A MITEL
PRODUCT
GUIDE

Unify OpenScape Desk Phone CP600/CP600E

OpenScape Key Module 600
OpenScape Business

User Guide HFA
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Mitel

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Important Notes

	For safety reasons, the phone should only be supplied with power as follows: • using the appropriate 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 system support.
	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.

Symbol

The device conforms to the EU Directive as attested by the CE marking. The CE Declaration of Conformity and, where applicable, other existing declarations of conformity as well as further information on regulations that restrict the usage of substances in products or affect the declaration of substances used in products can be found in the Unify Expert WIKI at http://wiki.unify.com/ under the "Declarations of Conformity" section.

The adjacent symbol indicates that any electrical and electronic products installed and sold in countries of the European Union to which the WEEE2 Directive 2012/19/EU applies should be disposed of separately from the municipal waste stream in appropriate collection systems.

Information concerning the proper disposal of your Unify product in the business-to-business market segment is available from your local sales representative in Unify or partner sales.

Software update

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

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

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

License information

More information about the EULA and Open Source licenses you can find on the Web interface, section ”Licenses”→ page 222.

Installation location information

- 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 Mb/s or Cat-6 for 1000 Mb/s. Make sure in the building installation that this cable shielding is earthed.
- The telephone is designed for operation in a sheltered environment within a temperature range of 5 °C to 40 °C.
- Putting the telephone in a room with higher levels of dust can result in a reduced service life of the device.
- Do not place the device in direct sunlight or other sources of direct heat. This is liable to damage the electronic components and the casing.
- Do not install the phone in bath or shower rooms.

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General information

About this manual

This document contains general descriptions of the technical options, which may not always be available in individual cases. The required features must therefore be individually defined in the terms of the contract.

If a particular function on your phone is not available to you as described, this may be due to one of the following reasons:

- The function is not configured for you and your telephone. Please contact your system administrator.
- Your communication platform does not feature this function. Please contact your sales partner for information on how to upgrade.

This User Guide is intended to help you familiarize yourself with the OpenScape Desk Phone CP600/CP600E and all of its functions. It contains important information on the safe and proper operation of the OpenScape Desk Phone CP600/CP600E. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your multifunctional telephone in the network.

This User Guide should be read and followed by every person installing, operating or programming the OpenScape Desk Phone CP600/CP600E.

For your own protection, please read the section dealing with safety in detail. Follow the safety instructions carefully in order to avoid endangering yourself or other persons and to prevent damage to the unit.

These operating instructions are designed to be simple and easy to understand. Providing clear step-by-step instructions for operating the OpenScape Desk Phone CP600/CP600E.

Administrative tasks are dealt with in a separate manual. The Quick Reference Guide contains quick and reliable explanations of frequently used functions.

Icons used in the manual

Tips

Refers to a setting established via the web-interface.

Indicates additional important information in relation to handling.

Indicates required intervention by the administrator.

Displays for describing operation

Selected action

Original illustration on display

Step-by-step illustration in the User Guide

A dark background is not used in the step-by-step illustration in order to ensure legibility in the User Guide.

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

When an action is selected, it will be shown right-aligned in green. The action is executed by selecting the Softkey.

The selected function can alternatively be confirmed using the OK key on the navigator (→ page 18).

Action not selected

Illustration on display

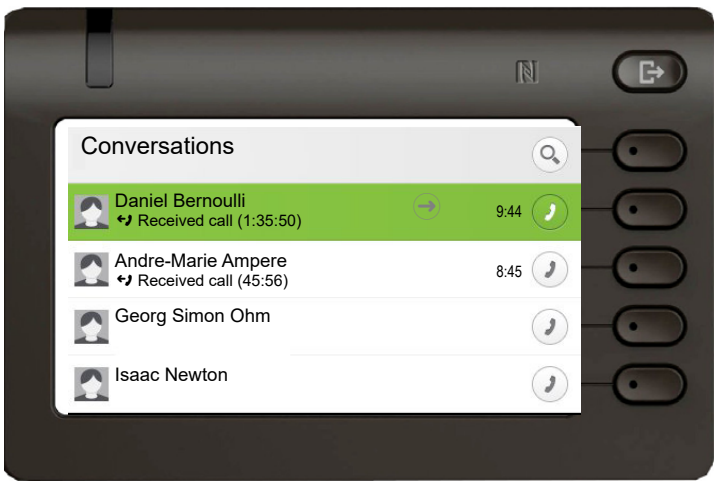
Step-by-step illustration in the User Guide

Decline call

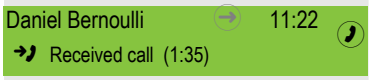
If an action is not selected, it is shown right-aligned in a light color. The associated Softkey is also shown. The action can be executed by pressing the softkey without the action being selected.

Conversation display

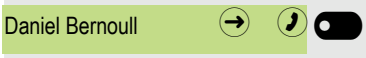
When the phone is idle, the first entry in the conversation list is selected.



Information displayed for a selected conversation

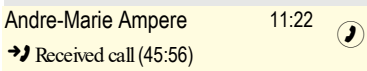


If a conversation (contact and history at the same time) is selected in the list, it is highlighted in green. This description is only used if it aids understanding. This is the usually what is displayed:

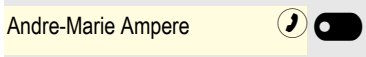


Confirm the selected conversation with the Softkey or by pressing OK to establish the connection or use the key to open the context menu.

Information displayed for a non-selected conversation



Conversations are displayed in a light color if they are not selected. This description is only used if it aids understanding. This is the usually what is displayed:



Call directly with the Softkey to establish the connection.

Navigation and action in lists

Make selection from the list and move entries in the list using the navigator keys.

Press and hold to skip to the end of the list.

Press and hold to skip to the start of the list.

Go back.

Open contacts and details. Switch to next lower level.

Execute the Softkey action in the list element.

Performs the same function as with the Softkey but only affects a selected element.

OpenScape Key Module 600

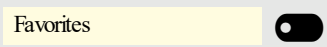
If an OpenScape Key Module 600 is connected, functions and phone numbers can be programmed on the keys.

The programmed function and selected dialing keys are illustrated as follows in the User Guide:

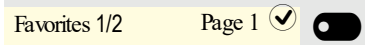
The OpenScape Key Module 600 key shown here is referred to as a Function keys in the User Guide.

Function keys in the menu Favorites

If nec. Press key for main menu.

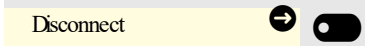


Open using the Softkey.



Select the required page with Softkey.

An unused function key in the Favorites menu.



An example being with the Function keys assigned to the disconnect function.

Service

The service department can help you only 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, please contact your network provider.

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

Intended use

The OpenScape Desk Phone has been developed as a device for voice transmission and connection via a LAN, and should be placed on a desk or mounted on a wall. Any other use is regarded as unintended.

Telephone type information

The identification details (exact product designation and serial number) of your telephone can be found on the underside of the base unit. Specific details concerning your communication platform can be obtained from your administrator. Please have this information ready when you contact the 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 telephone (front right) should be kept clear.
  The optimum handsfree distance is approx. 50 cm.
- Proceed as follows to optimize display legibility:
  - Turn the phone and tilt the display so that you have a frontal view of the display while eliminating light reflexes.

