HiPath DX

(Ver. 10 onwards)

OpenStage 30T Phone User Guide

1QDB 50168 AAA - Issue 1

Communication for the open minded

SIEMENS

Waste Electrical and Electronic Equipment (WEEE)

All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities.

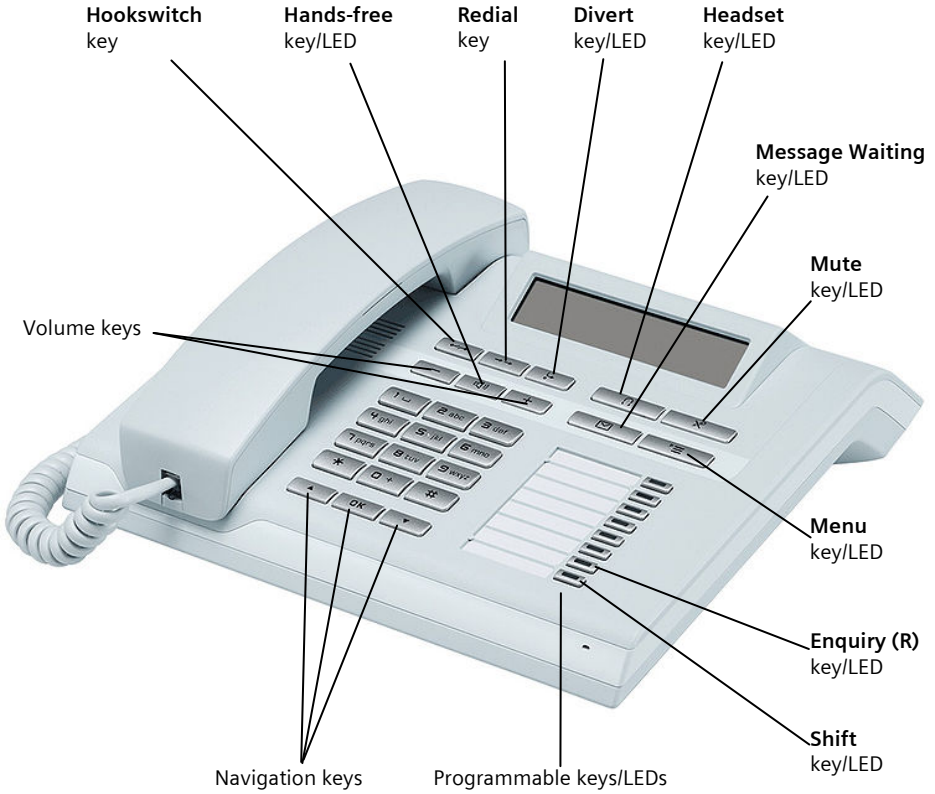This product is covered by the European Directive 2002/96/EC.

The correct disposal and separate collection of your old appliance will help prevent potential negative consequences for the environment and human health. It is a precondition for reuse and recycling of used electrical and electronic equipment.

For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service or the shop where you purchased the product.

Contents

Typical OpenStage 30T phone

Hookswitch
key

Hands-free
key/LED

Redial
key

Divert
key/LED

Headset
key/LED

Message Waiting
key/LED

Mute
key/LED

Volume keys

Menu
key/LED

Enquiry (R)
key/LED

Shift
key/LED

Navigation keys

Programmable keys/LEDs

Introduction

About this user guide

This user guide covers the operation of your OpenStage 30T phone connected to a HiPath DX via the telephone wiring.

Topics covered

This user guide is divided into the following sections:

Introduction	Useful information about your phone.
Standard features	How to handle calls using the features available on your phone.
Menu features	How to use the features on the phone's menu.

Other user guides

This user guide covers only the basic operation of the OpenStage 30T phone.

Refer to the following user guides for more detailed information:

- *HiPath DX Telephone Features User Guide* for information on using the standard HiPath DX features.

- *HiPath DX OpenStage 30T ACD User Guide* for information on using these phones for ACD working.

- HiPath DX online user guides supplied on the HiPath DX Electronic Publications CD provide comprehensive details.
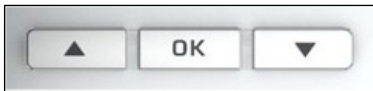
About your phone

Display

TUE 03 NOV   10:47am
7802428   ⭥

Your phone's 2-line display shows the progress of your calls and provides a menu system which you can navigate using the **Menu navigation keys**.

To see the display clearly, adjust the contrast; see the HiPath DX online user guide.

Menu navigation keys

▲   OK   ▼

The display has an intuitive menu system to help you use your phone and configure it to your requirements.

Use the three navigation keys in conjunction with the menus and messages on the display:

❶ Press the ▲(up) or ▼(down) keys to browse through the menu options

❷ Press the **OK** key to select the displayed option or to confirm your choice.

If you receive a call while using the menu you can answer it; your phone automatically returns to the menu when the call ends.

Feature keys

Your phone has eight fixed feature keys with associated LEDs as follows:

⊷	**Hookswitch** - used to make a follow-on call.
→ →	**Redial** - see page 19.
↳	**Divert** - see page 29.
∩	**Headset** - see page 25.
✗	**Mute** - see page 23.
◁	**Hands-free** - see page 24.
▽	**Message Waiting** - see page 17.
≡	**Menu** - opens the **Telephone menu**, see page 34.

Programmable keys

Your phone has eight programmable keys each with an associated LED which you can use to store phone numbers or as a shortcut to invoke a feature.

Two of the keys are pre-programmed to support **Shift** and **Enquiry** functions.

- To program a phone number, see page 38.
- To program a feature, see the HiPath DX online user guide.

To make and fit an inlay to identify the keys, see page 9.

