADDING BLUETOOTH DEVICES TO THE BLACKLIST



Press the key to open the main menu.

Open “Service/Settings”.

Open “User settings”.

Enter and confirm the user password, if required.

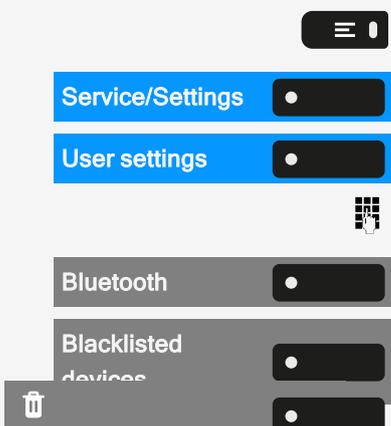
Select “Bluetooth”.

Select “Blacklisted devices”.

Press the function key to start the scan for devices.

Select the device to add it to the blacklist. The device is removed from the scan list.

### REMOVING A BLUETOOTH DEVICE FROM THE BLACKLIST



Press the key to open the main menu.

Open “Service/Settings”.

Open “User settings”.

Enter and confirm the user password, if required.

Select “Bluetooth”.

Select “Blacklisted devices”.

Select “Remove”.

Remove 

Confirm removal.

## Beacon

The phone can make contact via Bluetooth with smartphones or tablets in the vicinity using beacons. Information can then be exchanged between the phone and, for example, the smartphone. There are two options available:

- “Eddystone” is an Open Source project from Google for beacon applications.
- “iBeacon” is a project for beacon applications from Apple.

The “Beacon” functions can only be activated for either of the applications simultaneously. The selection depends on the devices used for pairing.

## ACTIVATING “IBEAON” OR “EDDYSTONE”



You can also configure this setting via the web interface (see “Web interface (WBM)” → page 186).



Press the key to open the main menu.

Service/Settings

Open “Service/Settings”.

User settings

Open “User settings”.



Enter and confirm the user password, if required.

Bluetooth

Select “Bluetooth”.

Beacon

Select “Beacon”.

Mode

Select “Mode”. The following modes are available:

- Disabled
- Eddystone
- iBeacon

Unavailable options are greyed out.



Select the mode.



Save the setting.

The devices operating with the selected mode can be paired and connected (see “Pairing and connecting” → page 113).

## CONNECTING TO A SERVER FOR PHONE BEACONS

This setting is read-only and can only be changed by the administrator via the web interface.

### SETTING THE UUID

The Universally unique identifier (UUID) is an alphanumeric “name” for each device by which the devices are recognized in any network.

Changing the UUID makes the device, i.e. the phone, unrecognizable to connected devices and leads to a connectivity loss within a network.



Press the key to open the main menu.

Service/Settings

Open “Service/Settings”.

User settings

Open “User settings”.



Enter and confirm the user password, if required.

Bluetooth

Select “Bluetooth”.

Beacon

Select “Beacon”.

UUID

Select “UUID”. An 32-digit sequence is already displayed, defining the UUID broadcast ID in the network.

abc



Edit the UUID using the dialpad.



Save the setting.

### SETTING CLASSES FOR “MAJOR” AND “MINOR”

Whereas projects such as “Eddystone” or “iBeacon” are intended for pairing and connecting Bluetooth devices from the respective companies and associated licensees, devices outside the projects’ scope can be integrated by defining the classes.

Generally speaking, this information is hierarchical in nature with the major and minor fields allowing for subdivision of the major category into subcategories:

- Major, comprising categories such as computers, phones, LAN / Network Access Points Audio / Video devices (headsets, speakers, stereos, video displays, VCRs), Peripherals (mice, joysticks, keyboards), and wearables
- Minor, comprising subcategories such as cellular phones, cordless phone, payphones, modems



Press the key to open the main menu.

Service/Settings

Open “Service/Settings”.

User settings

Open “User settings”.



Enter and confirm the user password, if required.

Bluetooth

Select “Bluetooth”.

Beacon

Select “Major” or “Minor”. An input may already be entered. This is used by the Beacon application to identify the beacon.

Edit

Select “Edit”.

123



Enter the classes using the dialpad.

✓

Save the setting.

## SETTING THE INTERVAL

The proximity sensor of the phone scans the connected devices in regular intervals for availability. By default, the interval is 1000 ms, i.e. 1 second.

This setting is read-only and can only be changed by the administrator via the web interface.

# Making calls via multiple lines (“multi-line”)

This section describes the settings for a MultiLine phone and how to use a MultiLine phone.

## Line keys

Line keys can be set up on the freely programmable feature keys. Any key assigned the “Line” function corresponds to a line, with up to 4 lines can be set up as primary and secondary lines. Each of these line types can be used on a private or shared basis (see “Line usage” → page 135).

Line keys are set up by the administrator.

### Example

The following example displays how phones are connected within a team with several line keys:

- 3234 is the extension number of Mr. Meier
- 3235 is the extension of Mr. Müller
- 3236 is the extension of Mr. Schulze.

All three lines can be used to phone from all three phones. The line of the phone’s secondary extension number is always the primary line.

### Primary line

All multi-line telephones have a primary line. This line can be reached in the usual manner via your public phone number. Incoming calls to your number are signalled on this line.

To avoid conflict between individual multi-line phones, “Do not disturb” and “Call forwarding” can only be used for the primary line

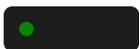
### Secondary line

A secondary line on your phone is used as a primary line by another participant. At the same time, your primary line can be set up as a secondary line for another phone in the system.

## LINE USAGE

- **Private line:** A line that is used by a single telephone. This line cannot be used as a secondary line by another telephone.
- **Shared line:** A line that is configured on multiple phones. The line status is displayed by a LED for all phones that share this line (if configured). If a shared line is used by a phone, a status message indicating that this line is busy is displayed on all other telephones sharing the line.
- **Direct call line:** A line with a direct connection to another telephone. You can see the status of the line from the LED.

## MEANING OF LEDS ON LINE KEYS

LED	Meaning
	<b>LED off:</b> The phone is in idle mode.
	<b>LED lights green:</b> <ul style="list-style-type: none"> <li>• The line is in use on your phone.</li> <li>• Outgoing call on the line</li> </ul>
	<b>Flashing green:</b> <ul style="list-style-type: none"> <li>• Incoming call on the line (see "Incoming calls " → page 93)</li> <li>• The incoming call was prioritized and selected in accordance with the option "Automatic line selection for incoming calls"</li> </ul>
	<b>LED lights red:</b> The line is busy remotely.
	<b>Flashing red:</b> Call forwarding is activated.
	<b>LED lights orange:</b> The line is on hold.
	<b>Flashing orange:</b> The held call on the line has timed out on hold.

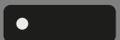
## PREVIEW

You are speaking on a line. The LED of another line key flashes. You can determine via the "Line preview" function who is calling on this line. The information is shown

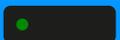
to you on the display. You can also determine which caller that you have previously put on "hold" or "exclusive hold" is waiting on a line key. You can also display information about the caller on the active line.

**Prerequisite:** You have accepted a call on a line key. The LED of another line key flashes quickly, the "Temp preview" is set up.

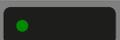
#### Activating preview

Temp preview 

Select "Temp preview". The corresponding LED lights up.

Line x 

Select the required line key. The information about the caller or participants is displayed.

Temp preview 

#### Deactivating preview

Select "Temp preview". The LED goes out. The menu rows and the call-length display are displayed again.

## Accepting calls on the line keys

If several calls are made at the same time, as usual, you can accept calls in the order provided. You can also, however, prioritize the acceptance of other calls.

**Prerequisite:** The administrator has determined the order in which incoming calls are directed to line keys.

#### Accepting calls in the order provided

Your phone rings (call). The caller ID is displayed. The LED of the suggested line key flashes quickly.



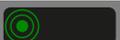
Lift the handset.



- Optionally, press the key and use speakerphone mode.

#### Answering a prioritized call

Your phone rings (call). The caller ID is displayed. The LED of the suggested line key flashes quickly. The LEDs of other line keys are also flashing quickly.

Line x 

Press the prioritized line key. The caller ID is briefly displayed.



Lift the handset.



- Optionally, press the key and use speakerphone mode.

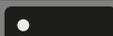
## ACTIVATING AND DEACTIVATING RINGING MODE (CALL)

If you are making a phone call on one line, ringing for other incoming calls may disrupt your conversation. If the “Ring on/off” function is enabled, your phone will no longer ring. Incoming calls are then only displayed via the flashing of the corresponding keys and on the display.

**Prerequisite:** The “Ring on/off” function key has been set by the administrator.

### Deactivating ringing mode

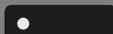
Ring on/off



Select “Ringer off” to silence the phone on incoming calls. The LED  lights up.

### Activating ringing mode

Ring on/off



Select “Ring on/off” to enable ringing on incoming calls. The LED  goes out.

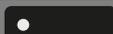
## FORWARDING CALLS FOR LINES

If you activate call forwarding for an entire line in use, the line will be forwarded in general, on other phones as well (see “Line usage” → page 135).

The configuration of call forwarding for a particular line is identical to the call-forwarding already described.

Make sure that the desired line was previously busy.

Line x



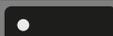
Select “Line x” of the desired line. The corresponding LED lights up and you can activate forwarding (also refer to “Forwarding calls” → page 102).

## RING TRANSFER

If you are temporarily leaving your desk or do not wish to be disturbed, you can activate call ringing transfer for the line to a target phone for incoming calls. A “Ring Transfer” function key can be programmed by the administrator for every line.

### Activation

Ring Transfer



Select “Ring Transfer”. The LEDs on your phone and on the target phone light up. The line key only flashes for an incoming call; it does not ring. The call is signalled on all the other phones.