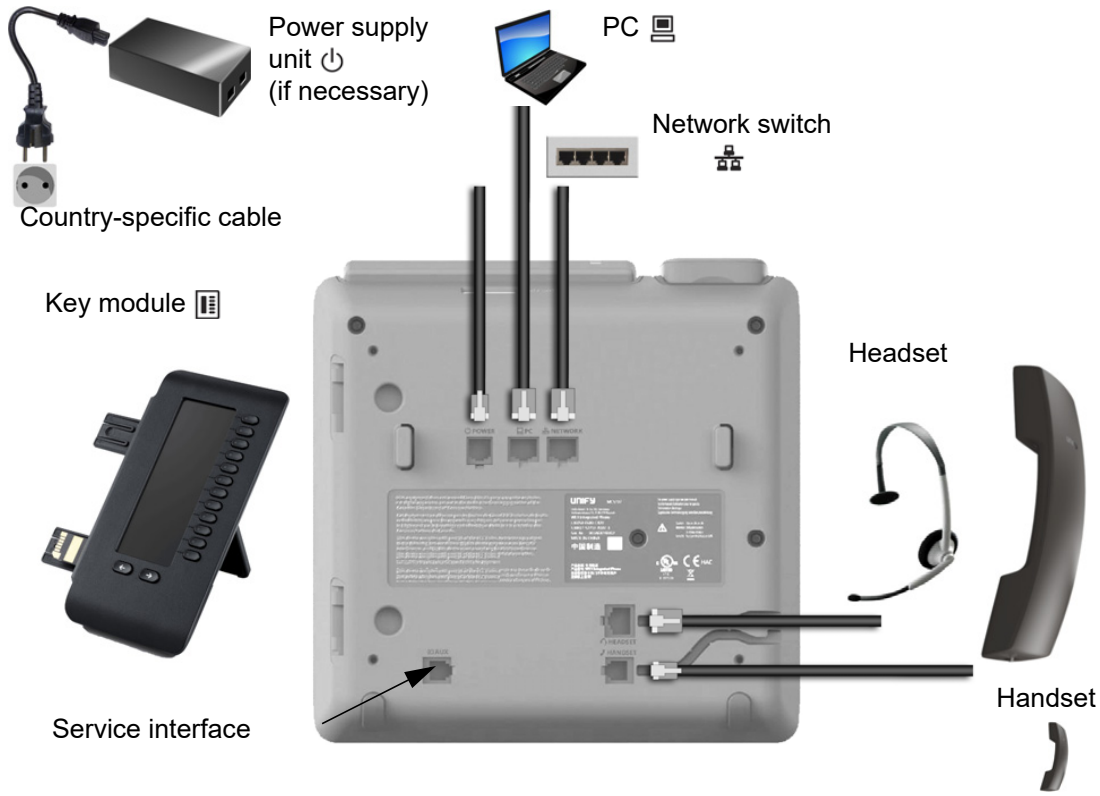
Getting to know the OpenScape CP600

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

The User Interface of Your Telephone

1	You can make and receive calls as normal using the **handset**.
2	The **graphic display** permits intuitive operation of the phone → page 21. Please note that the screen is greyscale on CP600E.
3	Use the **Menu** key to open the main menu.
4	Use the **Navigator** to navigate through the applications on your telephone → page 18.
5	You can use the Softkeys to activate a function or open a menu → page 17.
6	The **audio keys** are provided to allow you to optimally configure the audio features on your telephone → page 17.
7	Incoming calls, new voice messages or missed calls are visually signaled via the notification LED → page 54.
8	The **dialpad** can be used to enter phone numbers and write text → page 19.
9	Use the Out-of-Office/Call forwarding key to open a menu, for example in order to set up the variable call forwarding if UC is not used → page 23.
10	NFC transmitter (logo:) for simple Bluetooth pairing → page 126 Please note that Bluetooth and NFC are available only on CP600.

Ports on the underside of the phone



Properties of your OpenScape Desk Phone CP600/CP600E

Display type	4.3" color graphic display, 480 x 272 pixels. Please note that the screen is greyscale on CP600E.
Illuminated display	✓
Full-duplex hands-free listening	✓
Headset	✓
Bluetooth 2.1 BR/EDR Bluetooth 4.1 LE → page 126	✓ Please note that Bluetooth is not available on CP600E.
10/100/1000 Mbps Switch → page 16	✓
Web-Based Management (WBM) → page 222	✓
notification LED (red/green/orange)	✓
OpenScape Key Module 600 Optional	✓

Using network ports more efficiently

The OpenScape Desk Phone CP600/CP600E has a Gigabit Ethernet switch. This means that you can also connect a PC with a Gigabit LAN port to the LAN directly via the phone. The option for connecting the telephone and PC must first be activated on the telephone by your administrator.

Using this connection option saves one network port for each switch used and requires shorter network cables.

OpenScape Key Module 600

The OpenScape Key Module 600 is a key module attached to the side of the phone that provides an additional 12 illuminated, programmable Function keys s at two levels.
These keys can be populated and used according to your needs → page 51.

The diagram shows the OpenScape Key Module 600. You can attach up to four OpenScape Key Module 600 to OpenScape Desk Phone CP600 and up to two OpenScape Key Module 600s to OpenScape Desk Phone CP600E.

Keys

Softkeys

Key	Function when key is pressed
	Activates the function of the left display option or opens another menu. Used in the Favorites menu as a Function keys → page 51.

Audio controls

Audio keys

Key	Function when key is pressed
/	Activate/deactivate the loudspeaker → page 95.
/	Use headset → page 95.
/	Activate/deactivate microphone (also for speakerphone mode). This action works only during phone call. For more information see → page 99.

Volume

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

Mode keys

You can switch to the relevant application using these keys.

Key	Function when key is pressed
	Switch to the main menu → page 21.
	Switch to Presence and back → page 23.

Navigator

This control allows you to navigate in lists and perform actions in the selected area.

Operation	Functions when key is pressed
Press the key.	In conversation mode: • Open the subscriber information In settings: • Go down one level
Press the key.	In lists and menus: • One level back In input fields: • Delete character to the left of the cursor
Press the key.	In lists and menus: • Scroll down • Press and hold: Skip to the end of the list/menu
Press the key.	In lists and menus: • Scroll up • Press and hold: Skip to the start of the list/menu
Press the key.	Execute an action for the selected entry.

Dialpad

Numeric input

If you enter a number when the telephone is in idle mode, for example, an input field opens automatically for numeric input. Only the digits 0 to 9 as well as the * and # characters can be entered via the keypad in "123 mode" (indicated at the left margin of the input field).

Alphabetic labeling of dial keys is also useful when entering vanity numbers (letters associated with the phone number's digits as indicated on the telephone spell a name, e.g. 0700 - PATTERN = 0700 - 687837).

Text input

In cases where text input is possible, you can use the dialpad to input text, punctuation, and special characters in addition to the digits 0 to 9 and the hash and asterisk symbols. To do this, press the numerical keys repeatedly.

Example: To enter the letter "U" in the "Company" field, press the number 8 TUV key on the dialpad twice. All available characters for this key are displayed during input. After a short while, the character in focus is displayed in the input field.

If you want to enter a number in an alphanumeric input field, hold down the corresponding key to bypass the character selection.

Complete your input:

Press the Softkey for ✓ to complete your input.

Character overview (depends on the current language setting)

Key	1x	2x	3x	4x	5x	6x	7x	8x	9x	10x	11x	12x	13x	14x	15x	16x	17x
1	1	␣	;	=	$	\	&	[	]	{	}	%					
2 ABC	a	b	c	2	ä												
3 DEF	d	e	f	3													
4 GHI	g	h	i	4													
5 JKL	j	k	l	5													
6 MNO	m	n	o	6	ö												
7 PQRS	p	q	r	s	7	ß											
8 TUV	t	u	v	8	ü												
9 WXYZ	w	x	y	z	9												
0 +	0	+															
*	.	*	1	#	,	?	!	'	"	+	-	(	)	@	/	:	_
# Abc 123																	