Keysystem working

If your phone is set up for keysystem group working, each of the programmable keys can be dedicated to:

- a colleague's phone, or

- an external telephone line.

For each key assigned to a member of the keysystem group:

- the LED shows the status of a phone or external line;

- pressing the key lets you pick up a call at, or make a call to, a colleague's phone.

Your telephone services manager will tell you how the keys are assigned. Refer to the HiPath DX online user guide for more information about keysystem working.

Adapters

Your phone may be fitted with an adapter containing extra programmable keys; see your telephone services manager for further information.

Volume control keys

Use the **+** and **–** keys to adjust the volume of ringing and speech during a call, see page 14.

Headset working

Your telephone has a headset socket which you can use with an approved headset, see page 25.

Emergency calls

Your phone should have a label, clearly visible, that shows you the number(s) to dial for the public emergency services and/or your site specific emergency telephone number. If this is not fitted, contact your telephone services manager.

Using the handset with a hearing aid

The handset has a special induction coupling for in-ear hearing aids that have a switch setting marked T. Set the switch on your hearing aid to the T position, this will give you the best sound quality.

Cleaning your phone

Use a damp or antistatic cloth to clean your phone. If it is very dirty, use a cloth dipped in diluted washing-up liquid. Remove all traces of the washing-up liquid with a damp cloth (using water only). DO NOT use cleaners containing alcohol (such as screen wipes), cleaners that corrode plastic, or abrasive powders or creams.

Spares and accessories

Various spares and accessories are available for your phone; see your telephone services manager for further information.

Troubleshooting

If your phone does not operate as you expect, check the following points before reporting a fault to your telephone services manager:

No dial tone

- Check that the phone is connected to the telephone network.

Phone does not ring

This may happen because:

- Your calls are diverted (you hear a special tone when you lift the handset and the upper line of the display usually shows the phone number to which calls are diverted).
- Do not disturb is set (the upper line of the display usually shows "DO NOT DISTURB"). See the HiPath DX online user guide for further information.
- Hot-desking has been set at another phone. See the HiPath DX online user guide for further information.
- The ringing volume is too low.

Cannot dial an external number

This may happen because:

- You do not have the privilege.
- Your phone is locked. See the HiPath DX online user guide for further information.

Producing and fitting the inlay

You may be supplied with pre-printed inlays; use the inlay that best corresponds to the adjacent diagram. Otherwise use the templates or online tool to create inlays.

Programmable keys inlay
Enquiry (R)
Shift

Templates

Microsoft Word templates are available on the HiPath DX Electronic Publications CD supplied with your telephone system. They may also be available on your company's intranet.

Open the file "OpenStage templates.doc" and use the appropriate features keys and programmable keys inlay. Annotate the inlays as appropriate and print them out.
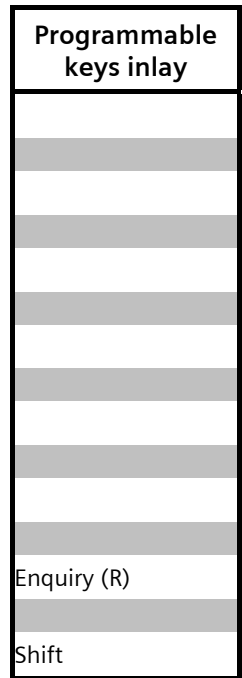
On-line key labelling tool

There is a comprehensive, internet-based inlay creation tool for the OpenStage range of phones. This tool enables you to select the inlay that you wish to produce and then creates a Microsoft Word document containing it. You then simply type the required text into the displayed fields and print the inlay out.

At the time this user guide was produced the key-labelling tool could be accessed at:

http://wiki.siemens-enterprise.com/index.php/Key_Labelling_Tool

(This location was correct at the time of writing).

Standard features

This section of the guide describes the standard features available to you for handling calls:

Note: Throughout this user guide, the convention of showing the called or calling phone's number on the top line of the display is used. However, if a name is configured against a phone number, then that name will be displayed in preference to the phone's number. It is possible to toggle between showing a name and showing its number (see page 15).

Handling calls

Making a call

Pre-dialling

❶ Dial the number;

to delete the last digit dialled, press **OK**

<number>
Delete last digit? ⬍

❷ When the number is complete, either:

- lift the handset, or

- press **Hands-free** or **Headset**

<number>
Dial again?

You hear ring tone.

❸ When the call is answered, the display shows:

<number>
Enquiry? ⬍

Post-dialling

❶ Either:

- lift the handset, or

- press **Hands-free** or **Headset**

Enter number

❷ Dial the number

<number>
Dial again?

❸ When the number is complete

<number>
Dial again?

You hear ring tone.

❹ When the call is answered, the display shows:

<number>
Enquiry? ⬍

Dialling a programmed number

If you have stored a number on a programmable key (see page 38):

❶ Press the relevant key

> <number>
> Dial again?

The programmed number is displayed and dialled

❷ Lift the handset

> <number>
> Dial again?

You hear ring tone

❸ When the call is answered, the display shows:

> <number>
> Enquiry?   ⬍

Alternative methods of dialling

- Redialling the last number, see page 19;
- Dialling a missed call number, see page 28.

Answering a call

❶ Your phone rings

> <number>
> Show calling name?

❷ You have three options:

- lift the handset;
- press **Hands-free**;
- press **Headset**.

> <number>
> Enquiry?   ⬍

The call is connected

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Clearing a call

To clear a call:

- if you are using the handset, replace it

- if you are using hands-free mode, press **Hands-free**. The key's LED goes out. If the handset is off its cradle, replace it.

- if you are using a headset, press **Headset**. The key's LED goes out. If the handset is off its cradle, replace it.