## Dialling with line keys

The phone can be set up with automatic or selectable line seizure. The administrator responsible determines if a line, and which line, is to be automatically seized if the handset is lifted or speakerphone mode enabled.

The message “Please select an outgoing line to use” shows the seizure of a line following lifting the handset or pressing the speakerphone key  .

### AUTOMATIC LINE SEIZURE

The administrator has configured automatic line seizure.

Lift the handset.

- Optionally, press the speaker key.
- Optionally, press the headset key.

Select “Dial a number...”.

The input field in “Conversations” opens.

123



Enter the phone number and confirm. You can also search for and use the contact from the conversation list.

### MANUAL LINE SEIZURE

Dialling using the left panel or a key module

Lift the handset.

- Optionally, press the speaker key.
- Optionally, press the headset key.

These methods triggers the automatic line selection based on the administration configuration and the dialler input field that is shown.

Select the line.

If the dialler input has not been confirmed, press the key to use that line.



Dial a number...



Line




 Dial a number...

Select “Dial a number...”.

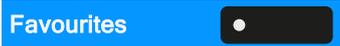
The input field in “Conversations” opens.

Enter the phone number and confirm. You can also search for and use the contact from the conversation list.

### Selecting a line from “Favourites”

**Prerequisite:** The line is accessible via “Favourites” and a key module is not connected.

Press the key to show the menu options or select a line from the left panel.


 Favourites

Select “Favourites”.

Select the line.


 Available

Select and confirm the available line.

The input field in “Conversations” opens.

Enter the phone number and confirm. You can also search for and use the contact from the conversation list.

## CALL WAITING WITH A DIRECT STATION SELECT (DSS) KEY

**Prerequisite:** You have set up DSS keys on your phone. The desired participant’s line is busy.


 Line x

Select the DSS key for the line. The participant called accepts your call waiting.

Lift the handset.

- Optionally, select speakerphone mode.

## During a call

### HOLDING CALLS ON LINE KEYS


 Hold

Select “Hold”. The LED of the line key flashes slowly.

The phone can also be configured so that the call is held by pressing the line key.

## HOLDING AND ACCEPTING A CALL ON A LINE KEY

**Prerequisite:** You have accepted a call on a line key or you are making a consultation call.

Briefly press the current line key.

- Optionally, select speakerphone mode.

The line key on which the call is on hold flashes slowly. The call can be continued on any phone in the team on which the LED of this line key is slowly flashing.

## EXCLUSIVELY HOLDING AND ACCEPTING A CALL ON A LINE KEY

**Prerequisite:** You have accepted a call on a line key or you are making a consultation call that only you are able to, intend to, or are permitted to continue.

Select “Exclusive hold”.

- Optionally, select and confirm.

The line key on which the call is on hold flashes slowly. The call can only be continued on your phone and is no longer signalled on any other phones.

### Accepting

Select the flashing line key. Proceed with your call.

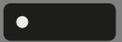
## DIRECTED LINE PICK-UP

A team member in an open-plan office has parked a call on a line key and calls across the room to ask you to accept the call. You have no access to this line.

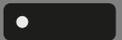
Select “Directed pickup”.

Enter the extension number of the phone on which the call was parked. You can then accept the call.

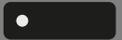
Line x



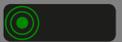
Exclusive hold



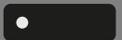
Exclusive hold



Line x



Directed pickup



## SAVED NUMBER REDIAL FOR A PARTICULAR LINE (STORED PHONE NUMBER)

If this type of saved number redial is set up on your phone, you can save a phone number for subsequent saved number redialling to a particular line (see "Saving an extension number for redialling" → page 141). You dial the saved extension number with the line and the saved number redial keys.



Lift the handset.



- Optionally, select speakerphone mode.

You are asked to press a free line key.

Line x

Select the corresponding line key. The LED lights up.

Change password  
# Dial

Select “Confirm password # Dial”. The last saved number is redialled.

## MOST RECENT EXTENSION NUMBER DIALLED FOR A PARTICULAR LINE

The most recent extension number dialled via your main line is automatically saved.

If this type of saved number redial is installed on your phone, the most recently dialled extension number is automatically stored for redial.

Line x

Select the line. The LED lights up.

Last # Dial

Select “Last # Dial” (if configured) in the left panel, in “Favourites”, or on a connected key module.



Lift the handset.



- Optionally, select speakerphone mode.

## SAVING AN EXTENSION NUMBER FOR REDIALLING

You have called a participant on a particular line and are still on the phone with him. Or you have been called by another participant, whose phone number was transmitted, and you are still on the phone with him.

Select “Save number redial”.

Save number  
redial

Saved # Dial

Select “Saved # Dial” (if configured) in the left panel, in “Favourites”, or on a connected key module. The phone number is saved for the current line.



Select speakerphone mode or hang up the handset. The LED goes out.

## Line mailbox

Callers who wish to reach you while you are away can leave a callback request in the mailbox of the relevant line.

In the mailbox you will also find voice or fax messages from the mail server (if configured).

**Prerequisite:** A mailbox has been configured for one or more lines.

## RETRIEVING MESSAGES

If there are new entries in the mailbox, the LED for the mailbox key lights up.

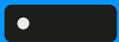


Press the key on the dialpad. The information about the caller is displayed.

### Carrying out a callback request

A callback request is displayed.

Caller

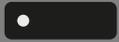


Select and confirm. The participant is called on the corresponding line.

### Next entry

There is more than one entry.

Next entry

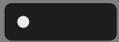


Select “Next entry”. The following entry is displayed.

### Deleting mailbox entries

The relevant entry is displayed.

Delete



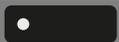
Select “Delete”.

### Ending mailbox query

Press the key.



Cancel



- Optionally, select “Cancel”.

Entries in the mailbox that are not deleted remain saved. If there are non-queried callback requests, the mailbox key continues to light up.

## IDENTIFYING THE LINE USED

If several lines are busy at the same time, you can find out which line you are currently speaking on.

### With the programmed function key

Press the function key “Line in Use”. The line number and line status of the line currently in use are displayed.

### Via the Service menu

Press the key to open the main menu.

Open “Service/Settings”.

Select “Service menu”.

Select “More features”.

Select “Show used line”. The line number and status of the line currently in use are displayed.


 A dark grey rectangular button with the text "Line in use" on the left and a small white circle on the right.


 A dark grey rectangular button with the text "Service/Settings" on the left and a small white circle on the right. The button has a blue highlight on its top edge.


 A dark grey rectangular button with the text "Service menu" on the left and a small white circle on the right.


 A dark grey rectangular button with the text "More features" on the left and a small white circle on the right.


 A dark grey rectangular button with the text "Show used line" on the left and a small white circle on the right.


Press the key. The LED goes out.

- Optionally, hang up the handset.

## ENTERING A CALL ON A LINE (THREE-WAY)

**Prerequisite:** You are speaking on a line. The LED of the line key lights up.

Press the line key. A conference tone is audible and the participants are connected. All three participants can now speak with one another. LED continues to light up.

- Entry is not possible if the function “Private call” is activated for the line. If one of the three participants hangs up, the other two remain connected.
- If you as the entering party, and the participant who previously occupied the line remain on it, no further callback is possible.


 A dark grey rectangular button with the text "Line" on the left and a small green dot on the right.

## ALLOWING OR PREVENTING ENTRY

### Allowing entry

It can be preset for your primary line that nobody can enter the line if it is busy. In this case you may allow entry. The authorization applies to the current or following call.



You are already conducting a call on a line.



- Optionally, lift the handset.

### With the function key

Select “Private call”.

### Via the Service menu

Press the key to open the main menu.

Open “Service/Settings”.

Select “Service menu”.

Select “More features”.

Select “Privacy off”. Entry is now allowed.



### Allowing entry

It can be pre-set for your primary line that nobody can enter the line if it is busy. In this case you may allow entry. The authorization applies to the current or following call.



You are already conducting a call on a line.



- Optionally, lift the handset.

### With the programmed function key

Select “Private call”.

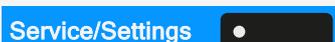
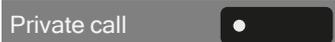
### Via the Service menu

It depends on system settings. This offer may not be in Service menu.

Press the key to open the main menu.

Open “Service/Settings”.

Select “Service menu”.



More features

Select “More features”.

Privacy off

Select “Privacy off”. Entry is now allowed.

## Preventing entry

If no entry protection has been pre-set, you can prevent the entry. The entry protection applies to the current or following call.



You are conducting a call on a line.



- Optionally, lift the handset.

### With the programmed function key

Select “Private call”.

Private call

### Via the Service menu

It depends on system settings. This offer may not be in service menu.



Press the key to open the main menu.

Service/Settings

Open “Service/Settings”.

Service menu

Select “Service menu”.

Privacy on

Select “Privacy on”. Entry is now prevented.

## WITNESS OR TAPE CONNECTION

During a call a previously determined participant can be prompted to enter the call as a “witness” via a programmed function key “Silent monitor”. The third participant in the call is not informed of the connection of the “witness”. The witness cannot participate in the call, only listen in.

**Warning** Data protection regulations for the configuration and use of witness or tape connection apply.

**Prerequisite:** The witness or tape connection is set up on your system and the programmed “Request silent monitor” function key is set up on your phone. You are conducting a call. “Privacy mode” must be deactivated.

Silent monitor

Press the function key briefly twice. A special ringtone sounds on the phone of the “witness” and the message “Witness or tape connection” is shown on your display and that of the “witness”.

The “witness” lifts the handset, or presses the line / function key on which the call is being carried out.

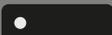
The “witness” can now listen in to the call unnoticed.

