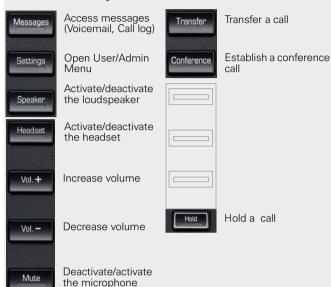
Key Layout and Operation

Fixed Function Keys



Preprogrammed Programmable Function Keys



Forward incoming calls to a defined destination

Forward, Pick up and DND are default settings and can be programmed with different functions

Pick up enables users in a pick-up group to answer calls for each other

Activate DND (Do Not Disturb)

is for each other

Navigation Keys



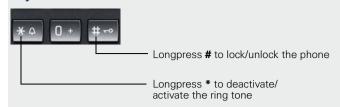
Press ∧: Scroll upwards Longpress ∧: Jump to beginning of the list

Press \mathbf{OK} : Confirm input or perform action

Press V: Scroll downwards Longpress V: Jump to end of the list

Press **Back**: Cancel function, delete character left of cursor, go up one menu level

Key Pad Shortcuts



Display Icon Overview

Display Icons in Idle State

| lcon | Explanation |
|------------|-----------------------------------------------------------|
| \Box | You have received one or more new messages |
| (‡ | One or more new entries have been added to the call lists |
| ļ. | Call Forwarding is activated for all calls |
| Ø | Ringer is deactivated |
| F | Remote maintenance has been activated |
| • | Do not disturb is activated |
| - 0 | Phone lock is activated |
| G | A mobile user is logged on to the telephone |

Display Icons during a Call

| lcon | Explanation |
|------|-----------------------------------------------|
| - | Call is active |
| HD | Voice connection with high quality (G.722) |
| 47 | Call has been disconnected |
| -11- | You have placed the call on hold |
| F | Your call partner has placed the call on hold |
| ð | Secure voice connection |
| ď | Not secure voice connection |

Documentation

OpenScape Desk Phone IP 35G

Single Line Configuration

Quick Reference Card



This Quick Reference Card is intended to help users get acquainted with the core functionality of their OpenScape Desk Phone.

Siemens Enterprise Communications www.siemens-enterprise.com



Using your OpenScape Desk Phone IP 35G

Place a Call

- Lift handset, dial number and press OK, or
- Dial number and lift handset, or
- For handsfree call: dial number and press OK, or
- For headset mode: dial number and press **OK**.

Redial a Number (last dialed Number)

• Lift handset and press OK.

Dial from the Call Log

- 1. Press Messages.
- 2. Select "Call log" and press **OK**.
- 3. Select "Missed", "Dialed", "Received", or "Forwarded" calls and press **OK**.
- 4. Select the desired entry and press **OK**.

Answer a Call

- Lift handset, or
- For handsfree call: press **Speaker** or **OK**, or
- For headset mode: press **Headset** or **OK**.

Deflecting an Incoming Call while ringing

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

Hold or Retrieve a Call

- During a call press Hold.
- To retrieve a call: press Hold again.

Make a Conference Call

- 1. During a call with party A, press **Conference**.
- 2. Hear dial tone. Party A is automatically on hold.
- 3. Enter the phone number for party B and press OK.
- 4. Once connected with party B, press Conference.

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

Transfer a Call

- 1. During a call with party A, press **Transfer**.
- 2. Enter the phone number of party B and press **OK**.
- 3. You may then either: press Transfer while party B is ringing, wait for party B to answer, announce the call and then press **Transfer**.

Switch to Handsfree Call during a Call

• Press **Speaker** and hang up.

Using your OpenScape Desk Phone IP 35G

Switch to Handset Mode during a Call

Lift handset.

Switch to Headset Mode during a Call

Press Headset.

Using mute during a Call

- Press Mute and the LED lights to show all microphones are muted.
- Press Mute again to un-mute.

End a Call

- Hang up, or
- For handsfree call: press **Speaker**, or
- For headset mode: press **Headset**.

Call Voicemail

- 1. Lift handset or press Speaker.
- 2. Press Messages. The mailbox is called.

Program Call Forwarding

- 1. Press Forward.
- 2. Select "Set a forwarding destination" and press **OK**.
- 3. Enter the destination number and press **OK**.

A Call Forwarding for all calls is now configured and activated.

Turn Call Forwarding on or off for All Calls

Press Forward and press OK.

Program a Programmable Function Key *)

- 1. Press **Settings**, navigate to "User" and press **OK**.
- 2. Enter the user password and press **OK**.
- 3. Navigate to "Phone" and press OK.
- 4. Navigate to "Program Keys" and press **OK**.
- 5. Press the desired programmable key. The LED will be lit.
- 6. Select "Normal" and press OK.
- 7. Select desired function and press **OK**.
- 8. Enter additional parameters as appropriate and press **OK**.
- 9. Select "Save&Exit" in the menu and press **OK**.
- 10. Press **Settings** to return to phone mode.

The desired function is now configured.

*) It is recommended to either use Web Based Management or to consult the administrator.

List of Programmable Functions

| Function | Explanation |
|-------------------------|--------------------------------------------------------------------------------------------|
| 1. Unallocated | Clears the key |
| 2. Selected dialing | Dials a pre-defined number |
| 3. Repeat dialing | Calls the last dialed number |
| 4. Forward all calls | Forwards all incoming calls to the programmed destination |
| 5. Forward no reply | Forwards all incoming calls to the pro- grammed destination if they are not answered |
| 6. Forward busy | Forwards all incoming calls to the pro- grammed destination when the line is busy |
| 7. Ringer off | Switches the ringer off/on |
| 8. Hold | Places a call on hold |
| 9. Alternate | Switches between two calls |
| 10. Blind transfer call | Transfers a call without consultation |
| 11. Transfer call | Transfers a call with consultation |
| 12. Deflect | Deflects a call to another destination |
| 13. Shift | Switches to the shifted key level |
| 14. Conference | Places a conference call |
| 15. Headset | Activates headset mode |
| 16. Do not disturb | Incoming calls do not ring; callers hear the busy signal |
| 17. Group pickup | Picks up a group call |
| 18. Repertory dial | Dials pre-defined numbers and control sequences |
| 19. Feature toggle | Toggles OpenScape Voice services |
| 20. Show phone screen | Switches to idle screen |
| 21. Directed pickup | Picks up another ringing phone |
| 22. Release | Ends a call |
| 23. Callback | Requests an automatic call back (busy/no answer) |
| 24. Cancel callbacks | Cancels a callback request |
| 25. Consultation | Puts an active call on hold and provides a prompt for dialing |
| 26. Call Waiting | Allows a second incoming call while in an active call |
| 27. Immediate ring | Ringing keyset line without delay (Executive/Assistant configuration) |
| 28. PreView | Preview line details for shared lines |
| 29. Call recording | Records the call on a central Call Recorder |
| 30. Built in fwd | Turns Call Forwarding on/off |
| 31. Pause callbacks | Pauses all callbacks |
| 32. Resume callbacks | Resumes all callbacks |
| | |

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