Ring back

You can set Ring back on an internal call that is not answered because the called number is busy or nobody answers the call.

Setting Ring back

❶ The called phone is busy

NUMBER BUSY Ring back?   ⬍

or

or

is not answered

<number> Ring back?   ⬍

❷ Press **OK**

RING BACK <number>

❸ Clear the call

<date>   <time> <own number>   ⬍

- For a call to a busy extension, your phone rings when the called phone is next free.

- For a call which is not answered, your phone rings after the called phone is next used.

In both cases, if your phone is busy, Ring back will wait until your phone is free.

Answering Ring back

❶ When the Ring back feature operates, you receive a long continuous ring

> RING BACK <number>

❷ Lift the handset or press **Hands-free** or **Headset** within 15 seconds

> <number>
> Ring back?   ⬍

You hear ring tone.

Notes:

1.   This feature is not available on calls to an external number.

2.   If the number you dial has voice messaging set up you may be connected directly to the voice messaging system and be unable to set Ring back.

Adjusting audio volumes

Ringing volume

When your phone is ringing:

❶ Press the **+** or **–** keys to set the desired volume.

Handset/loudspeaker volume

During a call:

❶ Press the **+** or **–** keys to set the desired volume.

Note: These settings only apply to the current call. To adjust the ringing and handset/loudspeaker volume permanently, use the **Show telephone menu** option .

Encryption

If your telephone exchange is configured as a secure exchange, calls between phones may be encrypted.

Depending on the configuration of your exchange, you may see one or both of the following messages during calls:

- For secure calls the display shows the text **! Encrypted call** for 5 seconds before the standard display is shown.

- For non-secure calls the display shows the text **! Call not encrypted** for 5 seconds.

Show calling number or name

Your telephone services manager may configure names against the extension numbers. In this case, during a call it is possible to toggle your phone's display between showing the extension number and showing the associated name.

When your phone rings:

❶ The caller's name is displayed:

<name>
Show calling number?

❷ To see the number of the caller, press **OK**

<number>
Show calling name?

❸ To see the name of the caller again, press **OK**

<name>
Show calling number?

The calling number may be replaced by an abbreviation:

- VMS - for the voice messaging system;

- ISDN - for external calls;

- OP - for calls from the operator.

Show call duration

To use this feature you must set the Call Timer to ON (see the **Show telephone menu** option on page 34 or refer to the HiPath DX online user guide).

During a call

❶ Press ▲ or ▼ until the display shows:

<number>	
Show call duration?	⬍

❷ Press **OK**

CALL DURATION:	hh:mm:ss
Go back?	

❸ Press **OK** to return to the normal display

<number>	
Enquiry?	⬍

After a call

❶ Press ▲ or ▼ until the display shows:

<date>	<time>
Show telephone menu?	⬍

❷ Press **OK**

TELEPHONE MENU	
Set feature keys?	⬍

❷ Press ▲ or ▼ until the display shows:

CALL DURATION:	hh:mm:ss
Exit?	⬍

❹ Press **OK** to return to the normal display

<date>	<time>
<own number>	⬍

Message waiting

If you have voice mail configured on your phone, the **Message Waiting** key allows you to access a Voice Messaging System (VMS), and the **Message Waiting** LED indicates when you have a voice message.

Initially you will need to program the **Message Waiting** key to allow your VMS to operate with your phone, see page 40.

For hotel/motel working a Second Message Waiting LED may be configured on your phone. The use of this LED is flexible; ask your telephone services manager for details of how it has been set for you.

Alternatively, you may have a single LED which responds to both message waiting systems (Dual Indication LED).

Responding to a VMS message waiting indication

When the Message Waiting LED is lit:

❶ Press **Message Waiting**

| <VMS number> |
| Dial again? |

❷ After a few seconds the display changes to:

| VMS | |
| Enquiry? | ⬍ |

❸ Lift the handset. When the VMS answers follow its instructions

| VMS | |
| Enquiry? | ⬍ |

Accessing your VMS

To access the VMS when the Message Waiting LED is unlit:

❶ Press **Message Waiting**

| <VMS number> |
| Dial again? |

❷ Lift the handset. When the VMS answers follow its instructions

| VMS | |
| Enquiry? | ⬍ |

Cancelling a Second Message Waiting indication

The Message Waiting LED is lit:

❶ Lift the handset

Enter number

❷ Dial **# # 6 0 #**

6 0
Dial again?

❸ Replace the handset

<date>	<time>
<own number>	⬍

Dual Indication LED

The Message Waiting LED on your phone may be set to respond to a message waiting from:

- your Voice Messaging System (voice mail), and

- a Second Message Waiting Indication system.

Your telephone services manager will explain the indications at your phone.

Redial

The last number you dialled is stored in your phone's memory. The Redial feature dials this number again and automatically selects hands-free operation.

Using the Redial key

When the phone is idle:

❶ Press **Redial**

> <number>
> Dial again?

The last number is displayed and dialled
You hear ring tone

❷ Lift the handset

> <number>
> Ring back?   ⬍

You hear ring tone

Using the menu

When the phone is idle:

❶ Press ▲ or ▼ until the display shows:

> <date>   <time>
> Redial <number>?   ⬍

❷ Press **OK**

> <number>
> Dial again?

The number is dialled
You hear ring tone

❸ Lift the handset

> <number>
> Ring back?   ⬍

You hear ring tone

Enquiry

While you are on a call, you can call another phone (internal or external)
to make an enquiry/consultation request.