Only the “witness” can end the silent monitoring by hanging up or pressing the line key.

#### Deactivating

Select “Ring Transfer”. The LED goes out. A call is again signalled on the phone.

Ring Transfer



## Accepting calls for the manager in the secretarial office

For calls for the manager, the phone rings in the secretarial office.

Lift the handset.



- Optionally, press the key and use speakerphone mode.

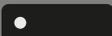
## ACCEPTING CALLS FOR THE MANAGER DURING A CALL

You are conducting a call. A call is coming in for the manager.

Ask your call partner to wait.



Pickup

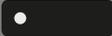


Select “Pickup”, if configured.

#### Ending a call - back to the first call

Select “Release and return” and continue the call with the first call partner.

Release and return

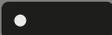


#### Transferring a call to the manager

**Prerequisite:** You have accepted a call for the manager in the secretarial office.

Press the “Manager” DDS key. You are connected with the manager.

Manager



Announce call partner and hang up the handset.



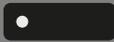
- Optionally, immediately hang up the handset without announcing.

## Switching calls directly to the manager

If the secretarial office is not occupied, calls for the manager can be immediately switched to the manager. The switch is possible on both the phone in the secretarial office and on the manager phone.

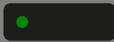
### Activating

Press the programmed function key “Call FWD-no answer Manager”. The LED lights up.

Call FWD-no  
answer Manager 

### Deactivating

Select “Call FWD-no answer Manager”. The LED goes out.

Call FWD-no  
answer Manager 

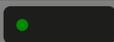
Calls for the secretarial office phone are not switched, only calls for the manager phone.

## Accepting calls on the manager’s phone

In the secretarial office a signalled call is not accepted for the manager. After 15 seconds (depending on the settings), you will hear an alert tone signal on the manager’s phone. The display shows who is calling.



Lift the handset.

Pickup 

Press the programmed function key “Pickup”.

## Accepting a call for another management or secretarial team

If several “Management / Secretarial” teams are set up, they can also accept calls for other teams.



Lift the handset.

Manager 3 

Press the programmed function key, e.g. “Manager 3”.

Pickup is also possible during a call. Ask your call partner to briefly wait, before pressing the flashing programmed function key.

## Using the second phone for the manager

**Prerequisite:** A second phone has been set up for the manager. A programmed “Group park” function key is set up on the manager’s first and second phone.

### Parking a call on the first phone

Select “Group 1”. The LED lights up.

### Continuing a call on the second phone

Lift the handset.

Select “Group 2”.

## Activating or deactivating the second call for the manager

As the manager you can determine if calls for you should arrive in the secretarial office while you are on the phone. If you are on the phone and expecting another important call at the same time, it perhaps makes sense to switch on second call.

### With the programmed function key

Select “Camp-on”, if configured.

### Via the Service menu

Press the key to open the main menu.

Open “Service/Settings”.

Select “Service menu”.

Select “Feature settings”.

Enable or disable “Camp-on”.

## Using the buzz function

If on the manager’s phone a programmed “Buzz” call has been set up, you can trigger a buzzing on a particular target phone (e.g. in the secretarial office) via a key press. The extension number of the calling phone is also briefly displayed on the target phone when it buzzes.

Group 1



Group 2

Camp-on



Service/Settings

Service menu

Feature settings

The programmed function key can be activated when in idle mode and during the phone call (once or several times).

If no programmed “Buzz” call has been set up, you can pick up the handset and enter the “Buzz” code.

## Messenger calls

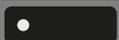
You can call up messages with a key press if you configure a relevant key on the manager’s phone. Assign a function using a programmable key (see [“Programming the function keys”](#) → page 85).

## Setting a representative for the secretarial office

You can forward calls for the manager that come into the secretarial office to another phone. For this you must set up a programmed “Representative” function key (see [“Programming the function keys”](#) → page 85).

### Activating representative

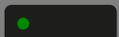
Representative



Press the programmed function key. The LED lights up.

### Deactivating representative

Representative



Press the programmed function key. The LED goes out.

# Other settings and functions

## Energy saving mode

Set how long the phone screen can remain idle before the background lighting automatically switches off and the screen turns dark.

The shorter the time for the screen to dim the less energy is consumed.



You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).



Press the key to open the main menu.

Service/Settings

Open "Service/Settings".

User settings

Open "User settings".



Enter and confirm the user password, if required.

Phone

Select "Phone".

Energy saving

Select "Energy saving".

Activate after

Select "Activate after". The current values are displayed.

- The first value displays the idle time for the screen to reduce brightness.
- The second value displays the idle time for the screen to switch off.

The following options are available:

- 1 min / 5 mins
- 5 mins / 20 mins
- 30 mins / 2 hrs
- 45 mins / 4 hrs
- 60 mins / 8 hrs



Select the activation time.



Save the setting.

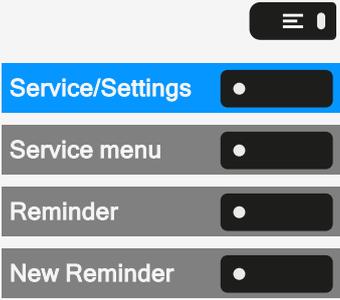
## Save appointments

### APPOINTMENT FUNCTION

You can arrange for your phone to call you to remind you of an appointment. For this to happen, you need to Save the desired times of the calls. This is possible for the next 24 hours.

### SAVE REMINDERS

Press the key to open the main menu.



Service/Settings

Open "Service/Settings".

Service menu

Select "Service menu".

Reminder

Select "Reminder". Saved reminders are displayed.

New Reminder

Select "New Reminder".

- First reminder: Confirm.
- Other reminder: Select and confirm.

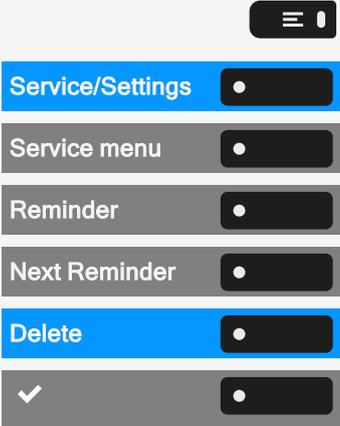
Enter a 3 or 4-figure time, e.g. "845" for "8:45 AM" or "1500" for "3:00 PM".



Save the setting.

### DELETE SAVED REMINDERS

Press the key to open the main menu.



Service/Settings

Open "Service/Settings".

Service menu

Select "Service menu".

Reminder

Select "Reminder". Saved reminders are displayed.

Next Reminder

Select "Next Reminder" if multiple reminders are saved.

Delete

Select "Delete".



Save the setting.

## USING TIMED REMINDERS

**Prerequisite:** You have saved an appointment. The saved time arrives.

The phone rings.

Press the key twice.

- Optionally, lift the handset and put it back down.

The appointment time is displayed for a few seconds.

If you do not accept the arranged call, it will be repeated five times before the appointment is deleted.

## Using a different phone for a call in the same way as your own

You can identify yourself with a personal identification number (PIN) on a different phone of the OpenScape Desk Phone system (also on telephones of interlinked OpenScape 4000 systems, e.g. at other company locations). You can use the other phone for the following actions:

- Calling with cost allocation
- Dialling with project assignment
- Checking your mailbox
- Using a phone number stored on your phone for redial
- Entering appointments

With an internal PIN you can divert your calls to another telephone at your place of residence (call forwarding “redirect”).

## IDENTIFY YOURSELF ON ANOTHER PHONE

**Prerequisite:** You have received a PIN from your responsible administrator. An internal PIN is required for your own OpenScape Desk Phone system. For other OpenScape Desk Phone systems in the network, you need a network-wide PIN.

Press the key to open the main menu.

Open “Service/Settings”.

Select “Service menu”

Select “PIN / COS”.



Service/Settings

Service menu

PIN / COS

PIN Number



Select "PIN Number".

Enter the PIN Number and confirm.

**Within your OpenScape Desk Phone system**



Enter the internal PIN and press the hash key  .

**Within your and other OpenScape Desk Phone systems**



Enter the 2-digit node code for your OpenScape Desk Phone system.



Enter your phone number and press the hash key  .



Enter the network-wide PIN and press the hash key  .

**Dial after successful identification**

You hear the dial tone. "Please dial" is displayed.



Press the key.



- Optionally, enter a phone number.

**Retry call forwarding after successful identification**

Select "Call forward". Call forwarding is active.

Call forward



## SWITCH OFF IDENTIFICATION ON ANOTHER PHONE



Press the key to open the main menu.

Service/Settings



Open "Service/Settings".

PIN / COS



Select and confirm.

Deactivate PIN



Select and confirm.

The identification is automatically switched off if the different device is not used for several minutes

## Set your own connection to another phone (Mobility)

You can route the connection of your telephone to a different telephone with most of the functions and features (number, key assignment, authorizations). The "home phone" is disabled and the "guest phone" becomes "your" phone. The original connection of the "guest phone" is also deactivated, therefore a call forwarding key should be set up for its phone number before (see "Forwarding calls" → page 102).

The re-route remains in place until you log out of the "guest telephone" again. The re-route can also be implemented for the entire network.

### MOBILITY VARIANTS

There are two variants available for mobility:

- Basic
- Data privacy

Configuration is carried out by the technician.

#### Basic

When "logging on" to the "guest phone", the following settings are transmitted from the mobile connection:

- Key assignment
- Authorizations
- Call forwarding
- In addition, outstanding messages or texts are signalled.

"Guest phone" conversations are visible and can be used.

The conversations you have had in the meantime are automatically deleted from the phone once you log off.

#### Data privacy

When "logging on" to the "guest phone", the following settings are transmitted from the mobile connection:

- Key assignment
- Call forwarding
- Authorizations (apart from user password)
- In addition, outstanding messages or texts are signalled.