Multi-function keys

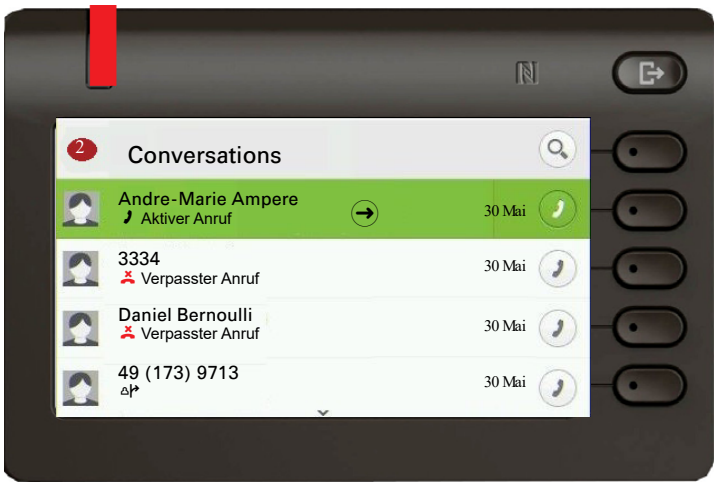
Key	Function during text input	Function when held down
*	Type special characters.	• 2 seconds: Ringer off • 3 seconds: Beep sound instead of ringer
# Abc 123	Switch between uppercase and lowercase text and number entry. • Abc mode • ABC mode • 123 mode	Activate the telephone lock → page 176.
1	Type special characters (not in 123 mode)	

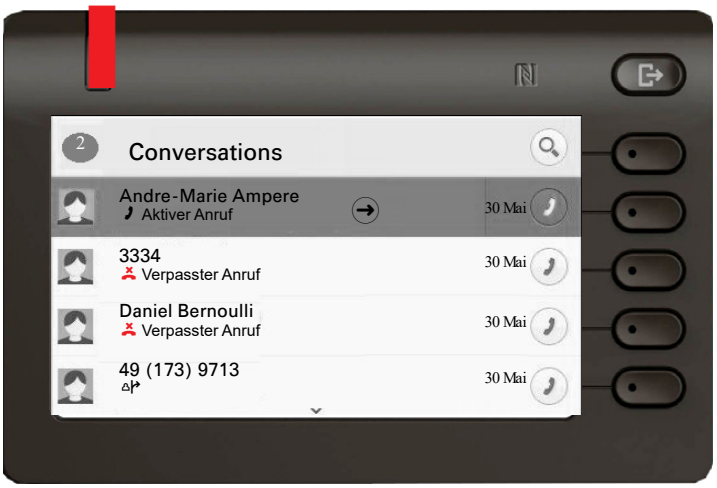
Different display interfaces

Your OpenScape Desk Phone CP600/CP600E is fitted with a color/greyscale graphic display → page 15, in which different contents are displayed depending on the particular situation.

Conversations

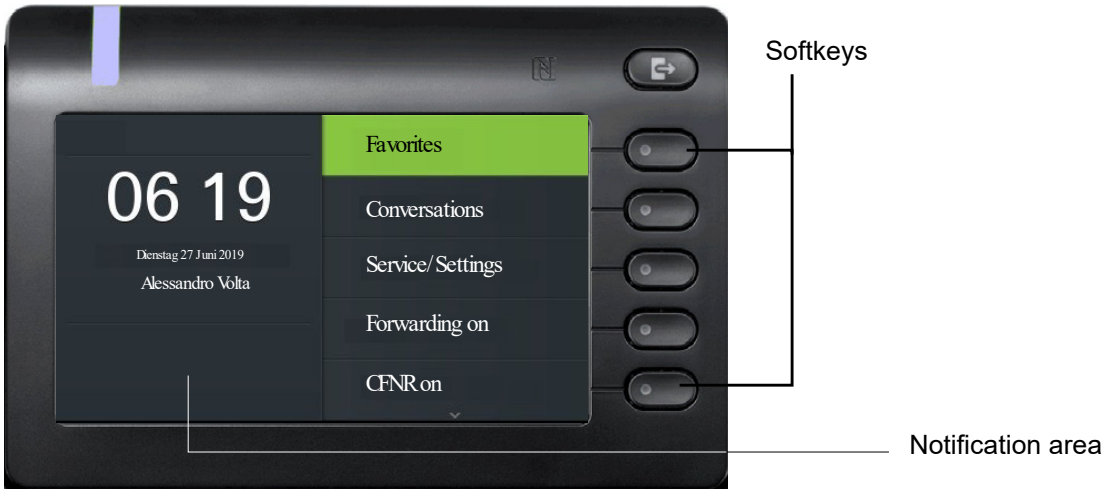
The conversations list is called in the main menu with the Conversations option and is a collection of contact data and data from the call log. See from → page 31 for detailed information.

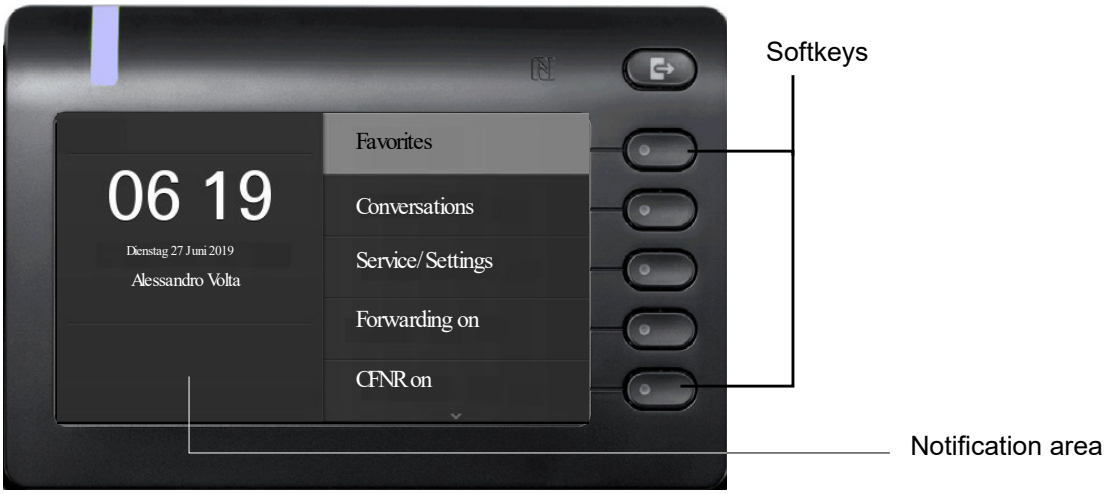




Main menu

Use the key to access the main menu from any situation. The time, day of the week, and date, as well as the subscriber's own phone number, are displayed in the Notification area. The main menu can do much more, as can be seen from the screenshot. As the name suggests it is the starting point for the entire menu tree.





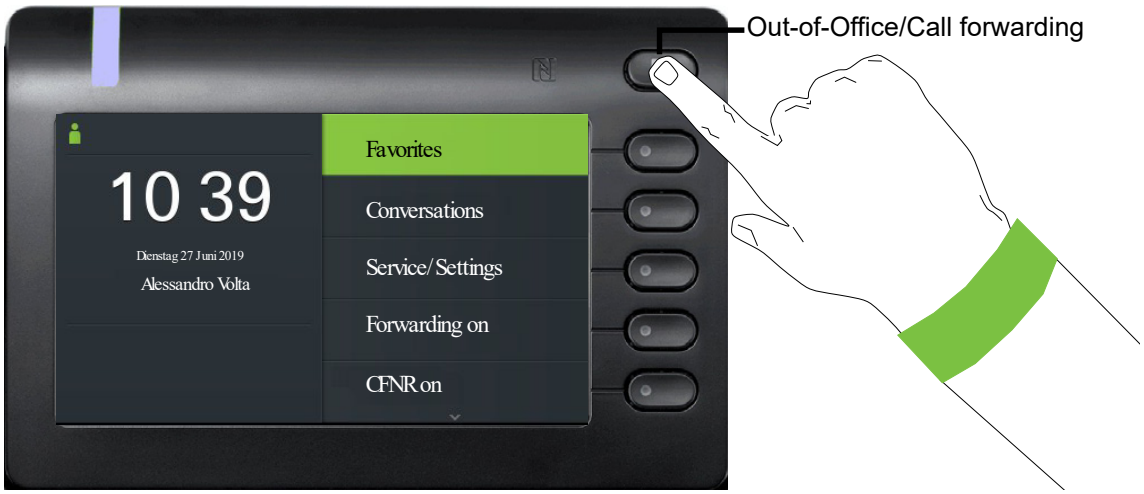
Main menu	Favorites	
	Conversations	
	Service/Settings	
	Forwarding on	Service menu
	CFNR on	User settings
		Administrator - Einstellungen (Admin)

