

Key Layout and Operation

Fixed Function Keys

Phone	Show phone screen	Messages	Access messages (voicemail)
Services	Open configuration menus and applications	Call Log	Access call log
Speaker	Activate/deactivate the loudspeaker	Directory	Access directory services
Headset	Activate/deactivate the headset	Forward	Call forwarding control and options
Vol. +	Increase volume	Conference	Establish a conference call
Vol. -	Decrease volume	Transfer	Transfer a call
Mute	Deactivate/activate the microphone	Hold	Hold a call

Context Sensitive Soft Keys



The OpenScope Desk Phone IP 55G has four Soft Keys providing context sensitive features. The "More..." Soft Key (if shown) provides access to more options.

Navigation Keys

Press \wedge key:
 - Scroll upwards
 Hold down \wedge key:
 - Jump to top of list

Press \circlearrowright key:
 - Cancel function
 - Delete character left of cursor
 - Go back one menu level
 - for tab navigation to move left

Press **OK** key:
 - Confirm input
 - Perform action

Press \triangleright key:
 - for tab navigation to move right

Press \vee key:
 - Scroll downwards
 Hold down \vee key:
 - Jump to end of list

Key Pad Shortcuts

Longpress # to lock/unlock the phone
 Longpress * to deactivate/activate the ring tone

Display Icon Overview

Display Icons in Idle State

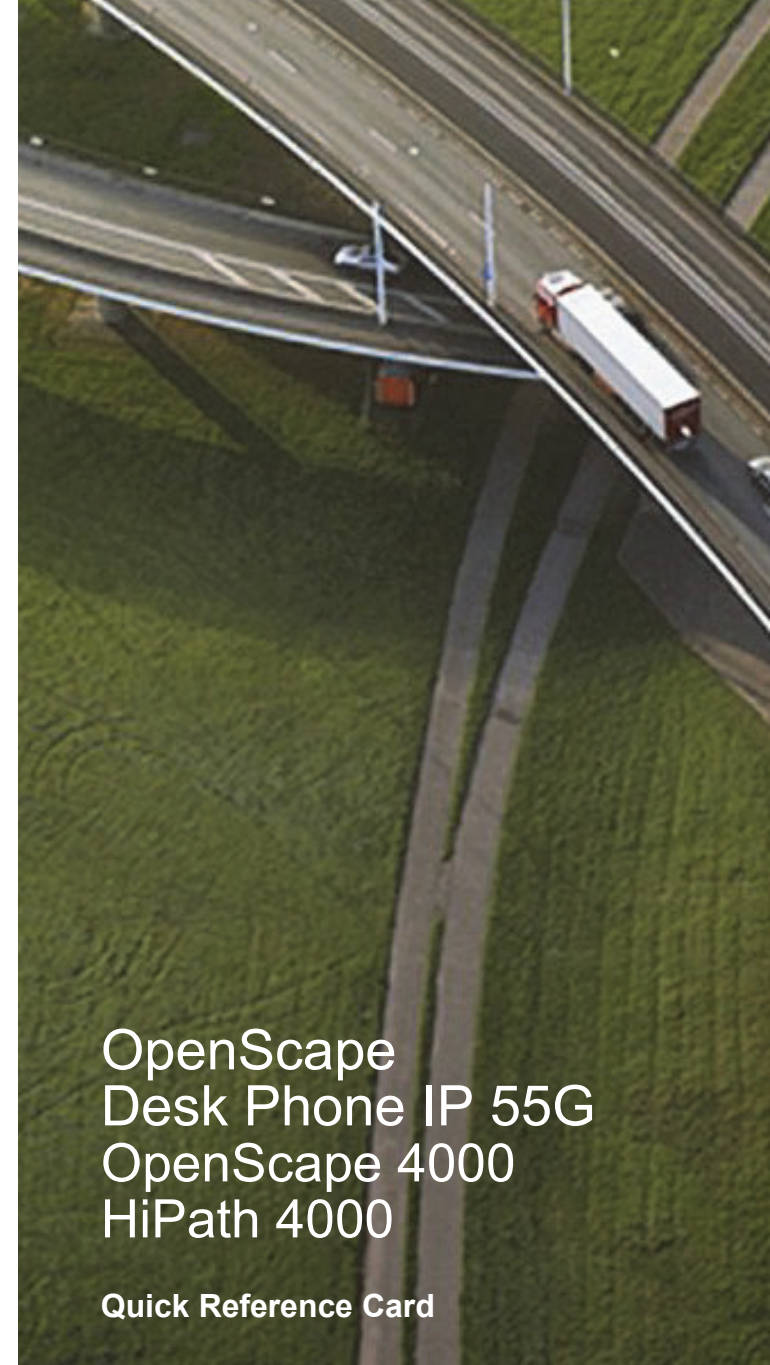
Icon	Explanation
	You have received one or more new messages
	You have one or more new missed calls
	Call Forwarding is activated for all calls