- The user password is not transferred, so you have to create a new password on the phone.

An empty conversation list is available to you which will be automatically deleted again after logging off from this phone.

## CONNECT TO “GUEST PHONE”

Log on to mobile connection to "guest phone". The phone thereby behaves like your own as regards cost allocation, key programming, call forwarding etc.

Your “home phone” cannot be used during this setup.

**Prerequisite:** A mobile connection with your own number and an ID has been set up by the administrator.

Press the key to open the main menu.

Open “Service/Settings”.

Select “Service menu”.

Select "Mobile logon".

- Optionally, enter the system code for “Mobile logon” (e.g. \*26).

Enter the "home" phone number and press the hash key  .

Enter ID and press the hash key  .

The login procedure starts.

After logging in, you will see the icon  and your own phone number in the notification area and to the right of the status bar.

The original user settings of the “guest phone” are no longer visible, but your connection is available.

## CONNECT BACK TO “HOME PHONE”

Log off via the “guest phone”

If you no longer require a connection to the "guest phone", or if you want to switch again to your “home phone”, log off from the “guest phone”.

Press the key to open the main menu.

Open “Service/Settings”.



Service/Settings

Service menu

Mobile logon



Service/Settings

Service menu

Select "Service menu".

Mobile logoff

Select "Mobile logoff".

Optionally, enter the system code for "Mobile logoff" (e.g. \*25).

The log-off procedure starts.

#### Log off via the "home phone"

If you have forgotten to log off from the "guest phone", you can pick up from the "home telephone".

Cancel mobility

Select "Cancel mobility".

If the administrator has activated the "Mobility password", you are asked to enter it.

Enter the "mobility password".

- The "guest phone" is now available with its original phone number, features, and functions. Any call forwarding that may have been set up can be cancelled.
- The "home phone" is activated again and you can make calls as usual.

## TRANSFER CONNECTION TO NEXT PHONE

If you want to transfer your connection from the first "guest phone" to a second "guest phone", log in to the second "guest phone" (see "Connect to "guest phone"" → page 155).

The message "Logout successful" is displayed on the first "guest phone". The "home phone" remains locked. You can now use the second "guest phone" as the first.

## OpenScape Desk Phone as house call system (intercom system)

You can speak to an internal subscriber on the OpenScape Desk Phone directly using the loudspeaker on their phone to set up a connection. You can also initiate a speaker call from a consultation call. The following functions are possible:

- System-wide voice calling
  - to a variable destination
  - to a fixed destination

- Speaker call in a group
  - to a variable destination
  - to a fixed destination
- Intercom within a group
  - to a variable destination
  - to a fixed destination
- Announcement to all members of a management group

You can cancel the voice calling or the announcement by placing the handset on hold, or resuming the call during a consultation.

For all functions, make sure that the Speaker call protect of the concerned phones is switched off (see "[Enabling or disabling the speaker call protection](#)" → page 172).

If a subscriber is addressed directly whose speaker call protect is activated, the direct answer is ignored and a normal call is made.

## SYSTEM-WIDE VOICE CALLING

You can initiate a speaker call with any internal participant whose phone has a hands-free function or a loudspeaker.

### Speaker call to a variable destination

A target subscriber is contacted via their internal phone number.

Lift the handset.

- Optionally, press the key and use speakerphone mode.

Enter the system code for "Speaker call".

- Optionally, select "Speaker call".

Enter the internal phone number of the subscriber.

A connection to the target's loudspeaker is established immediately, under the following conditions:

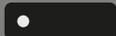
- The line is not busy.
- The handset is not lifted.
- The speaker call protect is not activated.

The caller receives a confirmation tone when the connection is established and they can talk.

The receiver can establish the connection by picking up the handset.



Speaker call



When the receiver presses the loudspeaker key or the line key (if set-up), the connection is cancelled.

The amount of possible speaker calls corresponds to the number of possible normal connections.

### Speaker call to a target destination

**Prerequisite:** The system code for “Speaker call” and the destination phone number are programmed on a destination dial key.

Press the programmed dial key. It will immediately establish a connection with the destination’s loudspeaker.

## SPEAKER CALL IN A GROUP

Establishing a normal connection within a group or team (with team call= speed dial number for team members 0-9 or 00-99) can also be done via speaker call. Speaker call is initiated by a group phone.

The “Voice call group participants” function is line-independent - anyone can voice call anyone else.

### Speaker call to a variable destination



Lift the handset.



Optionally, press the key to use speakerphone mode.



Enter the system code for “Speaker call”.

Speaker call



Select “Speaker call”.

Enter the speed dial code for the corresponding group member.

A connection to the target’s loudspeaker is established immediately under the following conditions:

- The line is not busy.
- The handset is not lifted.
- The “do not disturb” mode is not activated.

The recipient answers the speaker call by picking up the handset.

When the receiver presses the loudspeaker key or the line key (if set up), the connection is cancelled.

### Speaker call to a target destination

**Prerequisite:** The system code for “Speaker call” and the speed dial number for the corresponding group member are programmed on a destination dial key.

Press the programmed dial key. It will immediately establish a connection with the destination’s loudspeaker.

The receiver can establish the connection by picking up the handset.

When the receiver presses the loudspeaker key or the line key (if set-up), the connection is cancelled.

### Speaker call to a variable target

When talking in a group, the loudspeaker and microphone on the target phone are automatically turned on.

Lift the handset.

- Optionally, press the key to use speakerphone mode.

Enter the system code for “Speaker call”.

- Optionally, select “Speaker call”.

Enter the speed dial code for the corresponding group member.

Loudspeaker and microphone of the target phone are automatically turned on.

### Speaker call to a target destination

**Prerequisite:** The system code for “Speaker call” and the speed dial number for the corresponding group member are programmed on a destination dial key.

Select “DSS”.

Loudspeaker and microphone of the target phone are automatically turned on.

## ANNOUNCEMENT (BROADCAST) TO ALL MEMBERS OF A MANAGEMENT GROUP

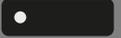
With this function, you can send an announcement to all members (10 to 40) of a management group at the same time.

After you have set the group call, you will receive a confirmation tone when you can start the announcement.

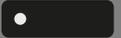
Lift the handset.

- Optionally, press the key to use speakerphone mode.

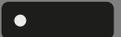
123456



Speaker call



DSS





Voice call: ^



Enter the system code for “Voice call: ^”.

- Optionally, press the key “Voice call: ^” key.



Enter the internal phone number of a group member.

The loudspeakers of all group telephones are automatically switched on and you receive a confirmation tone. You can begin the announcement.



Hang up the handset to end the announcement.

Once a group member lifts the handset, they are then connected to you and the announcement is cancelled.

When a group member presses the loudspeaker key or the concerned line key of the announcement, they will be separated from the announcement. If the last remaining member of the group presses the loudspeaker or line key, the announcement is ended.

## Forward calls for another connection

You can Save, turn on, query, and turn off call forwarding for another phone, fax, or PC connection from your own phone. To do so, you must know the PIN of the connection or the authorization “Call forwarding for external connection”. In both cases, the responsible administrator of your system will help you.

## SAVE DESTINATION FOR OTHER PHONE - ACTIVATE CALL FORWARDING



Press the key to open the main menu.

Service/Settings



Open “Service/Settings”.

Service menu



Select “Service menu”.

Destination



Select “Destination”.

Forwarding type:



Select “Forwarding type:”.

Variable: All calls



Select “Variable: All calls”.



Enter the phone number of the other phone and confirm.



Enter the PIN and confirm.



Enter the destination phone number.



Save the setting.

## SAVE DESTINATION FOR FAX / PC / BUSY STATIONS - CALL FORWARDING ACTIVATED



Press the key to open the main menu.



Open "Service/Settings".



Select "Service menu".



Select "Destination".



Select "Forwarding".



Enter the code for the desired call forwarding type. Codes are assigned by the responsible administrator.



Enter the phone number of the other connection.



Enter the PIN.



Enter the destination phone number.



Save the setting.

Call forwarding is active.

## CHECK OR TURN OFF CALL FORWARDING FOR OTHER PHONE



Press the key to open the main menu.



Open "Service/Settings".



Select "Service menu".



Select "Feature settings".



Select "Trunk FWD on".



Select "Variable: All calls".



Enter the phone number of the other phone.



Enter the PIN.

Save the setting.



### Deactivating

Select "Deactivate".



### Query

Select "Search".

The source phone number and the target phone number are displayed.

## CALL FORWARDING FOR FAX / PC / BUSY STATIONS



Press the key to open the main menu.



Open "Service/Settings".



Select "Service menu".



Select "Feature settings".



Select "Forwarding type:".



Enter the code for the desired call forwarding type. Codes are assigned by the responsible administrator. In the table, you can enter the key figures that are valid for you:

"Query call forwarding for fax":	
"Query forwarding for PC":	
"Query call forwarding for busy":	
"Deactivate call forwarding for fax":	
"Deactivate call forwarding for PC":	
"Deactivate call forwarding for busy":	

123



Enter the phone number of the other connection.



Enter the PIN.

Save the setting.

### Deactivating

Select "Deactivate".

Save the setting.

## CHANGE CALL FORWARDING FOR OTHER CONNECTION

To do this, follow the same procedure as for saving / switching on:

- For a different phone, see "Save destination for other phone - activate call forwarding" → page 160
- For fax, PC, or busy, see "Save destination for fax / PC / busy stations - call forwarding activated" → page 161.

## Managing avatar images

You can download new avatar images to the phone and use them to change the picture of a contact.



You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).

### Uploading an image to the phone

1. Open a browser on a PC that is in the same network as the phone.
2. Enter the URL of the phone (see "Displaying network information" → page 183) to access the WBM page of the phone.
3. Open the tab "User settings" and go to "File transfer > Avatar images".