Moreover, different icons represent different situations and options:

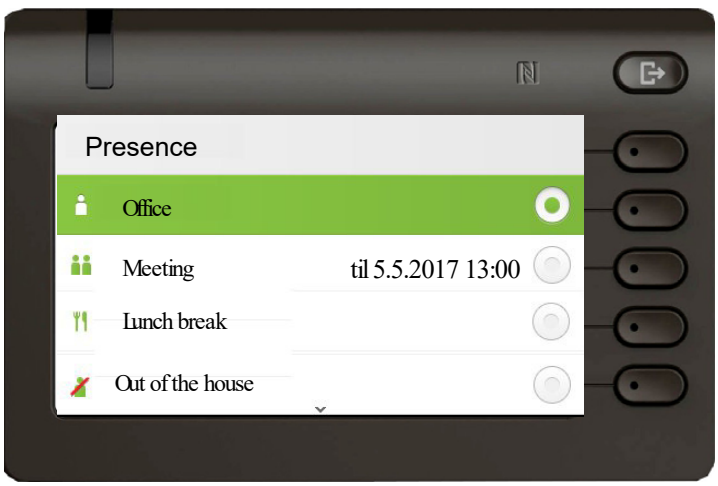
Icon	Meaning
	The ringer is deactivated → page 20
	The ringer is set to a beep → page 20
	The "Do not disturb" function is activated → page 169
	The phone lock is activated → page 176

Presence

If the access is configured as UC user on your phone (ask administrator) and you are logged on to this server → page 212, you will see for example in the top left in the Notification area Presence the status symbol for Office → page 80.



To access the "Presence" menu, press the Out-of-Office/Call forwarding key via the Softkeys. then you will see the following menu:



The menu has another five options.

- Break
- Sick
- On vacation
- At home
- Do not disturb

In the submenus of the options you can choose from different values for the duration → page 80. Personal Presence via the phone is temporarily suspended with call forwarding or do not disturb.

If UC is not set up, you get a menu for variable call forwarding with the options: Variable: All calls Variable: External calls Variable: Internal calls.

Free Programmable Keys screen

A Free Programmable Key (FPK) is a feature of your phone that allows you to assign a certain function or macro to one of your device's programmable keys. For more information regarding programming keys please refer to → page 84.

The Free Programmable Keys screen (FPK screen) feature can help you to access quickly your favorite functions. If you want to find more information about enabling the FPK screen, please refer to → page 61.

Once this option is activated, use the Menu key to switch your screen between the original Idle screen and the FPKs screen.The FPK screen displays the fist 5 FPKs (if configured). The FPKs are shown on the right side of your phone's screen as in the example below.

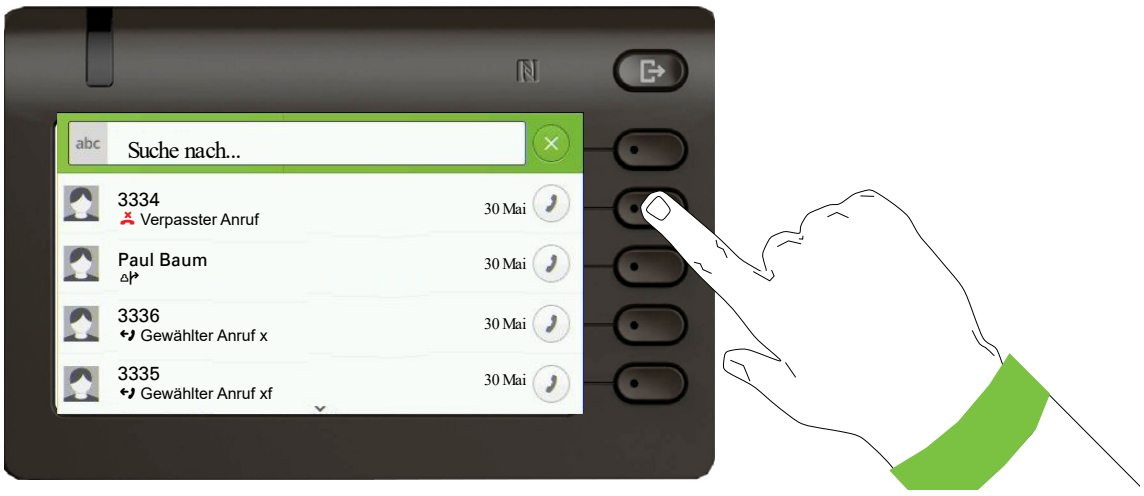
Shifted keys will be visible, if programmed, when layer 2 is active.

Context-dependent displays

Depending on the situation, the graphic display on your OpenScape CP600 shows different content, to which you can respond intuitively.

Action with Softkey

Press the top softkey to start an alphanumeric search.

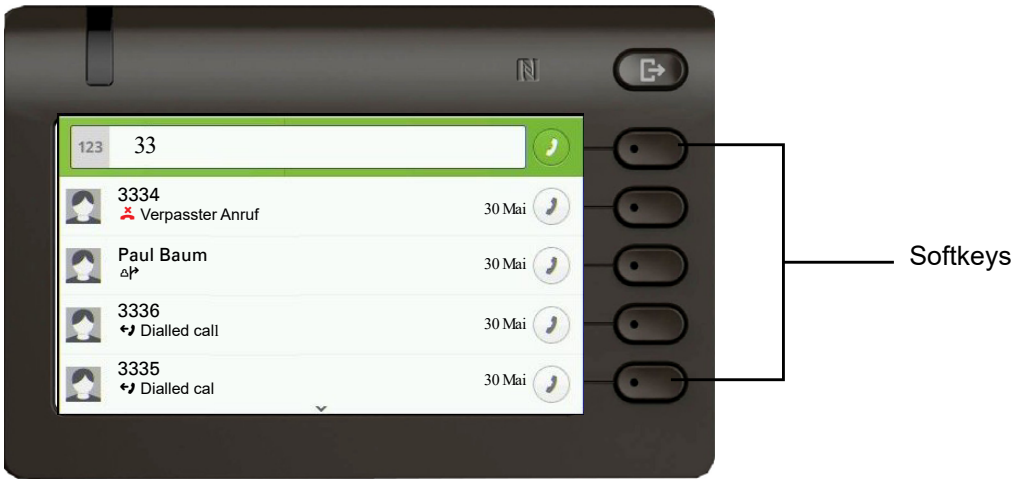


Use the Softkey to dial the respective subscriber.

You can choose a conversation beforehand using the navigator keys and and open the details of the conversation with the key → page 32.

Action via dialpad

Press any key on the dialpad to start dialing a phone number with automatic phone number search.



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.

Deleting number with back key will have same effect as pressing new keys - list is updated according to remaining previous key input. You are still able to enter classic search screen by pressing SRK.

From existing conversations, any matching substring or entered numbers is shown. Also all possible string combination from available letters are filtered out from conversation names (only names which begins with any possible combination. If the conversation is already shown in the list before your input is complete, you can dial the number immediately using the associated Softkeys → page 33 or start a call with a new number.

