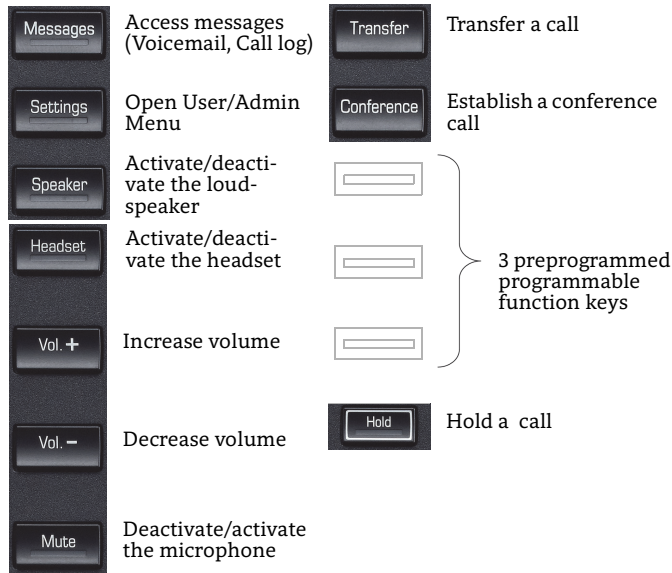
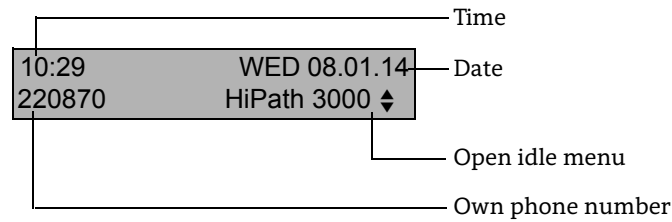


## Key Layout and Operation

### Fixed Function Keys



## Using your OpenScape Desk Phone IP



### Lock or Unlock the Phone

You can prevent, for example, unauthorized dialing of external numbers and accessing your mailbox during your absence. You get the corresponding code from the administrator.

For locking:

1. Press √.
2. Select "Lock phone?" and press OK.
3. Enter code for lock and press OK.

For unlocking:

1. Press √.
2. Select "Unlock phone?" and press OK.
3. Enter code for unlock and press OK.

### Save Appointments

You can configure your phone to call you to remind you about appointments. You must save the required call times. You can save single or daily recurring appointments.

1. Press **Settings**.
2. Select "\*46=Timed reminder on?" and press OK.
3. Enter a 4-digit time, such as 0845 (= 8.45 a.m.) or 1500 (= 3.00 p.m.) and press OK.
4. Select "One time only?" or "Daily?" and press OK.
5. Select "Save?" and press OK.
6. Press **Settings** to return to phone mode.

### Use timed Reminders

You have saved a reminder which exceeds.

1. Phone rings. The appointment is shown. Lift handset.
2. Hang up.

### Activate or Deactivate "Do not disturb"

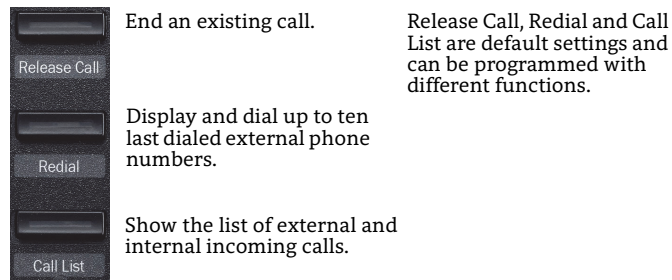
For activating:

1. Press √.
2. Select "DND on?" and press OK.

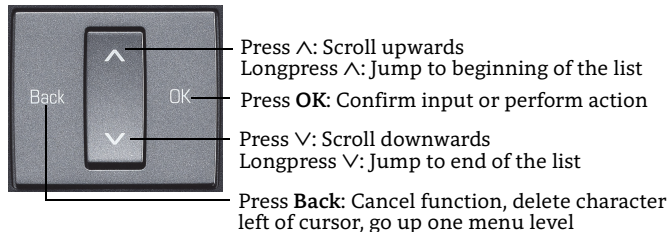
For deactivating:

1. Press √.
2. Select "DND off?" and press OK.

### Preprogrammed Programmable Function Keys



### Navigation Keys



OpenScape  
Desk Phone IP 35G  
Desk Phone IP 35G Eco  
OpenScape Office  
HiPath 3000

### Quick Reference Card

© Unify Software and Solutions GmbH & Co. KG 10/2015  
Mies-van-der-Rohe-Str. 6, 80807 Munich/Germany  
All rights reserved.