❶ During a call

```
<number>
Enquiry?                     ⬍
```

❷ Press **OK** or press **Enquiry (R)**

```
Connect held call?           ⬍
```

The call is put on hold

❸ Make the enquiry/consultation call.
When it is answered, the display
shows:

```
<enquiry number>
Connect held call?           ⬍
```

*Your enquiry call cannot be
heard by the held party*

If the enquiry call is **not answered**

- Press ▲ or ▼ until the display
  shows:

```
<enquiry number>
Connect held call?           ⬍
```

- Press **OK** to return to the
  original call

If the enquiry call is **busy**

- Press ▲ or ▼ until the display
  shows:

```
NUMBER BUSY
Connect held call?           ⬍
```

- Press **OK** to return to the
  original call

Options available to you during an enquiry call:

- Return to the original call,
  press **OK**
  To switch between both calls,
  press **OK** again

```
<number>
Connect held call?           ⬍
```

- **Transfer** the call, see page 21

- Connect the calls into a
  conference, see page 22

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Transfer

If, for example, you receive a misdirected call, you can transfer the caller to the required phone.

If the phone is not answered, or the called person does not wish to take the call, you can reconnect to the original call.

You cannot transfer an external call to another external number.

❶ During a call

| <number> | |
| Enquiry? | ⬍ |

❷ Press **OK** or press **Enquiry (R)**

| | |
| Connect held call? | ⬍ |

The original call is put on hold and cannot hear you

❸ Make the enquiry/consultation call

| <enquiry number> | |
| Connect held call? | ⬍ |

❹ When the call is answered, explain that you are transferring the call and replace the handset, press **Hands-free** or press **Headset**.

| <date> | <time> |
| <own number> | ⬍ |

The call is transferred and you are now free to receive further calls

You may be able to transfer a call before the destination phone answers by replacing the handset (or pressing **Hands-free** or **Headset**).

However, if the phone remains unanswered after approximately 30 seconds, your phone re-rings with the original call.

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Conference

You can connect up to six phones together in a conference (which may include external calls).

Setting up a conference

During a call:

❶ Press **OK** or press **Enquiry (R)** and dial a second number

<second number>	
Connect held call?	⬍

The call is put on hold

❷ When the second number answers:

<second number>	
Connect held call?	⬍

❸ Press ▲ or ▼ until the display shows:

<second number>	
Conference?	⬍

❹ Press **OK**

IN CONFERENCE	
Enquiry?	⬍

All calls are connected

To add further members to the conference, repeat steps 1 to 4.

If an enquiry call is **not answered** or is **busy**:

❶ Press ▲ or ▼ until the display shows:

<number>/NUMBER BUSY	
Connect held call?	⬍

❷ Press **OK**

IN CONFERENCE	
Enquiry?	⬍

You are connected to the original call/conference

Leaving a conference

❶ Replace the handset or press **Hands-free** or **Headset**

You are disconnected from the conference
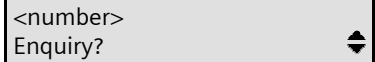
Mute

This feature allows you to switch off the microphone so that you can hold a private conversation that cannot be overheard by the called party (or called parties).

Muting can be applied to the handset microphone, the headset microphone and the phone's built-in microphone. Selecting a different microphone while the Mute feature is invoked will apply muting to the new microphone.
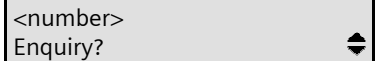
Muting the microphone

During a call:

❶ Press **Mute**

<number>	
Enquiry?	⬍

The active microphone is switched off.

The Mute LED is lit.

❷ Press **Mute** again

<number>	
Enquiry?	⬍

The active microphone is switched on.

The Mute LED goes out.

Note: The Mute feature is automatically cancelled if you make an Enquiry call or when the call is cleared.

Hands-free working

Hands-free working allows you to answer your phone without picking up the handset. The phone's built-in microphone and loudspeaker are used instead.

Making and answering calls

Instructions for making and answering calls in hands-free are included on pages 11 and 12.

Changing from hands-free to handset

During a call:

❶ Pick up the handset

> <number>
> Enquiry?   ⬍

> *The hands-free LED goes out*
> *The call is connected using the handset*

Changing from handset to hands-free

During a call:

❶ Press **Hands-free**

> <number>
> Enquiry?   ⬍

> *The hands-free LED is lit.*
> *The call is connected using the built-in microphone and loudspeaker*

❷ Replace the handset

> <number>
> Enquiry?   ⬍

Headset working

To use this feature you need an approved headset.

```
CAUTION Acoustic shock:
Before you use your headset, check that the volume setting is
comfortable for your use.
```

Making and answering calls

Instructions for making and answering calls using a headset are included on pages 11 and 12.

Changing from headset to handset

During a call:

❶ Pick up the handset

```
<number>
Enquiry?                    ⬍
```

The headset LED goes out

The call is connected using the handset

Changing from handset to headset

During a call:

❶ Press **Headset**

```
<number>
Enquiry?                    ⬍
```

The headset LED is lit.

The call is connected using the headset

❷ Replace the handset

```
<number>
Enquiry?                    ⬍
```

Menu Features

This section of the guide describes the features available to you on the menu:

If "Show text messages" is displayed, this indicates that you have received a text message. Refer to the HiPath DX online user guide.