Example:

Key press 2 (a b c) 7 (p qp r s) 8 (t u v) will filter out following names:

Arthur Rimbaud

Peter **Cru**ise

Mary **Apt**tle

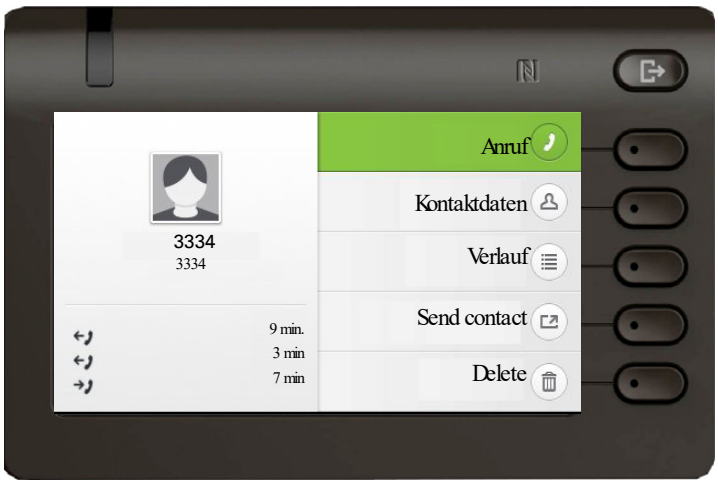
but not: M**art**in Luther

Sorting

Matching results are sorted and shown in following order:

- Number matches (local conversations) - last used first
- Name matches (local conversations) - last used first

Action with navigation key



You can open a selected conversation using the navigator's key in order to see the associated details → page 26.

Action for Dialogue

Choose an option such as "Send message" from the main menu, open it in the Notification area of the "Functions dialog" with the input prompt "Info an: <x>."

Enter the number of the target subscriber here:

Select the desired option

And send the message to the target subscriber.

Operating your OpenScape CP600

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

Before looking at the functions and settings, you should set up the User password to protect your phone against unauthorized use → page 174.

Navigating in menus

Activating an application

You can use the mode keys → page 17 to toggle, for example, between the main menu and Conversations or to open the Presence menu.

Browsing lists

You can use the navigator keys to scroll through entries and confirm the functions you want → page 18.

Opening context menus

If the arrow ➔ appears beside a selected entry, a context menu is available for this entry → page 26.

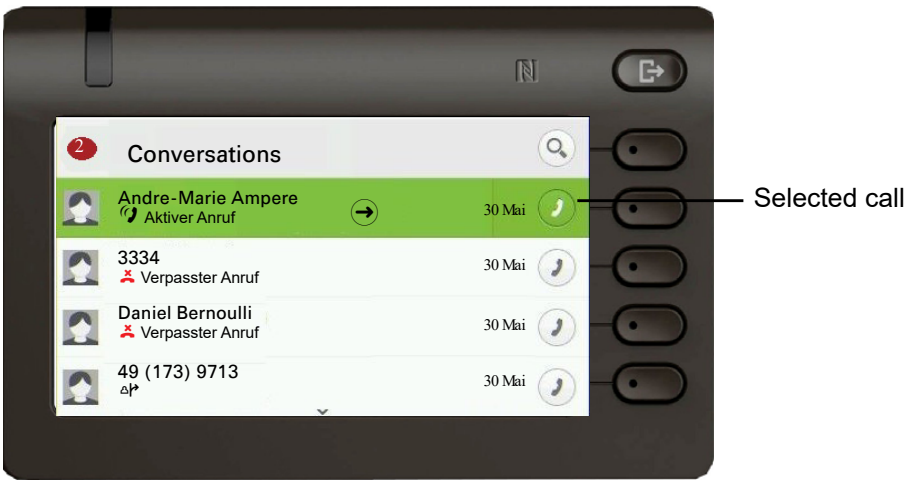
Conversations

A conversation is a contact with a call history. New conversations are created or updated

- a received call
- a dialed call
- a missed call
- a new voicemail
- an Exchange entry following automatic synchronization

A telephone number is automatically supplemented with a name if this information comes from the communication system or the telephone number is found in the system telephone book or in a company directory (LDAP).

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

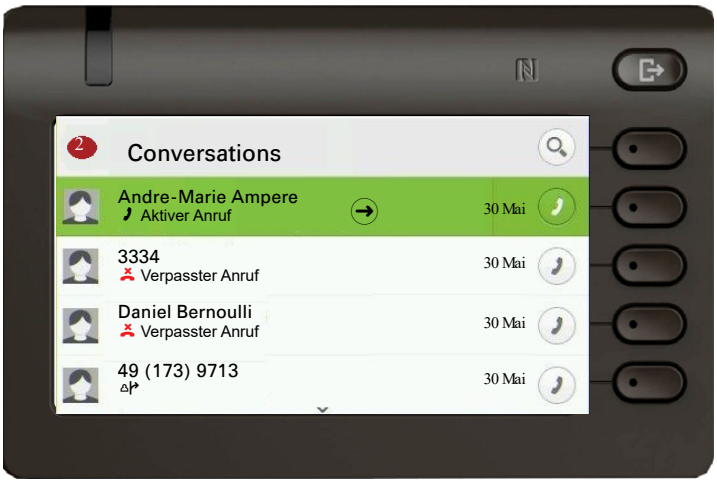


The status of a conversation is displayed with icon and text.

Icon	Text
	Connected call
	Missed call (current)
	Missed call (old)
	Dialed call
	Answered call
	New voicemail
	Old voicemail
	Incoming call forwarded towards you by a third party
	You forwarded the call
	Your call was forwarded

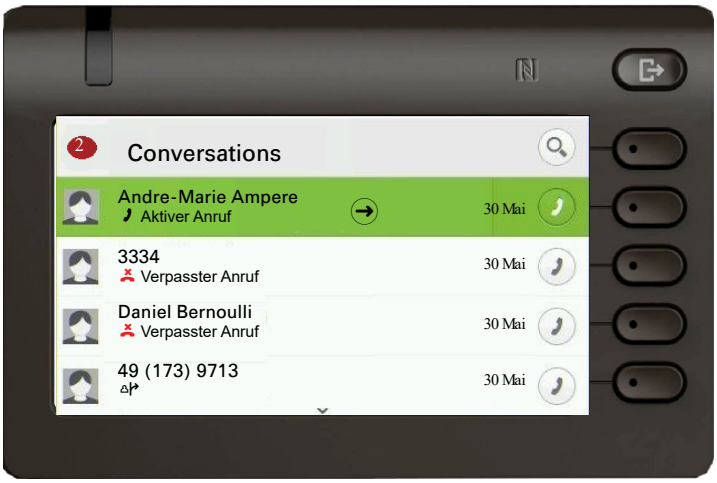
Opening details of a conversation or conducting a call

You can open a selected conversation using the navigation key or start a call using the softkey or the navigation key OK. You start a call using the softkey if the conversation has not been selected.



If you open the details of the conversation using the key, you will be shown the following for example:

Editing conversations



Open the details of the conversation using the key.

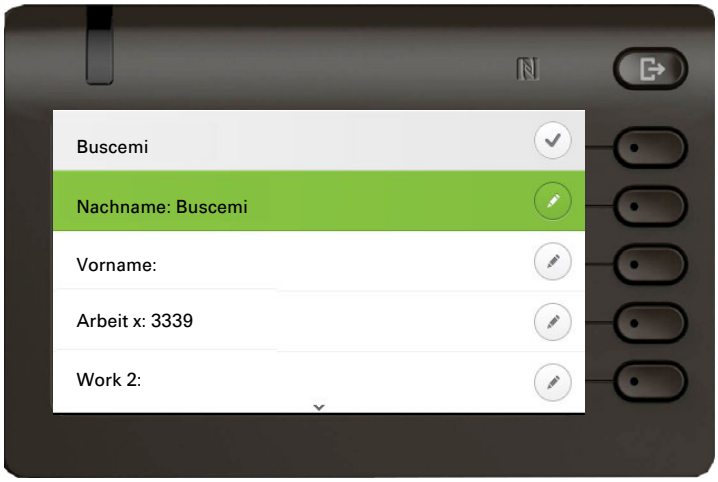
Use the Softkey to open the "Kontaktdaten" menu.

Press the Softkey for ✎ to access edit mode. You can complete the following fields for a contact:

- Nachname:
- Vorname:
- Arbeit x:
- Work 2:
- Mobil:
- Privat:
- Firma:
- Adresse 1
- Adresse 2
- Rolle:
- E-Mail:
- Benutzerbild:

Press the Softkey for ✎ to enter the last name.