Display Icons during a Call

Icon	Explanation
	Call is active
	Voice connection with high quality (G.722)
	Call has been disconnected
	You have placed the call on hold
	Your call partner has placed the call on hold
	Secure voice connection
	Insecure voice connection

Generic Display Icons

Icon	Explanation
	Ringer is deactivated
	Do not disturb is activated
	Phone lock is activated
	A mobile user is logged on to the phone
	Remote maintenance has been activated



OpenScope Desk Phone IP 55G OpenScope 4000 HiPath 4000

Quick Reference Card



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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 enabled (like a cell phone), press **OK** to send digits.

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 the headset

- Place a call: dial number.
- Answer or end a call: press **Headset**.

Redial a Number

1. Lift handset to use handset mode.
2. Select "Last number redial" in the context menu and press **OK**.

Make a Conference Call

1. During a call with party A, select "Start conference" in the context menu and press **OK**.
2. Enter the phone number for party B and press **OK**.
3. Once connected with party B, select "Conference" in the context menu and press **OK**.

You are now connected in a conference with parties A and B.

Hold or Retrieve a Call

- During a call select "Consultation?" in the context menu or press "Consultation" key and 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. Enter the phone number of party B and press **OK**.
3. When the phone starts to ring, select "Complete transfer" and press **OK**.
4. Hang up.

Transfer with consultation:

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

Using your OpenScape Desk Phone IP

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**.

Switch to Speakerphone Mode during a Call

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

For Open Listening press **Speaker**.

Lift handset for switching back to Handset Mode.

Use Mute during a call

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

Dial from the Call Logs

1. Press **Call Log**.
2. If a missed call is in the list, the "Missed" tab will appear first. Press **Call Log** repeatedly for "Dialed" or "Received" tabs.
3. Select the desired phone number and press **OK**.

Program or edit "Call Forwarding"

1. Press and hold **Forward** until the menu is displayed.
2. Select "Edit call forwarding" and press **OK**.
3. Select "External calls", "Internal calls", or "All calls" and press **OK**.
4. Enter the destination phone number and press **OK**.
5. Press **Services** to return to phone mode.

The destination phone number is shown in the display and the key LED lights up.

Activate "Call Forwarding" for all Calls

- Press **Forward** for turning "Call Forwarding" on or off.

Save a Feature to a Key

1. Press and hold down the desired programmable key.
2. Press "Assign function" softkey.
3. Select "Change key" and press **OK**.
4. Select function and press **OK**.
5. In some cases, enter additional parameters and press **OK**.
6. Select "Key label" and press **OK**.
7. Enter the desired key label.

Save a Phone Number to a Key

1. Press and hold down the desired programmable key.
2. Press "Assign function" softkey.
3. Select "Change key" and press **OK**.
4. Select "Destinations" and press **OK**.
5. Enter the desired station number.
6. Select "Key label" and press **OK**.
7. Enter the desired key label.

Further helpful Features of your OpenScape Desk Phone IP

Your OpenScape Desk Phone IP provides much more helpful features. See below a small selection with short descriptions. Detailed information please find in the respective operating instructions.



Multi-line

The programmable keys on multi-line phones function as trunk keys. Each key programmed with the "Line" function corresponds to a line. This means up to 8 line keys can be configured on the OpenScape Desk Phone IP. Lines can be used as a Private, Shared, or Direct call line.

Mobility

You can move your phone user interface with most of its functions and properties (phone number, key assignment, authorization, phonebook) to another phone. The "Home User" is deactivated and you may use this phone as "Mobile User" (Mobile HFA) until you log off. Phone connections are transferred network-wide.

Backup and Restore User Data

You can save your OpenScape Desk Phone IP user settings and personal phonebook entries as files on a USB memory stick and download (restore) all or, where applicable, selected data to your or another OpenScape Desk Phone IP.

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.