Idle display

When your phone is idle, the top line of the display indicates the current date and time. The bottom line shows your phone number or one of several options.
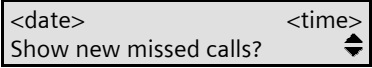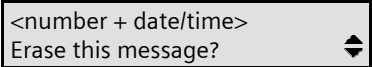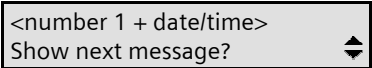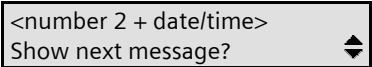
```
TUE 03 NOV        10:47am
7802428              ▲▼
```
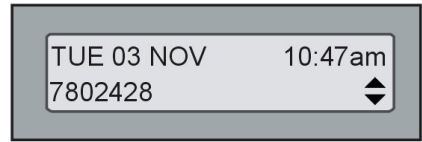
When the up and down arrows are displayed on the right of the bottom line, this indicates that you can use your phone's menu navigation buttons to cycle through the menu options, as follows:

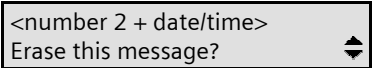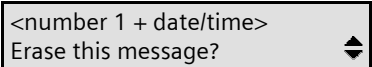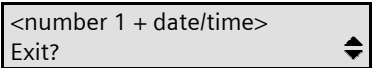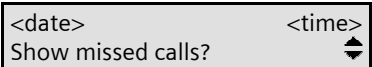| Idle menu option	When displayed	Page
<own number>	If no other message is displayed	
Show new missed calls?	If there are any missed calls that you **haven't** read	28
Show missed calls?	If there are any missed calls that you **have** read	28
Divert phone? or Cancel diversion?	According to whether Diversion has been set	29
Action other feature?	Menu option allowing you to access the features supported by the telephone exchange	31
Show telephone menu?	Menu option allowing you to customise the operation of your phone	34
Show call duration?	Only appears if the call timer feature is invoked (via the **Show telephone menu** option)	16
Redial <number>?	Where <number> is the last number you dialled	19

Show missed calls

If your phone rings but you don't answer it, a missed call message is stored on your phone. If the <u>same</u> phone rings you more than once, only the latest message is stored on your phone.

Displaying missed calls

❶ You have missed a call

<date> <time>
Show new missed calls? ⬍

❷ Press **OK**, the first missed call message is displayed

<number + date/time>
Erase this message? ⬍

❸ To **view** the next message (if any)

- Press ▲ or ▼ until the display shows:

<number 1 + date/time>
Show next message? ⬍

- Press **OK**, the missed call message is displayed

<number 2 + date/time>
Show next message? ⬍

❹ To **call** the number associated with the message lift the handset or press **Hands-free** or **Headset**

<number>
Ring back? ⬍

❺ To **erase** a missed call message:

- Select the message to be erased and press ▲ or ▼ until:

<number 2 + date/time>
Erase this message? ⬍

- Press **OK**, the next/previous message (if any) is shown

<number 1 + date/time>
Erase this message? ⬍

❻ To **exit** the missed call menu:

- Press ▲ or ▼ until the display shows:

<number 1 + date/time>
Exit? ⬍

- Press **OK**

<date> <time>
Show missed calls? ⬍

Divert phone

You can divert all your calls to another phone, for example, while you are away from your desk.

Your telephone services manager controls whether you are allowed to divert calls to a number on the public network.

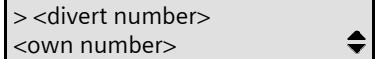Alternative features (described in the online guide) allow you to divert:

- all your calls using another phone (Pull diversion);
- calls when your phone is not answered after several seconds;
- calls when your phone is busy.

Diverting all calls using the Divert key

This method of diverting calls can only be used you have programmed a divert destination number on the **Divert** key using the **Set feature keys** sub-menu of the **Show telephone menu** option (see page 35).
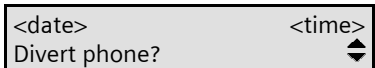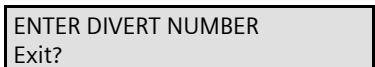
When the phone is idle:

❶ Press **Divert**

```
> <divert number>
<own number>                  ⬍
```

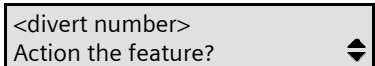### Diverting all calls using the menu

When the phone is idle:

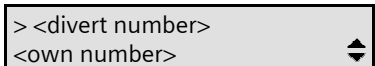❶ Press ▲ or ▼ until the display shows:

```
<date>                 <time>
Divert phone?                 ⬍
```

❷ Press **OK**

```
ENTER DIVERT NUMBER
Exit?
```

❸ Enter the phone number to which you want to divert all calls

```
<divert number>
Action the feature?           ⬍
```

❹ Press **OK** - your phone displays:

```
> <divert number>
<own number>                  ⬍
```

Cancelling diversion for all calls

When the phone is idle:

❶ Press ▲ or ▼ until the display
shows:

> > <divert number>
> > Cancel diversion?   ⬍

❷ Press **OK** - your phone displays:

> > <date>   <time>
> > <own number>   ⬍

Action other feature

This menu option opens the **Select feature** menu which allows you to invoke features provided by your telephone exchange. Access to the features is controlled and therefore you may not be able to use all of them.

Features

The features, and how to use them, are described in the HiPath DX online user guide; they are sub-divided into the following feature groups:

- Call options
- Divert options
- Mobility options
- Security options
- Text options

See Figure 1 on page 33 for details of the options that are available in each group. New features may be added to these groups, please refer to the HiPath DX online user guide for an up-to-date list.

Note: You can associate a feature with a Programmable key using the **Show telephone menu** option, see page 34.