Reference No.: A31003-D3500-U109-1-7619

UNIFY

unify.com

## Using your OpenScape Desk Phone IP

### Place a Call

- Lift handset and dial number, or
- dial number and lift handset, or
- for handsfree call: dial number.

If en-block dialing is activated (like a mobile phone): press **OK** terminatory.

### Answer a Call

- Lift handset, or
- for handsfree call: press **Speaker**.

### End a Call

- Hang up, or
- to end a handsfree call: press **Speaker**.

### Use Mute during a call

- Press **Mute** for turning mute on or off.

### Adjust the Phone

1. Press **Vol.+**.
2. Select "Ring volume?", "Ring tone?", "Display contrast?", "Speakerphone mode?", or "Attention tone vol.?" and press **OK**.
3. Press **Vol.+** or **Vol.-** for adjusting.

### Hold or Retrieve a Call

- During a call select "Consultation" in the context menu press **OK**.
- To retrieve a call: select "Return to held call" in the context menu and press **OK**.

### Transfer a Call

Transfer without consultation:

1. During a call with party A, select "Start transfer" in the context menu and press **OK**.
2. Dial phone number of party B and press **OK**.
3. When the phone starts ringing, select "Complete transfer" and press **OK**.
4. Hang up.

Transfer with consultation:

1. During a call with party A, select "Consultation" in the context menu and press **OK**.
2. Dial phone number of party B and press **OK**.
3. Announce the call to party B and hang up.

## Using your OpenScape Desk Phone IP

### Programm Call Forwarding

1. Press **∨**.
2. Select "Forwarding on" and press **OK**.
3. Select "1" for all calls, "2" for external calls only or "3" for internal calls only and press **OK**.
4. Enter the destination number and press **OK**.
5. Select "Save" in the menu and press **OK**.
6. Press **Settings** to return to phone mode.

### Turn Call Forwarding on or off for All Calls

1. Press **∨**.
2. Select "Forwarding on" or "Forwarding off" for turning Call Forwarding on or off.

### Dial from the Call Log

1. Press **Call List**.
2. Press "Next" to select the desired phone number and press **OK**.

### Activate Callback while calling

1. Enter the destination phone number and press **OK**.
2. If there is no answer or the line is busy: select "Callback" from the context menu and press **OK**.

### Deflect a Call while ringing

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

### Switch to Speakerphone Mode during a Call

- US mode: press **Speaker** and hang up.
- Default mode: hold down **Speaker** until you hang up.

### Switch to Handset Mode during a Call

- Lift handset.

### Save a Feature to a Key

1. Press **Settings**.
2. Select "Program/Service" and press **OK**.
3. Select "\*91=Prog. feature key" and press **OK**.
4. Press the desired key and confirm "Change key".
5. Select desired function and press **OK**.
6. In some cases: enter additional parameters and press **OK**.
7. Select "Exit" in the context menu and press **OK**.
8. Press **Settings** to return to phone mode.

## Further helpful Features of your OpenScape Desk Phone IP

Your OpenStage provides much more helpful features. See below a small selection with short descriptions. Detailed information you will find in the respective operating instructions.

### Labeling Keys

You can label the keys of the OpenScape Desk Phone IP with the programmed phone numbers or functions either manually or by means of the "Online-Labeling Tool". Please, find the labeling tool under: <http://wiki.unify.com/wiki/KLT>.

Select the appropriate key labeling tool in your language. You can use the tool online via the browser or download it for local use.

### Retrieve Voicemail Messages

Depending on your communication platform and its configuration, you can use this application to access received callbacks and messages from OpenScape Xpressions.

If your system is appropriately configured, you can call the voice mailbox directly and immediately play back the stored messages.

### Leave an Advisory Message

You can leave an advisory messages on the internal caller's phone display which wish to contact you during your absence. Select a message of the set of predefined messages or define your own one. You reach the function by pressing **∨** key.

### Send a Message

You can send short text messages to individual phones or groups of phones.

Select a message of the set of predefined messages or define your own one. You reach the function by pressing **∨** key.