Delete the digits using the key and enter the last name. Press the Softkey in the input field to complete the input for this field.



Use the or key to switch, for example, to "First name" and enter the first name here if appropriate.

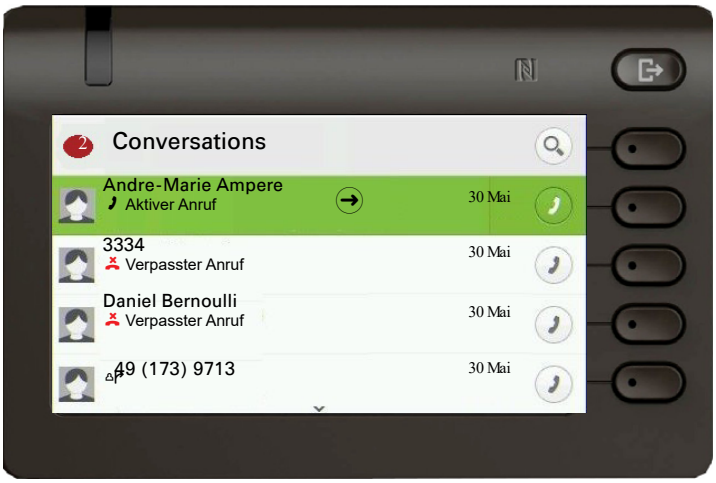
Enter the first name and complete the input for this field with the Softkey.

Save the contact data. You can add missing entries subsequently. The following information is shown on the display, for example, the next time you call this contact:

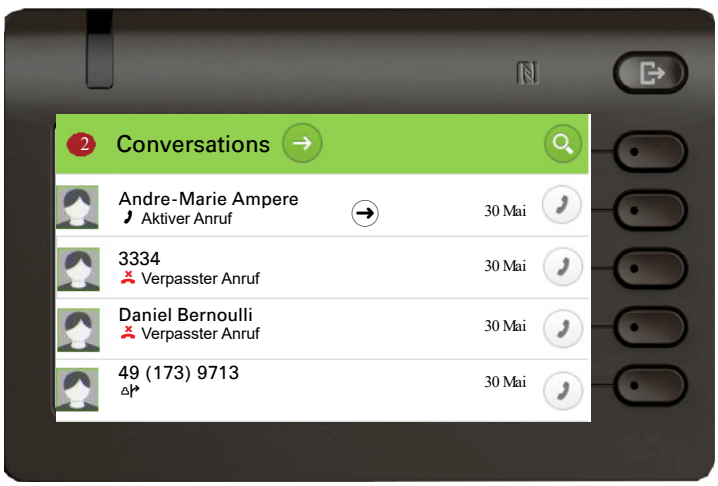
These inputs or changes to existing information are stored locally in the phone.

Create a new contact/conversation from scratch

You can create a new contact from the conversation list with no previous history. Navigate to the Conversations screen which can be found at the idle screen.

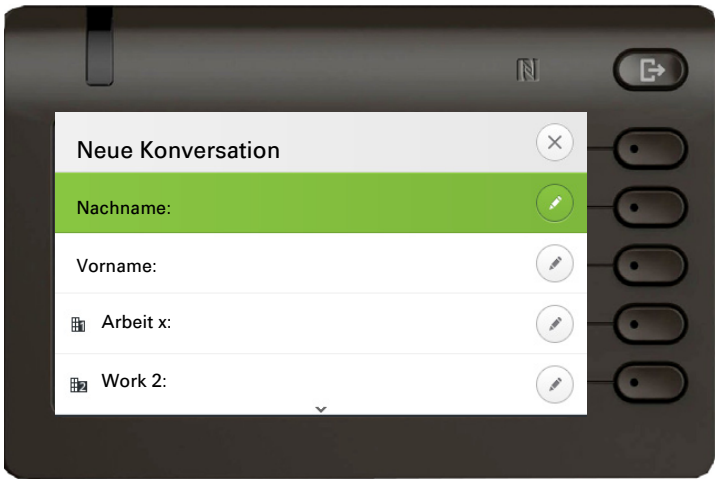


Select the header row of the Conversation list by using the key and then the Navigator key can be used to access the Conversation Listenoptionen.



In the List options menu choose the option Neue Konversation.

New contact form can be now updated. Use the or key to switch, for example, to "Vorname" and enter the first name here if appropriate. Save the contact data after entering the contact information.



Searching for conversations or contacts

There are several ways to search for conversations or contacts. If you know the telephone number, you can,

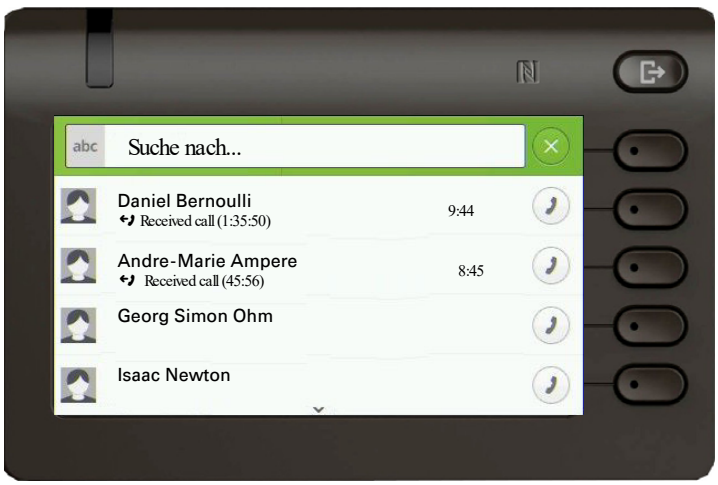
lift the handset or

press the speaker key or

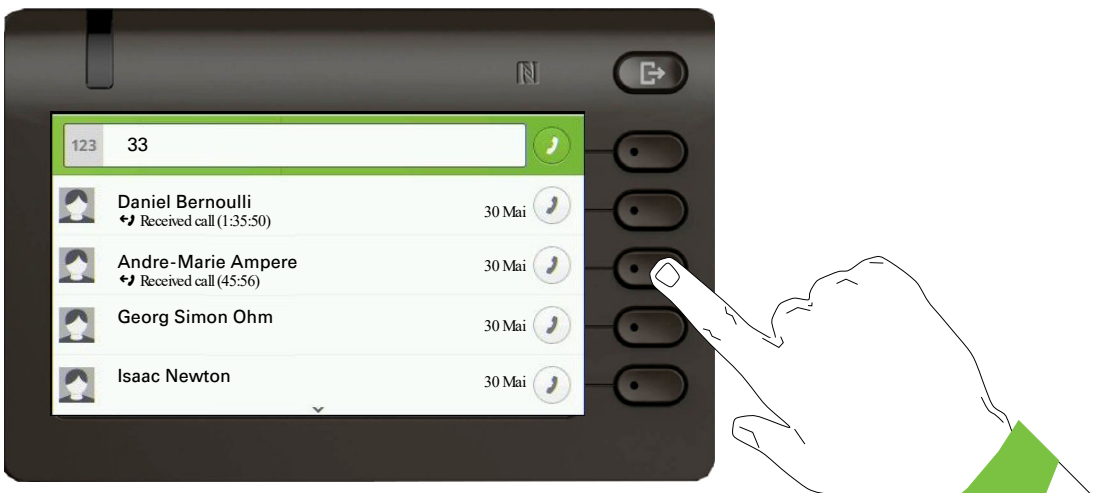
press the headset key

and begin entering the digits.

To search in your conversations list, open an alphanumeric input field by pressing the Softkey for ,



or choose a purely numeric input field for the search by entering a digit.