Accessing the features

For example, to access **Set divert no reply**:

❶ Press ▲ or ▼ until the display
shows:

```
<date>                    <time>
Action other feature?        ⬍
```

❷ Press **OK**

```
SELECT FEATURE MENU
Call options                 ⬍
```

❸ Press ▲ or ▼ to scroll through the
feature groups

```
SELECT FEATURE MENU
Divert options               ⬍
```

❹ Press **OK** to select the wanted
feature group (the first feature in
the feature group is displayed)

```
SELECT FEATURE
Set pull diversion?          ⬍
```

❺ Press ▲ or ▼ to scroll to the
required feature, for example

```
SELECT FEATURE MENU
Set divert no reply?         ⬍
```

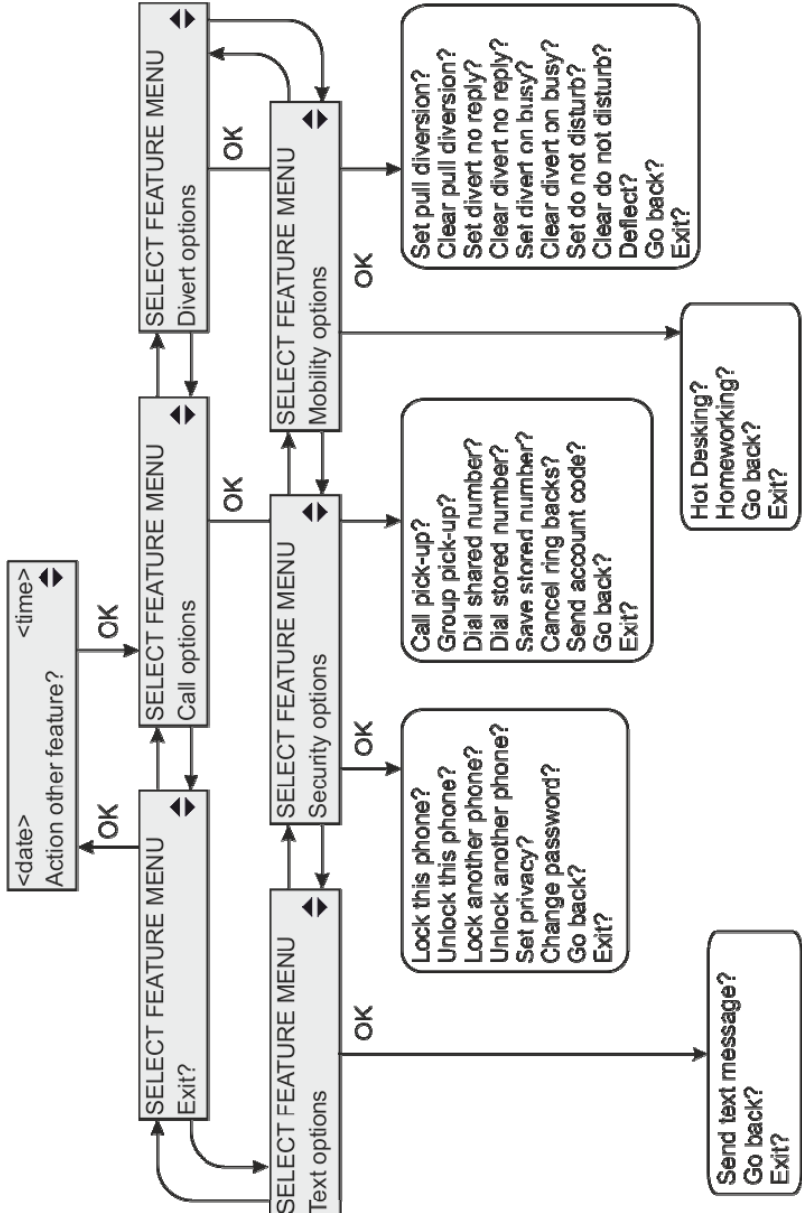❻ Press **OK** to change the setting of
the selected feature

Figure 1: Action other feature - menu structure

Show telephone menu option

This menu option opens the **Telephone menu** which allows you to customise the operation of your phone to suit your particular requirements, for example to configure feature keys.

Telephone settings you can change

The settings are sub-divided into the following feature groups:

- Set feature keys (see also page 35);

- Set audio options;

- Set telephone options;

- Set keysystem options;

- Phone test.

For full details, see Figures 2 and 3 on pages 36 and 37. New features may be added to these groups, please refer to the HiPath DX online user guide for an up-to-date list.

Accessing the Telephone menu

❶ Press ▲ or ▼ until the display shows:

```
<date>                  <time>
Show telephone menu?        ⬍
```

❷ Press **OK**

```
TELEPHONE MENU
Set feature keys?           ⬍
```

❸ Press ▲ or ▼ to scroll through the feature groups

```
TELEPHONE MENU
Set telephone options?      ⬍
```

❹ Press **OK** to select the wanted feature group (the first feature in the feature group is displayed)

```
CALL TIMER IS ON
Change?                     ⬍
```

❺ Press ▲ or ▼ to scroll to the required feature, for example

```
MISSED CALLS LOGGED
Change?                     ⬍
```

❻ Press **OK** to change the setting of the selected feature
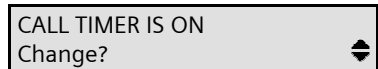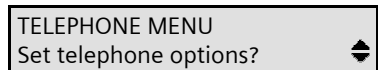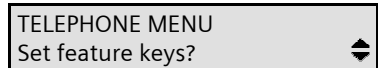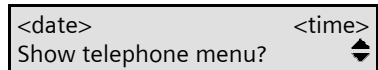
Set feature keys sub-menu

This menu option opens the **Set feature keys** sub-menu which allows you to program a number or a feature on a Programmable key.

The features are sub-divided into the following groups:

- Telephone options

- Number store options

- Divert options

- Security options

- During call options

For full details, see Figure 3 on page 37. New features may be added to these groups, please refer to the HiPath DX online user guide for an up-to-date list. Access to the features is controlled and therefore you may not be able to use all of them.