**Avatar images**

Choose the image file you wish to use as a avatar image

No file chosen

Image name (optional):

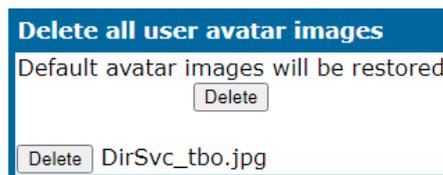
Closing or navigating away from this page will cancel the file upload

4. Select “Choose File” and select an image file from the file system. **The file type must be PNG, JPG, or BMP and the image file cannot be larger than 100 kB.**
5. Optionally, name the image for better recognition.
6. Click “Save & exit” to upload the image to the phone.

After the original image has been successfully uploaded, it will be downscaled to 64x64 pixels.

### Deleting an image file from the phone

1. On the PC, open the URL of the WBM page of the phone and navigate to “File transfer > Avatar images”.



2. Select the image and click “Delete”.

## ASSIGNING A CONTACT AVATAR

When transfer process is successful, the image is available on the phone and can be attached to a contact.

Select “Conversations”.

Conversations



To search for a contact, enter the first letters or the phone number in the search field.

Press the right key to open the conversation screen and then select contact details. Scroll down the contact details to the Avatar option.

Avatar:

Select an avatar image from the list of available images. You can also use the default avatar.

The image is displayed as the avatar for the contact in the conversation list or on a call screen.

## Control OpenScape UC preferred device settings from phone

You can easily control and modify your UC preferred device from your CP phone. Select “Presence” to open the Presence menu. Your selected preferred device is shown next to the UC preferred device option.

To choose another device, highlight **UC preferred device** and press the key next to it.

The UC preferred device screen shows a list with the names of all the devices you have configured through the UC web client.

To select a new device, highlight it and press the key next to it.

The LED state will change to amber if the UC preferred device is not the ONS (One Number Service) device, otherwise it will stay off.

The UC preferred device for incoming and outgoing calls will always be the same when configured via the CP phone.

If the UC server is unavailable or the user has not provided correct credentials, “no preferred device state” will be displayed in presence screen menu.

## Watching a video stream through a camera

You can open a video stream by using a camera e.g. from the door phone and watch a real-time video on your phone, when the administrator has configured the device. This enables you to monitor your place.

The telephone can control up to four different cameras, but only one of them can be used at a time. Multiple telephone users can watch the video simultaneously.

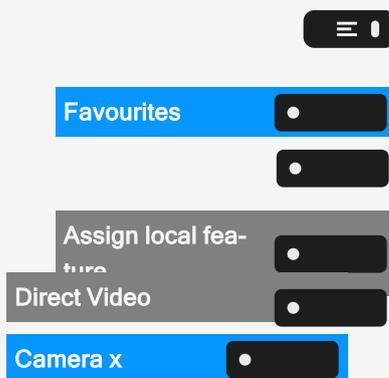
## HOW TO PROGRAM A CAMERA

**Example:** Programming the door phone’s camera

**Prerequisite:** The function “Direct Video” has been enabled by the administrator.

At first you have to set up a programmable key for the activation/ deactivation of the camera.

Hold down the key in the left panel or on a connected key module to which you want to assign the camera until the programming prompt is displayed.



Press the key to open the main menu.

Open “Favourites”.

Press and hold the function key to which you want to assign the camera.

Select "Assign local feature".

Select “Direct Video”.

Select the camera.

The key is programmed.

On how to set up a local feature, see ["How to program a local feature" → page 90](#)

### Activate or deactivate the camera

**Prerequisite:** The function “Direct Video” has been enabled by the administrator.

When you have configured a programmable key for the camera in the left panel or on a connected key module, you can press the key to turn the camera on.

### Using a function key in the menu “Favourites”

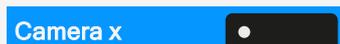
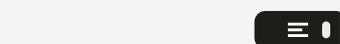
Press the key to open the main menu.

Open “Favourites”.

Select the desired page.

Select the camera. The video turns on.

To deactivate the video, press the key next to the camera icon.



## LED DISPLAYS FOR CAMERA KEYS

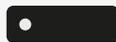
LED	Meaning
	LED off: the camera is in idle mode.
	LED lights green: Video stream active
	LED lights orange: In progress.
	LED lights red: Failure, contact the administrator if the problem persists.

## Door opener

### PROGRAMMING THE DOOR OPENER

**Prerequisite:** The function “Door opener” has been enabled by the administrator.

First you must set up a programmable key to open a door (also refer to "Programming the function keys" → page 85).

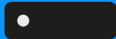


Long press the function key in the left panel or hold down the function key on a connected key module to which you want to assign the function “Door opener” until the programming prompt is displayed.

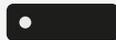


Press the key to open the main menu.

Favourites

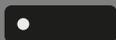


Open “Favourites”.



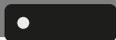
Press and hold the function key to which you want to assign the door.

Assign local feature



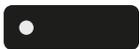
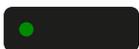
Select "Assign local feature".

Door opener



Select “Door opener”.

### LED DISPLAYS FOR DOOR OPENER KEYS

LED	Meaning
	<b>LED off:</b> The door opener is in idle mode.
	<b>LED lights green:</b> Door opened
	<b>LED lights orange:</b> In progress.
	<b>LED lights red:</b> Failure, contact the administrator if the problem persists.

### OPENING THE DOOR WITHOUT RECEIVING A CALL

**Prerequisite:** The function has to be enabled by the administrator.

### With programmable key

When you have configured a programmable key to open the door, you can press the relevant key to open the door for your visitor without receiving a call from the door phone.

Press the key in the left panel or on a connected key module to which the function “Door opener” function has been assigned.

### When the assigned key is not on the idle screen

Press the key to open the main menu.

Open “Favourites”.

Select “Door opener”. The door opens.

## RECEIVING A CALL FROM THE DOOR PHONE

**Prerequisite:** The function “Door opener” has been configured by your administrator. Since you have a door phone with an embedded camera, direct video must be enabled by the administrator, too.

If the service engineer has set up a door phone and the administrator has configured it, you can speak to the visitors and activate the door opener from the phone.

When someone rings at the door, you will receive an incoming call from the door.

If the administrator has enabled automatic video for your door opener (default), you will also see the camera image.

### Speaking with a visitor over the door terminal

**Prerequisite:** The phone is called from the door phone.

Lift the handset. You are connected to the entrance phone.

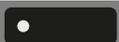
- Optionally, press the speakerphone key.
- Optionally, select “Answer”.

You can now talk with your visitors.

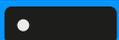
### Rejecting a call from the door phone

Press the corresponding function key. The call is rejected.

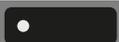
Door opener



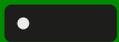
Favourites



Door opener



Answer



## OPEN A VIDEO STREAM BEFORE ANSWERING A DOOR PHONE CALL

**Prerequisite:** Telephone is called from the door phone. The door opener and the direct video has been configured by the administrator.

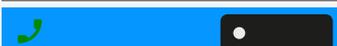
You can watch the video stream of your entrance before opening the door.



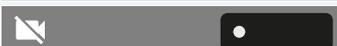
Select "Show video".



Press the key to see the video screen of another camera.



Press the key to answer the call.



Press the key to turn the video off. Alternatively press the function key configured for the camera (also refer to "Watching a video stream through a camera" → page 165).

The video turns off. You can turn it on by pressing the button again.

### Open a video stream after answering a door phone call

**Prerequisite:** The functions "Door opener" and "Direct Video" have been configured by the administrator. A call from the door phone has been answered.



Select the icon to activate the video.



Select the icon to turn the video off.



Press the key to end the call.

## OPENING THE DOOR



Press the key to open the door.

# Special functions for parallel call (ONS)

If your telephone is integrated into an ONS group (ONS = "One Number Service"), you can be connected to all other telephones of this group in the same way as on your own telephone. To set up an ONS group, contact the administrator.

One ONS group may consist of maximum 3 phones (phone numbers).

One group member may be using an external telephone (e.g. a cell phone). One phone in the group is the "master" (**A**), whose number also given to the other members (**B**, **C**) of the ONS group.

If **A**, **B** or **C** are called then all the phones in the ONS group will ring. If **A**, **B**, or **C** is busy, all phones in the ONS group are busy (busy tone for a caller from outside the ONS group). Within the ONS group, the phones can be reached with their original call numbers.

Further effects on the phones of internal participants of an ONS group are also available with the following features:

- Call waiting, see "Accepting a second call (call waiting)" → page 110
- Call forwarding, see "Forwarding calls" → page 102
- Do not disturb, see "Activating or deactivating "Do not disturb"" → page 172
- Mailbox (MWI), see "Line mailbox" → page 142
- Callback, see "Using callback " → page 104
- Conversations, see "Conversations" → page 50

If your ONS group contains a cell phone, make sure that it is always available (switched on). Otherwise it can lead to problems with the call signalling for other ONS group participants due to the premature call acceptance by the mobile mailbox.

## Leaving or entering a "hunt group"

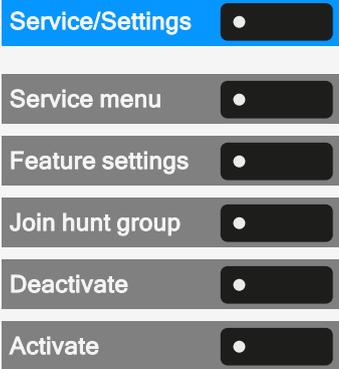
**Prerequisite:** A hunt group is set up for the team.

You can leave the hunt group at any time, e.g. when you leave the workplace. When you are present, you enter the group again.