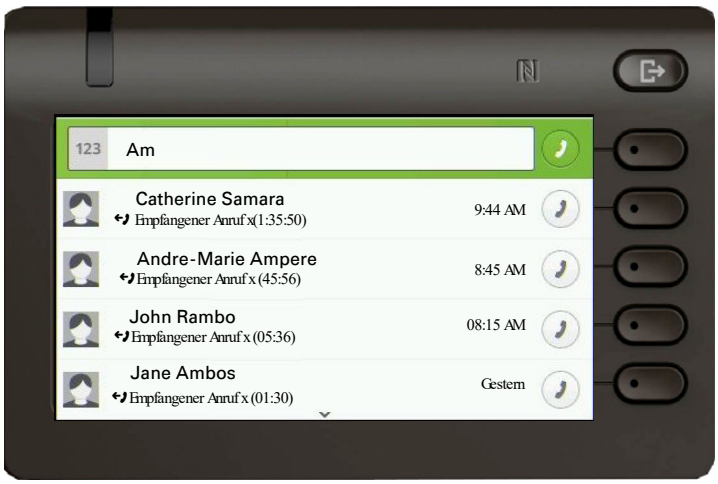
Use the key to switch from numeric to alphanumeric input when you have opened the search field with the Softkey . You can immediately dial a located subscriber whose phone number contains the number 33 in this case, for example, by pressing the Softkey.

Search for names (alphanumeric search string)

- **LDAP was not configured by your administrator:**

The phone now searches in the local conversation list for 'Am' and thus finds all the conversations that contain the name 'am', for example 'Ampere' or even 'Samara'.

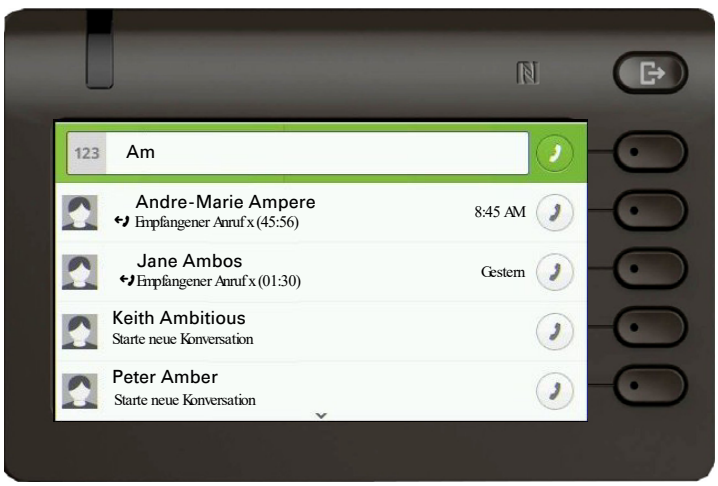
The hits are listed chronologically.



- **LDAP was configured by your administrator:**

If LDAP is additionally configured, in the standard case the search is for 'Am' in the last name in the LDAP. Here the phone finds all entries with 'Am' on the front, e.g. 'Ampere', 'Ambos', not 'Samra'.

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



Using special characters to control the search

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

A single comma (,) is used to separate the last name from the first name. A hash (#) is used to indicate that we are looking for an exact match.

When you want to use a comma (,) or a hash (#) as part of the search input text, you have to 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".
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

On entry into search mode, the local conversations are ordered by their time stamp, i.e. most recent ones are displayed first.

Upon entering a search criteria, the local conversations are listed first and ordered by their time stamp, the most recent ones are displayed first.

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

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

Filtering conversations

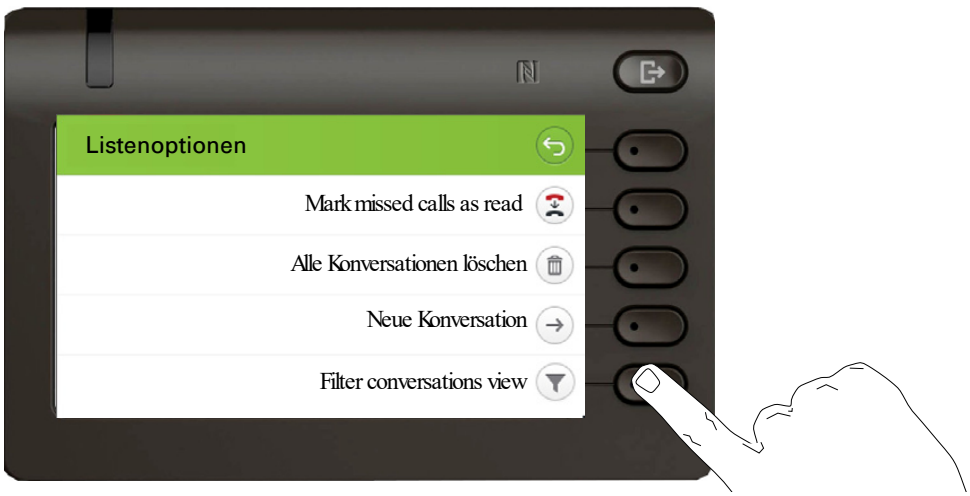
When you want to filter conversations, it is possible to do so from the Listenoptionen screen. Initially, the filter is non-applied, which means it is set to "Show all calls (All)" and will display all conversation list entries of any call type.

Use the "Filter" action on top shortcut key. This key is used to switch between conversation types.

Pressing the top key will display a filtering tooltip box that shows possible call records and types:

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

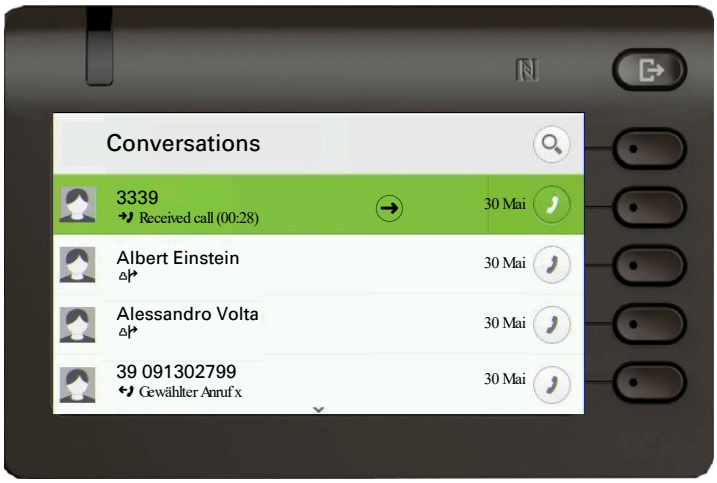
After selecting filter, header should be changed according to selecting.



Show all calls
Albert Einstein
Missed call
10
Wilma
Missed call
9
Andre-Marie Ampere
Missed call
8
Jane Ambos
Received call
7:44 AM
Filter by:
All
Entgangen
Empfangen
Gewählte
Contacts
Other calls

Display the history of a conversation

The current history of a conversation is shown directly in the conversation list. The histories of other calls can be viewed under Details or also directly with the Verlauf option during a call.

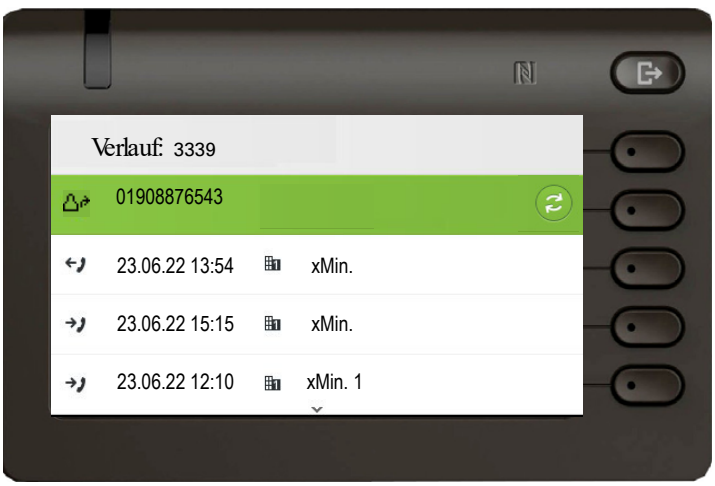


Select a conversation and open the details of this conversation using the key.