The following two commonly used operations using the set feature keys option are described in detail:
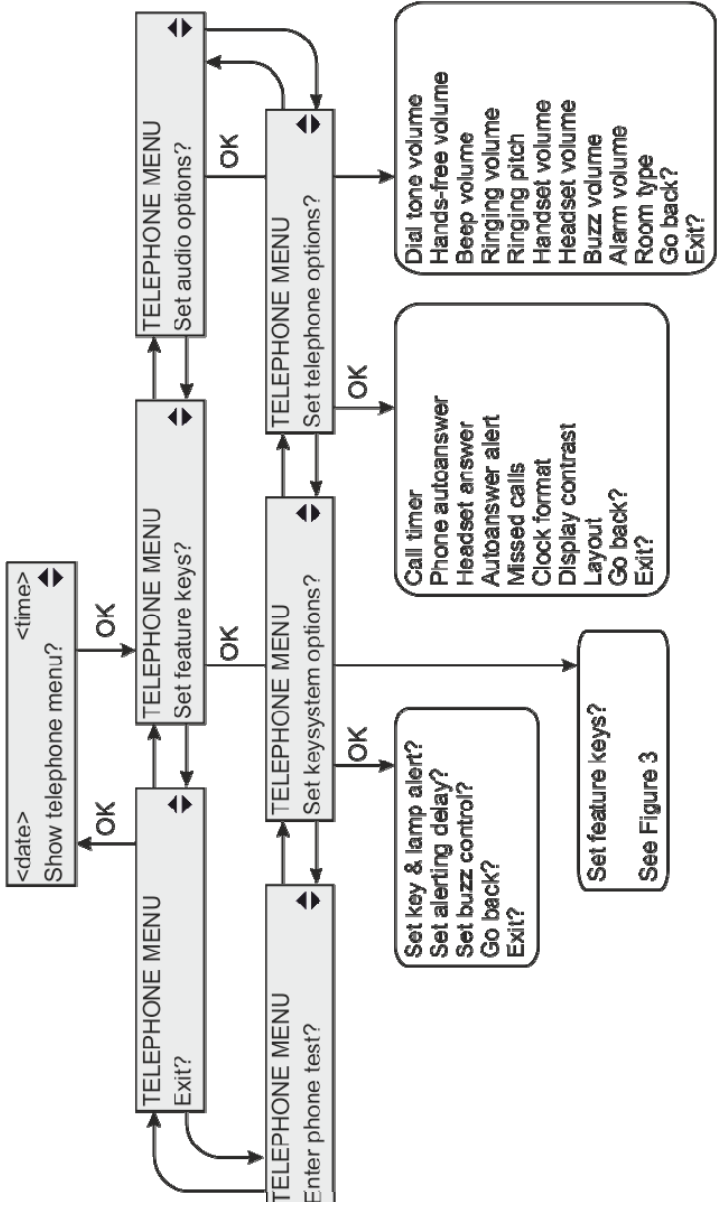
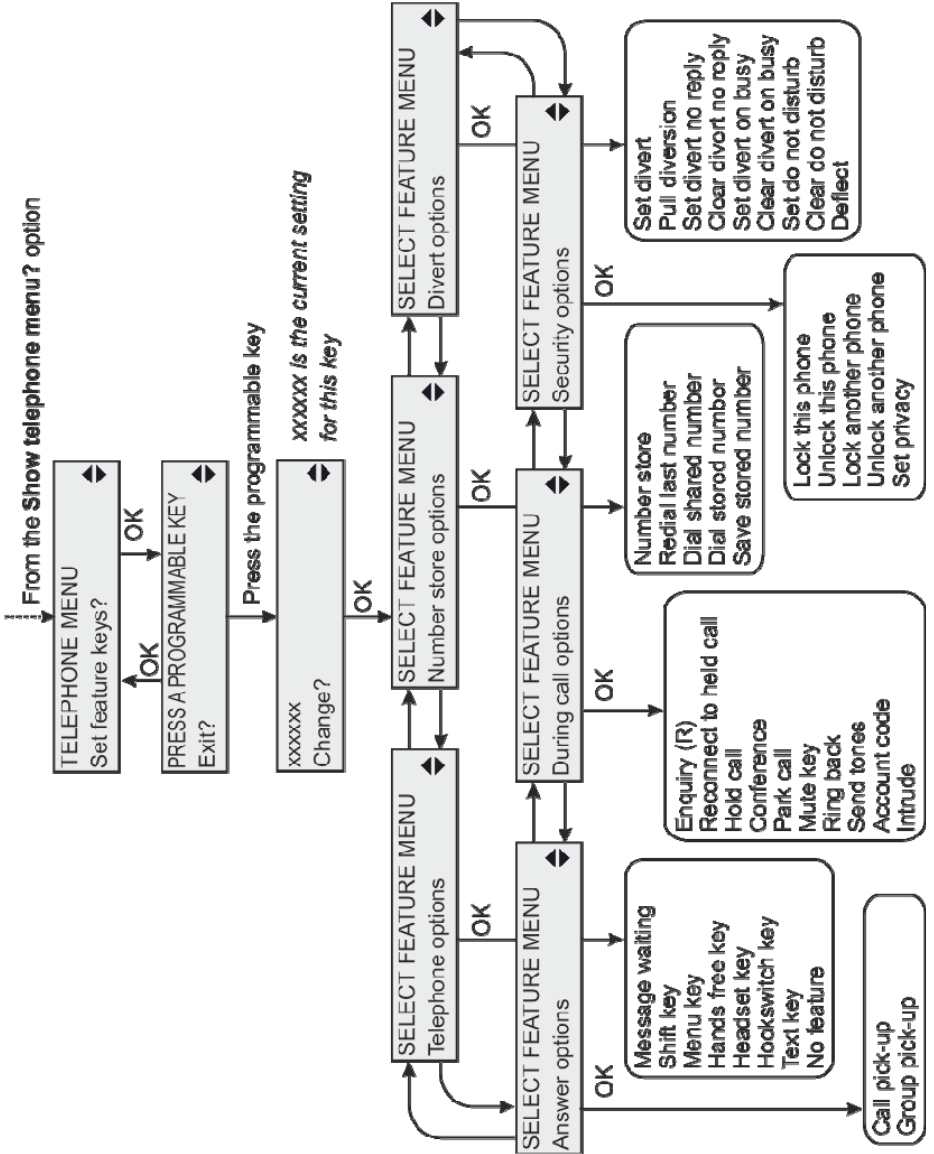**Figure 2: Show telephone menu – menu structure**

Figure 3: Set feature keys – sub-menu structure

Programming a number

You can program a number against a feature key using the **Number store option** on the **Set feature keys** sub-menu of the **Telephone menu**.