You also remain contactable when disconnected via your own phone number.



Press the key to open the main menu.



Open “Service/Settings”.

Select “Service menu”.

Select “Feature settings”.

Select “Join hunt group”.

Select “Deactivate”.

- Optionally, select “Activate”.

## Privacy and security

### Activating or deactivating “Do not disturb”

If you do not wish to take calls, you can activate do not disturb. Internal callers hear the ringing tone and the message "Do not disturb." External callers are forwarded to the operator. The administrator can also set up call forwarding destinations to redirect internal and external calls.

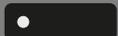
If your phone belongs to an ONS group, note that the call protection can be switched on or off on each phone of the ONS group and then applies to all phones in the ONS group.

**Prerequisite:** The administrator has generally released the do not disturb for all participants in the system.



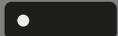
Press the key to open the main menu.

Do not disturb



Select “Do not disturb”. The display shows whether do not disturb is switched on or off.

Do not disturb



Press the key to switch mode.

A sound reminds you that do not disturb is activated after you lift the handset. Also, the icon is displayed in the status bar.

The operator can bypass the call protection and reach you. If the administrator has generally blocked the function “Do not disturb” for the phone, the icon does not appear in the status bar.

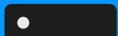
### Enabling or disabling the speaker call protection

You can prevent yourself from being contacted directly. Any attempt to talk to you directly via the loudspeaker will then result in a normal call.



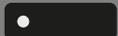
Press the key to open the main menu.

Service/Settings



Open “Service/Settings”.

Service menu



Select “Service menu”.

Feature settings



Select “Feature settings”.

Speaker Calling

Select "Speaker Calling". The display shows whether the speaker call protection is switched on or off.

Enable or disable the speaker call protection.



Press the key to open the main menu.

Service/Settings

Open "Service/Settings".

Service menu

Select "Service menu".

More features

Select "More features".

Caller ID suppression

Select "Caller ID suppression". The dial tone is audible.



Enter the phone number of the subscriber. If the subscriber accepts the call, your number is not displayed.

## Setting the user password

The user password protects the individual configurations, including language settings. You can also use the user password to lock your phone (see "[Locking the phone](#)" → page 176).

The following settings may apply:

- The password is deactivated: You do not have the option of configuring user settings. The message "Password is disabled" is displayed.
- The password is temporarily locked: You do not have the option of configuring user settings at this time. The message "Password is suspended" is displayed.
  - After initially logging on to a user area, you may have to replace the default password with a new password.
- A password can have a predefined period of validity: You will have to create a new password when the period ends. The message "Change password (x days left)" will alert you at the appropriate time. The message "Password has expired" appears when the validity period is over.
  - Confirm "Change password" and change the password as described in this section.

- If you repeatedly enter the wrong password (2 to 5 times), additional attempts are blocked. You can make another attempt after a predefined time.
- It is possible that you will not be able to re-use a previously used password for a period of time, which means you have to create another "new password".
- The administrator can tell you about the rules for the characters and digits that must be used in the password.

The preset password "000000" corresponds to an empty password. The phone cannot be locked, access to WBM is not allowed and the user menu is **not** password protected (see also "Deactivating the password prompt" → page 175).

 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).

### Setting a new password

Press the key to open the main menu.

Open "Service/Settings".



Open "User settings".



Enter and confirm the user password, if required.



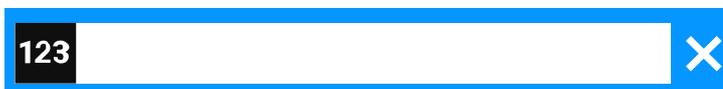
Select "Security".



Select "Change user password".



Select "Current password".



Enter the current password and conclude your input with the function key.



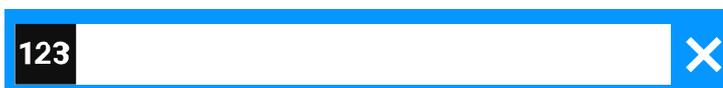
Select "New password".



Enter the new password and conclude your input with the function key.



Select "Confirm password".



Repeat the new password and conclude your input with the function key.





Save the setting.

The new password is now valid.

### Deactivating the password input

To deactivate the user password, follow the procedure described above and set the new password to the default setting "000000".

## DEACTIVATING THE PASSWORD PROMPT

You can deactivate the phone's password prompt if a password has already been configured.

The deactivation of the password prompt does not affect the web interface or CTI applications that use a password prompt.

- As long as the password prompt is deactivated, you do not have access to the web interface via the user settings.
- If you deactivate the password prompt, you can **no longer** lock the phone and the user menu is **not** password protected.



Press the key to open the main menu.



Open "Service/Settings".



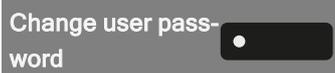
Open "User settings".



Enter and confirm the user password, if required.



Select "Security".



Select "Change user password".



Select "Current password".



Enter the current password.



Select "New password".



Enter six zeros ("000000") to deactivate the password prompt.





Confirm password

Select "Confirm password".

Enter six zeros ("000000") once again.



✓

Save the setting.

## Locking the phone

To protect the phone against unauthorized access, you can lock the phone so that nobody can make calls or change settings without knowing the user password.

Predefined numbers from the dial plan can still be dialled when the phone is locked. For more information, contact your administrator.

You can only lock the phone if you set a user password (see "[Setting the user password](#)" → page 173). The password must **not** be the default setting "000000". Check if the phone lock function has been activated by the administrator.

## ACTIVATING THE PHONE LOCK



#

Hold down the key until "Lock phone" is displayed.



Lock

Select "Lock".

Locking via the menu "Presence"



→

Optionally, press the key to open the menu "Presence".



Lock phone

Select "Lock phone".



→

Press the key to exit the menu.

## UNLOCKING THE PHONE

If the phone is locked, selected function keys cannot be used. This also applies even with the emergency number assigned to this key.



Phone locked

The information "Phone locked" is displayed.



Unlock phone

Select "Unlock phone".



Enter and confirm the user password. The phone is unlocked if the password is correct.

Admin unlock



- Optionally, select “Admin unlock”.

Enter and confirm the administrator password, if the user password is not known. The phone is unlocked if the password is correct.

If the phone is locked, an emergency number entered by the administrator can be dialled using the dialpad or the option “Emergency call”.

## DIALLING EMERGENCY NUMBERS

If an emergency number is entered on the phone by the administrator, “Emergency call” is displayed when you have activated the lock. You can also enter an emergency number via the dialpad.

Emergency call



Select “Emergency call”. The pre-set emergency number is dialled.

The number is dialled automatically without pressing , and an empty option is displayed. Therefore if you accidentally press , the call will not be cancelled.

## Secure calls

### QUERY STATUS IN IDLE MODE

When the phone is idle, you can check whether the secure calling is active on your phone.

Select “Use secure calls”.

The status display corresponding to the set security mode is displayed.

A connection is only encrypted if the other side also supports the encryption.

If the entry “Encryption” is not displayed in the idle menu bar, the function is not activated.

Use secure calls



### QUERYING THE STATUS WHEN CONNECTED

During the call you can query whether your call is secure.

Encryption



Select "Encryption".

- "Encryption On": The call is secure.
- "Call not encrypted": The call is not secure.

## INFORMATION ABOUT SECURE CALLS

The administrator can determine whether and how you are notified of unencrypted calls in your communication system.

Notification can be either on one of the following ways or both:

- Warning tone
- Displaying a message on the screen

## Identifying anonymous callers ("tracing")

This function must be set up by the administrator.

You can have malicious external callers identified. The caller's phone number can be determined during the call or up to 30 seconds afterwards. You are not allowed to hang up.

Press the key to open the main menu.



Service/Settings



Open "Service/Settings".

Service menu



Select "Service menu".

More features



Select "More features".

Trace call



Enable "Trace call".

If the capture circuit was successful, the data obtained is stored with the network operator.

# Local phone settings

## Volumes

Set the volume here, for instance, for the loudspeaker, handset, or headset.

 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).

Press the key to open the main menu.



Open "Service/Settings".



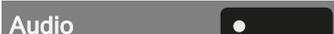
Open "User settings".



Enter and confirm the user password, if required.



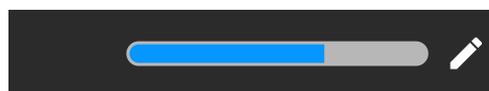
Select "Audio".



Select "Volumes". You can set different volumes for the following microphones and signals in ten volume levels:



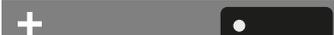
- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover
- Warning tone



Select "Edit".



Use the function key to increase the value.

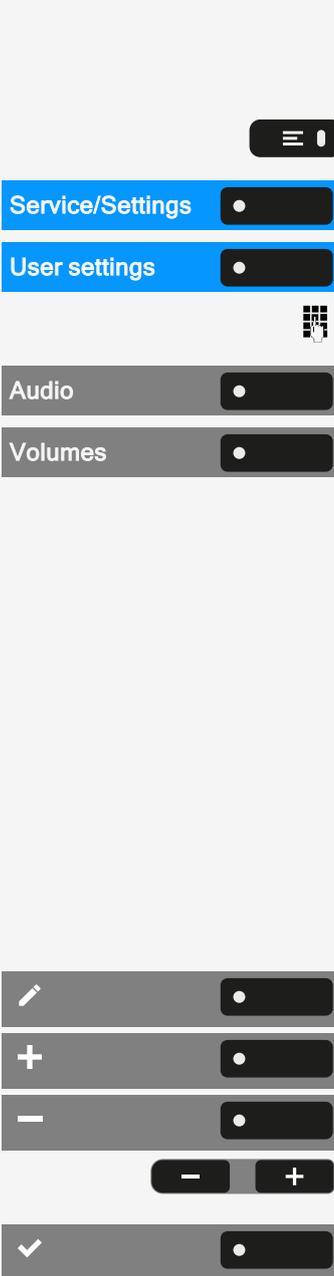


Use the function key to decrease the value.



- Optionally, use the keys on the dialpad.

Save the setting.



## Set local ringtones

### RINGER MODE

The following ringer mode options determine who generates the ringtone on the phone:

- OpenScope: the system emits the ringer type and the related ringer, which you can adjust later (see "Volumes" → page 179).
- Local ringer: the phone sends the ringtone type and you determine which ringtone should be used for the respective ringtone type in the "local ringtone" menu.

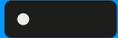


You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).



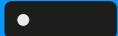
Press the key to open the main menu.

Service/Settings



Open "Service/Settings".

User settings

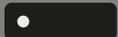


Open "User settings".



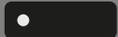
Enter and confirm the user password, if required.

Audio



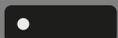
Select "Audio".

Ringer



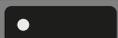
Select "Ringer".

Ringer mode

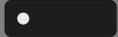


Select "Ringer mode".

Mode



Select "Mode".



Save the setting.

### SELECT AND CONFIGURE CALL TYPE

The ringer mode "local ringtone" is set. Not all of the following types have to be used:

- 1: Internal
- 2: External
- 3: Buzz
- 4: Rollover
- 5: Simple alert
- 6: Multiple alert
- 7: Special 1
- 8: Special 2

- 9: Special 3
- 10: Attention
- 11: Unspecified
- 12: US DSN-Precedence
- 13: US DSN-Routine
- 14: Emergency

Select the desired call type and configure it according to your requirements.



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → page 186).



Press the key to open the main menu.

Service/Settings

Open "Service/Settings".

User settings

Open "User settings".



Enter and confirm the user password, if required.

Audio

Select "Audio".

Settings

Select "Settings".

Ringer

Select "Ringer".

Local ringers

Select "Local ringers".

1: Internal

Select "1: Internal" to make settings for the internal ringer.

Ringer

Select a ringer file.



Save the setting.

If you have selected the "Pattern" instead of a ringer file, you can still set the values for "Pattern melody" and "Sequence".

## Secure call alert



You can also configure this setting via the web interface (see "[Web interface \(WBM\)](#)" → page 186).



Press the key to open the main menu.

Service/Settings

Open "Service/Settings".

User settings

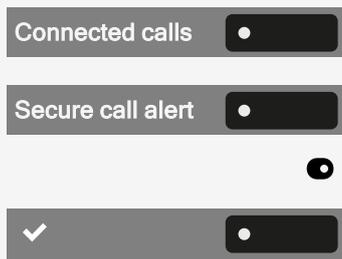
Open "User settings".



Enter and confirm the user password, if required.

Configuration

Select "Configuration".



Select “Connected calls”.

Select “Secure call alert”.

Enable or disable the “Secure call alert”.

Save the setting.

## Block dialling for outgoing calls

If block dialling is displayed, when deleting a phone number, for example, all of the characters available in the field are deleted at once. If block dialling is switched on, you can delete individual characters.

 You can also configure this setting via the web interface (see “Web interface (WBM)” → page 186).



Press the key to open the main menu.



Open “Service/Settings”.



Open “User settings”.



Enter and confirm the user password, if required.



Select “Configuration”.



Select “Outgoing calls”.



Select “Block dialling”.



Enable or disable “Block dialling”.



Save the setting.

## Using Microsoft® Exchange

If configured, the phone imports contacts from Microsoft® Exchange and keeps them updated by the Microsoft® Exchange services.

Microsoft® Exchange is not included in a search but imported contacts are part of a conversations search.

## Setting up Microsoft® Exchange access

 You can also configure this setting via the web interface (see "Web interface (WBM)" → page 186).

Press the key to open the main menu.

Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Configuration".

Use the navigation keys to scroll, if required.

Select "Microsoft® Exchange".

Edit the settings for the Microsoft® Exchange server by entering the following information:

- IP address of the server
- Username
- User password
- Folder (optional) for the source data

Save the setting.

## Displaying network information

This overview displays information about the IP address or name of the phone, and the HTML address of the web interface. It also provides real-time data about the network activity of the phone.

Press the key to open the main menu.

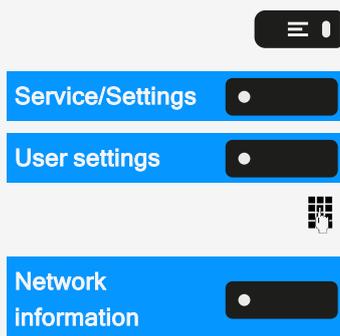
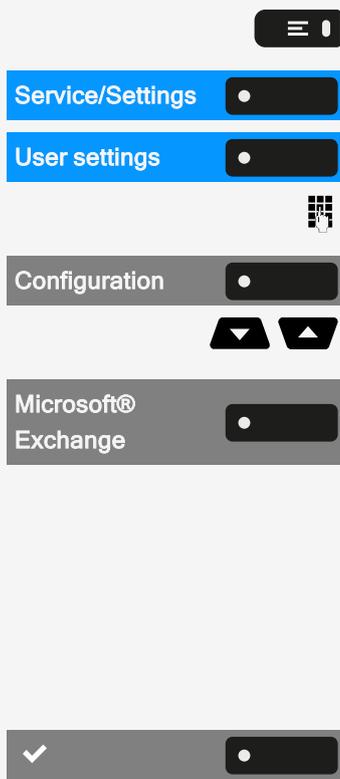
Open "Service/Settings".

Open "User settings".

Enter and confirm the user password, if required.

Select "Network information". The following information is displayed:

- **DNS name:** Name or number of phone.
- **URL:** HTTP address of the web interface. This address is specified in the address line of the Internet browser and is used to call up the web interface of the phone in the browser.



- **IPv4 address:** Displays the IP address or name that was assigned to the phone in the network.
- **IPv6 Global Addr.:** Displays the global IPv6 address.
- **IPv6 Linklocal Addr.:** Displays the local IPv6 address.
- **LAN RX / PC RX:** The network or PC interface data packets received are illustrated dynamically in graphical form.
- **LAN TX / PC TX:** The network or PC interface data packets sent are illustrated dynamically in graphical form.
- **LAN autonegotiation:** Displays whether the network data transfer rate is set to automatic (“Yes”) or manual (“No”).
- **LAN information:** Data transfer rate of the network. If an interface is not in use, the information “Link down” is displayed.
- **PC autonegotiation:** Displays whether the PC interface data transfer rate is set to automatic (“Yes”) or manual (“No”).
- **PC information:** Data transfer rate of the PC interface. If an interface is not in use, the information “Link down” is displayed.

## Resetting user data

The following user-specific settings can be reset to factory settings.

The user data is reset **without** a warning.

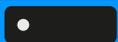
- Display settings
- Language setting
- Screensaver (Some images for the screen saver will be deleted or deleted default images will be restored.)
- Audio settings
  - Volumes
  - Settings (Some ringer files will be deleted or deleted default ringer files will be restored.)
- Bluetooth
  - Configuration and lists
- Keys
  - All personalized programming is deleted (see "Resetting all assigned functions to keys " → page 89).

### Initiating the reset

Press the key to open the main menu.

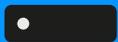


Service/Settings



Open “Service/Settings”.

User settings

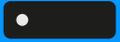


Open “User settings”.



Enter and confirm the user password, if required.

Reset



Select "Reset".

The user data is reset to factory settings.

## Web interface (WBM)

You can configure a number of settings for your phone via the “Web Based Management” (WBM). The information is transferred via a secure HTTPS connection.

Access to the web based management must be activated by the administrator.

### Launching the web interface

For more information on the IP address, the web interface address, and how to connect the phone to the network, refer to the section “[Displaying network information](#)” → page 183.

1. To launch the interface, open a web browser and enter one of the following addresses:
  - **https://[IP address of the phone]**  
[IP address of the phone] is the IP address of the phone.
  - **https://[Name of the phone]**  
[Name of the phone] that was assigned by the administrator.
2. You might receive a certificate notification from the browser. Follow the instructions to download the certificate.
3. You will be prompted to configure a user password the first time you call up the WBM interface. You must log in with this password the next time you want to open the “User settings”.

### Administrator settings

This area lets you configure settings for administering your phone and the network environment. Access to the “Administrator settings” is protected by the administrator password.

For further information, consult the administrator or refer to the administration manual.

### Logging into the user settings

The web interface homepage opens once you have entered and confirmed the phone's IP address.

1. Enter the user password, if required.
2. Click a menu heading to display the individual menu entries.
3. Click the menu heading again to close the menu.
4. Click a menu entry to open the corresponding form.
5. Make the desired changes.
6. Click the corresponding button to save or discard your changes.

### Button functions

- **Login:** Log in to the phone after you have entered the user password
- **Save & exit:** Apply changes
- **Reset:** Reset original values
- **Refresh:** Update the values.
- **Logout:** Log out from the phone

## User menu

All settings in the user menu of the WBM interface can also be made via the user menu on the telephone.

## Licenses

This area provides you with the information about EULA (End User License Agreement) and Open Source licenses. For further information, consult your administrator or refer to the administration manual.

## Importing contacts via WBM

You can import your contacts into your phone through WBM interface. The contact file can be exported from Outlook or OSM (discontinued).

See the products documentation for instructions on how to export contacts from an Outlook client or OSM.

Files previously exported by this or another phone may also be imported.

### Downloading a contact list via the browser

1. Open the user pages in the browser with the URL of the phone.
2. Log on to the "User Settings" using your password.
3. Select "Contacts transfer".