When the phone is idle:

❶ Press ▲ or ▼ until the display shows:

<date> <time>	
Show telephone menu?	⬍

❷ Press **OK**

TELEPHONE MENU	
Set feature keys?	⬍

❸ Press **OK**

PRESS A PROGRAMMABLE KEY	
Exit?	⬍

❹ Either:
press the required programmable key (for an unshifted number store) or
press **Shift** then the programmable key (for a shifted number store)

NO FEATURE STORED	
Change?	⬍

If a number/feature is stored:

<number/feature>	
Change?	⬍

❺ Press **OK**; the **Number store options** entry on the **Set Feature keys** sub-menu is automatically selected

SELECT FEATURE MENU	
Number store options	⬍

❻ Press **OK**

NUMBER STORE	
Accept?	⬍

❼ Press **OK**

PLEASE ENTER NUMBER	
Clear?	⬍

❽ Enter the number to store (for external numbers, prefix with the external access code, usually 9)

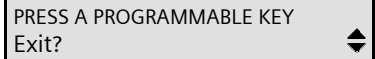|	
<number>	
Save?	⬍

❾ Press **OK**

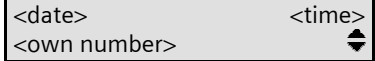|	
CHANGE HAS BEEN STORED	
Edit another?	⬍

⑩ Either:
Program another key - press **OK**
and repeat from step 3,
or
Exit - press ▲ or ▼ until the display
shows **Exit?** then press **OK**

PRESS A PROGRAMMABLE KEY	
Exit?	◆

| <date>	<time>
<own number>	◆

To dial the programmed number, see page 12.

Programming the Message Waiting key

You can program a number against the **Message Waiting** key using the **Message waiting** option on the **Set feature keys** sub-menu of the **Telephone menu**.

You need to know the number to dial to access your voice mail system - ask your telephone services manager.
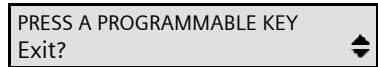
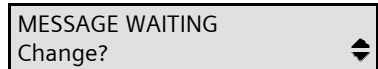When the phone is idle:
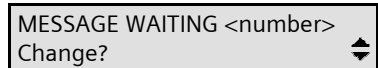
❶ Press ▲ or ▼ until the display shows:

<date>	<time>
Show telephone menu?	⬍

❷ Press **OK**

TELEPHONE MENU	
Set feature keys?	⬍

❸ Press **OK**

PRESS A PROGRAMMABLE KEY	
Exit?	⬍
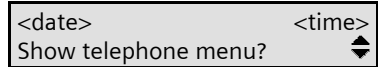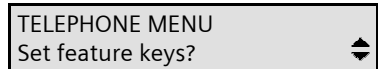
❹ Press **Message Waiting**

MESSAGE WAITING	
Change?	⬍

Or, if a number is already stored:

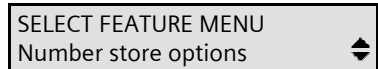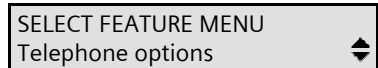|	
MESSAGE WAITING <number>	
Change?	⬍

The Message Waiting LED flashes

❺ Press **OK**; the **Number store options** entry on the **Set Feature keys** sub-menu is automatically selected

SELECT FEATURE MENU	
Number store options	⬍

❻ Press ▲ or ▼ until the display shows:

SELECT FEATURE MENU	
Telephone options	⬍

❼ Press **OK**

MESSAGE WAITING	
Accept?	⬍
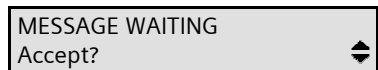
❽ Press **OK**

> PLEASE ENTER NUMBER
> Clear?   ⬍

❾ Enter the number to access your
voice mail system and press **OK**

> CHANGE HAS BEEN STORED
> Edit another?   ⬍

❿ After a short time the display
shows:

> <date>   <time>
> <own number>   ⬍

To use the **Message Waiting** key, see page 17.

When the **Message Waiting** key is programmed, you can program a
spare key to enter your mailbox identity number, etc.

About Siemens Enterprise Communications
Siemens Enterprise Communications is a premier provider of end-to-end enterprise communications solutions that use open, standards-based architectures to unify communications and business applications for a seamless collaboration experience. This award-winning "Open Communications" approach enables organizations to improve productivity and reduce costs through easy-to-deploy solutions that work within existing IT environments, delivering operational efficiencies. It is the foundation for the company's OpenPath commitment that enables customers to mitigate risk and cost-effectively adopt unified communications. This promise is underwritten through our OpenScale service portfolio, which includes international, managed and outsource capability. Siemens Enterprise Communications is owned by a joint venture of The Gores Group and Siemens AG. The joint venture also encompasses Enterasys Networks, which provides network infrastructure and security systems, delivering a perfect basis for joint communications solutions.

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