**Contacts transfer**

**Import contact data**

Choose the Comma Separated file you wish to import

Durchsuchen...

Import Cancel

Press to see import results

**Export contact data**

[Generate contacts file](#)

[Download contacts file](#)

Closing or navigating away from this page will cancel the Import or Export

4. Click on "Choose file" and navigate to a local or remote folder.
5. Select a file.
  - The default format is ".csv".
  - You can use comma or a semi-colon as a value separator for the imported CSV file.
  - When exporting from Outlook, do not change the mapped header field names.
6. Confirm. The path to the file is displayed on the page when you select the destination and close the window.
7. Select "Import". While the import is in progress you may notice some deterioration in the phones performance.

Picture clips (avatars) are not included as part of the import.

The progress and outcome of the import is displayed.

- A completion message is displayed when the "Press to see import results" button is pressed.
- A successful import will be indicated by a "Import completed" text message below the panel on the page.
- A message "Import contacts completed" will also be displayed on the phone's screen when the import is completed.
- Failures will be indicated by a suitable text message below the panel on the page.

## Exporting contacts via WBM

You can export your contacts from your phone through WBM interface so you can use them elsewhere.

### Downloading a contact list from the phone via the browser

When exporting contacts via Internet Explorer browser, the contacts file “\*.CSV” is written directly on to the browser page and must be copied and pasted.

1. Open the user pages in the browser with the URL of the phone.
2. Log on to the “User settings” using your password.
3. Select “Contacts transfer”.

**Contacts transfer**

**Import contact data**

Choose the Comma Separated file you wish to import

Durchsuchen...

Import Cancel

Press to see import results

**Export contact data**

[Generate contacts file](#)

[Download contacts file](#)

Closing or navigating away from this page will cancel the Import or Export

4. Select “Generate contacts file” and a new internal file containing all the valid contacts will be created. The default format is “.csv”.
5. Select “Download contacts file”. The \*.csv file will be downloaded to your PC with the file name “CP\_contacts.csv.”
6. You can then move and rename the file via PC.

Navigating away from this page will remove the internal file and the “Download contacts file” link becomes inactive.

# Fixing problems

## Error and warning messages

Indications that represent full errors that make normal operation impossible are displayed as “errors”.

Indications that represent conditions where the phone can still be used but will operate subject to certain restrictions are displayed as “warnings”.

Both error and warning messages (bar shaped notifications) are removed as soon as the relevant condition no longer applies.

An indication may contain multiple codes when more than one condition applies at the same time.

Any error, warning, or notification is displayed in a shortened form if the user scrolls to a menu option that is covered by a normal length of the notification (thus allowing the user to access the last menu item).

Cloud deployment errors are now shown as warning sausages.

## Caring for your phone

- Never allow the telephone to come into contact with colouring, oily or aggressive agents.
- Always use a damp or antistatic cloth to clean the telephone. Never use a dry cloth.
- If the telephone is very dirty, clean it with a diluted neutral cleaner containing surfactants, such as a dish detergent. Afterwards remove all traces of the cleaner with a damp cloth (using water only).
- Never use cleaners containing alcohol, cleaners that corrode plastic or abrasive powders!

## Troubleshooting

During operation, error or warning messages are displayed

**Error messages** (red notification) are displayed where the bracket identifies one or more codes that can be looked up by the administrator:

- No telephony possible (R\*\*, L\*, DO, TT)
  - Example "No telephony possible (LI, RF2)"

#### Warning messages (yellow notification):

- Limited keyset (WSS)
- Limited service (B8, NT) (where a failure may disrupt operation)
- Deployment error (A\*, R\*, D\*) (where cloud deployment failed)
  - Example "Limited service (NT)"

#### Pressed key does not respond

If the phone is locked, selected dialling keys on the key module cannot be used. This also applies even if an emergency number is saved on this key.

- Check whether your phone is locked (The following message appears on the screen: "Phone locked. To unlock enter the PIN.").
- If the phone is locked, enter your PIN to unlock it.

#### The phone does not ring on call

- Check whether the ringer is deactivated (see icon in the status bar on the display).
- If it is deactivated, activate the ringer.

#### You cannot dial a number

- Check whether your phone is locked (The following message appears on the screen: "Phone locked. To unlock enter the PIN.").
- If the phone is locked, enter your PIN to unlock it.

## Messages during remote configuration

If an error occurs during web deployment, it will be reported on the display. The following error codes are possible:

Code	Priority	Description
AU	1	Cancelled by user Appears if the PIN entry was rejected
RS	1	The IP address of the <b>Unify</b> redirect server cannot be retrieved. DNS query failed.

Code	Priority	Description
RN	3	A connection cannot be established to the <b>Unify</b> redirect server - No response
RR	2	A connection cannot be established to the <b>Unify</b> redirect server - Rejected
RU	1	A connection cannot be established to the <b>Unify</b> redirect server - Not authorized
RO	3	A connection cannot be established to the <b>Unify</b> redirect server - No or invalid OCSP response
RV	2	A connection cannot be established to the <b>Unify</b> redirect server - Certificate invalid
DS	1	The IP address of the deployment server cannot be retrieved. DNS query failed.
DN	3	A connection cannot be established to the deployment server. - No response
DR	2	A connection cannot be established to the deployment server. - Rejected

In such cases, contact the administrator and specify the error code.

# Index

## A

Accept arranged call.....	152
Accepting a call	
with line keys.....	136
Administration.....	69
Applications.....	44
Activating an application.....	44
Selecting an entry.....	44
Applications menu.....	67, 69
Audio	
Room character.....	74

## B

Background lighting.....	150
Bluetooth.....	113

## C

Call	
Door terminal.....	168
Forwarding.....	102
Holding.....	108
Incoming.....	93
transfer.....	110
Call encrypted.....	177
Call forwarding.....	102

Call not encrypted .....	177-178
Call settings	
CTI calls .....	74
Call transfer to the manager .....	147
Call waiting	
accept .....	110
Callback .....	104
CE marking .....	2
Central speed dial numbers .....	82
Changing the password .....	173
Changing the user password .....	173
Cloud PIN .....	22
Consult .....	109
Contact, deleting .....	60
Context menus .....	43
Control relays .....	67
Conversation	
Ending .....	96
Parking a call .....	108
Conversations .....	50
Creating .....	52
Corporate directory .....	182

## D

Deactivating the password .....	175
Deactivating the user password .....	175
Deleting a contact .....	60
Dial plan .....	177

Dialing

- with line keys ..... 138

Direct station selection (DSS) keys

- Answering a call ..... 95
- Call waiting ..... 139

Directory

- LDAP ..... 182

Display settings

- Idle mode for display ..... 72

Do not disturb ..... 172

Door terminal ..... 168

DTMF dial tone (Tone dialing) ..... 111

## E

Emergency call ..... 177

Emergency number ..... 177

Entry protection ..... 144

Exclusive parking ..... 140

## F

Fax messages ..... 142

Fixed Function Keys ..... 27

Forwarding ..... 102

- For another connection ..... 160
- For Fax or PC ..... 161

Forwarding calls

- for lines ..... 137

Function key

Programmable..... 27

## G

General information..... 15

Graphic display settings

Idle mode for graphic display..... 72

## H

Holding..... 108, 139

House call system..... 156

## I

ID entered for other phone..... 152

Identifying the line..... 143

Intercom system..... 156

## K

Key modules..... 47-48

## L

LDAP..... 182

LED displays

Direct station selection keys (DSS)..... 28

Function keys..... 28

Level..... 68

Line keys..... 134

Accepting a call..... 136

Allowing/blocking entry.....	144
dialing with.....	138
Three-party conference.....	143
Line usage.....	135
Locking the phone.....	176

## M

Making calls.....	97
Messenger call.....	149
Microphone.....	96, 106
Missed calls.....	101
Mobility.....	154
Mobility variants.....	154
MultiLine	
LED displays.....	135
MultiLine phone.....	19

## O

One Number Service	
Mailbox (MWI).....	142
Open listening.....	107
OpenScape Key Module 410.....	47
OpenScape Key Module 710.....	48
Operating instructions.....	2
Operating steps	
programming a key.....	88

## P

Parameters.....	68
Park (call).....	108
Parking.....	140
Phone settings.....	150
Picking up a call	
(Team).....	95
post-dialing	
Tone dialing DTMF.....	111
Privacy.....	172
Private line.....	135
Procedure	
programming a key.....	88
Program/Service menu.....	67
Programmable function key.....	27
Programmable keys.....	63-64

## R

Remote configuration.....	22
Representative (secretarial office).....	149
Rollover.....	65

## S

Safety notes.....	2
Save appointments.....	151
ScreenSaver.....	70, 72
Searching for conversations.....	54
Second call (manager).....	148

Second phone (manager).....	148
Secure Call.....	177
Call encrypted.....	177
Call not encrypted.....	177
Connection status.....	178
Status query.....	177
Tips.....	178
Secure connection.....	177
Security.....	172
Service menu.....	69
Setting headset port.....	75
Settings.....	150
SingleLine phone.....	19
Softkey.....	43
Softkeys.....	26
Speaker call.....	157
Speakerphone mode.....	93, 106
Speed dial	
Central.....	82
System-wide voice calling.....	157

## T

Telephone maintenance.....	190
Telephony interface	
SingleLine.....	61
Three-party conference.....	143
Toggle/connect.....	109
Tone dialing.....	111
Transfer (call).....	110

Troubleshooting..... 190

## U

Unsecure connection..... 177

User interface..... 25

Using secure calls..... 177

- Call encrypted..... 177
- Call not encrypted..... 177
- Connection status..... 178
- Status query..... 177
- Tips..... 178

## V

Variable call forwarding..... 102

Voicemail..... 142

## W

Web interface..... 186









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