The last three histories are shown in the field on the left below the name/subscriber number. Press the Softkey for to view a list of the last 10 possible histories. Then scroll if appropriate using the or key.

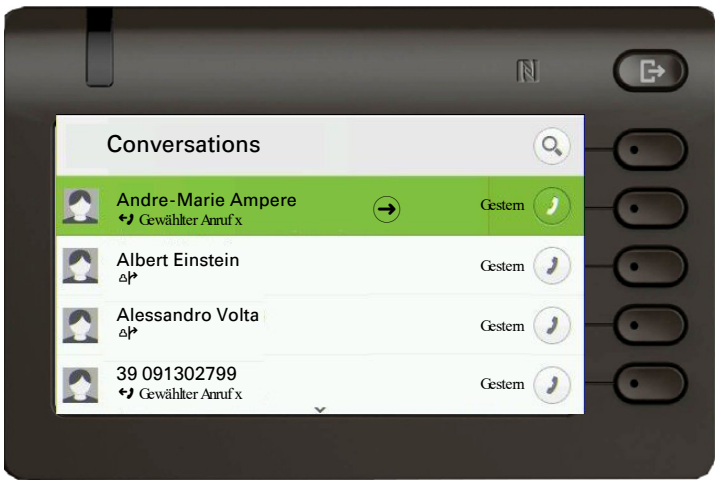
The toggle icon at the end of the main line indicates that there is an extra line to display. To access the extra line, highlight the main line and press the Softkey next to it.

The extra line is highlighted and shows the Forwarding party number in the configured format next to the icon.



Deleting conversations

If you have for example selected a subscriber mistakenly and you do not wish to call them and must hang up, this call will appear in your call history. You can delete this entry again immediately. Entries for incoming calls that you no longer need or entries from V-Cards can also be removed from the list.



Open the relevant entry using the navigator key .

Press the Softkey for to delete the entry. There is no confirmation prompt.

Telephony interface

Telephony view

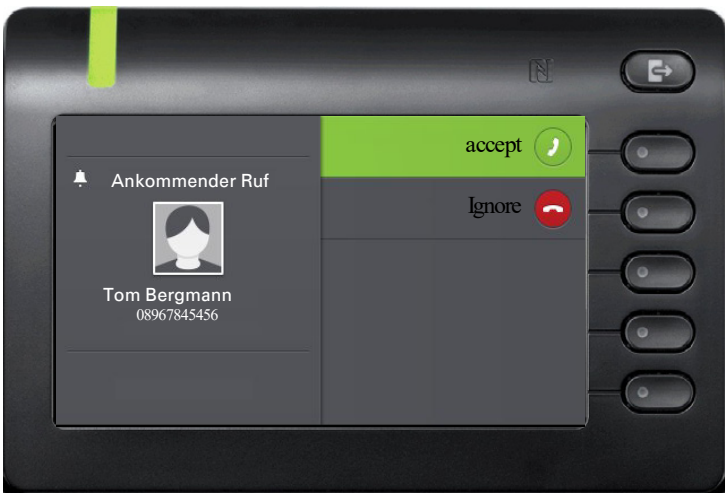
Incoming call

Your phone rings and the notification LED flashes. In addition to the "classic" telephone features, additional information and functions are offered on the display:

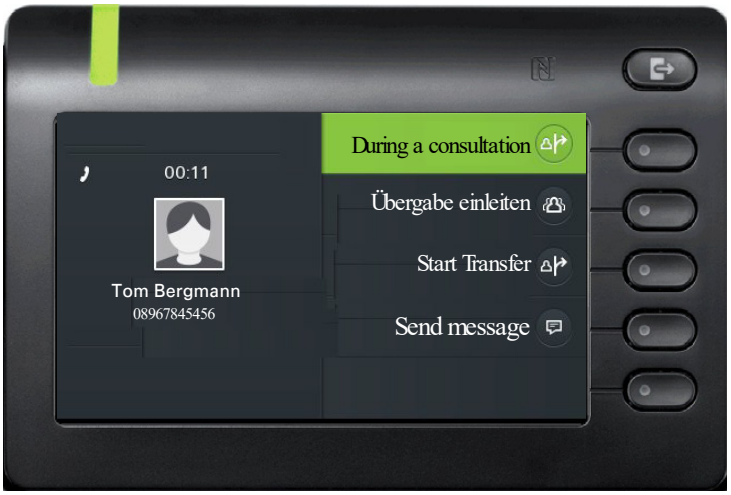
Incoming call in multicall scenarios

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

The Alerting screen is never shown twice for the same call or while you are in the Conversations screen.

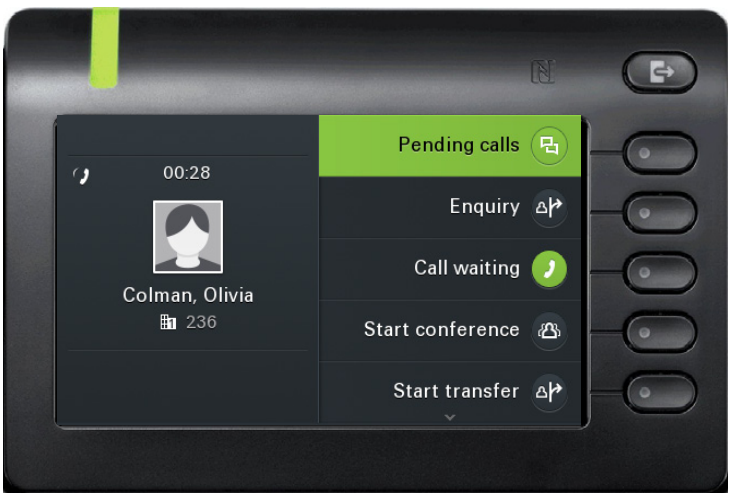


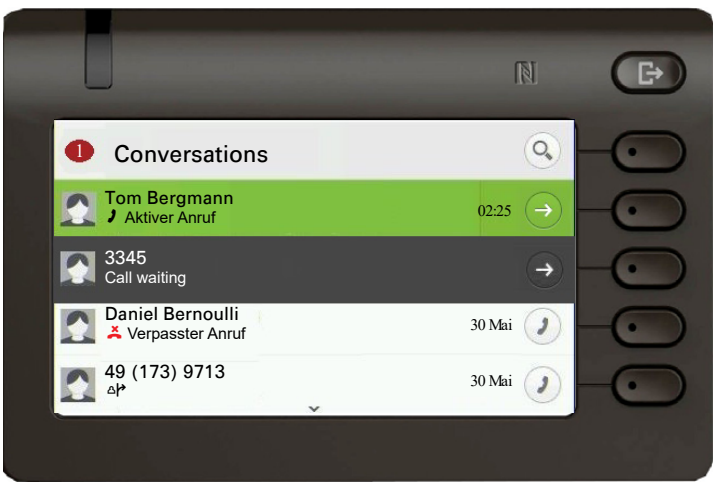
If accepted, the call is shown on Connected call screen.



All other incoming calls including the one presented on Incoming call screen are available only in Conversations.

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





Call handling is very limited in case phone is locked. The Conversation screen is not accessible and there is no Alerting screen. Only incoming call with high prorioty is shown on Incoming call screen. When another call is signalled, and priority indicator changes, incoming call screen switches to the actual high priority call.

When conducting a call:

Switching to a different menu during a call

You can use the key while on a call to switch to the Conversations menu.

Use the key to open the main menu and from there, for example, change the Brightness of the display in the Einstellungen. If you want to activate Anrufschutz quickly, you can use the key to switch temporarily to the Presence menu and then return.

Icons in call states

Icon	Meaning
	The phone rings.
	After dialing, the other subscriber's phone rings.
	The call is active.
	Your call partner has placed the call on hold.
	The voice connection is secure.
	The voice connection is not secure.

Programmable keys

Programmable keys are available to you in the Favorites menu or on an optionally connected OpenScape Key Module 600 → page 54.

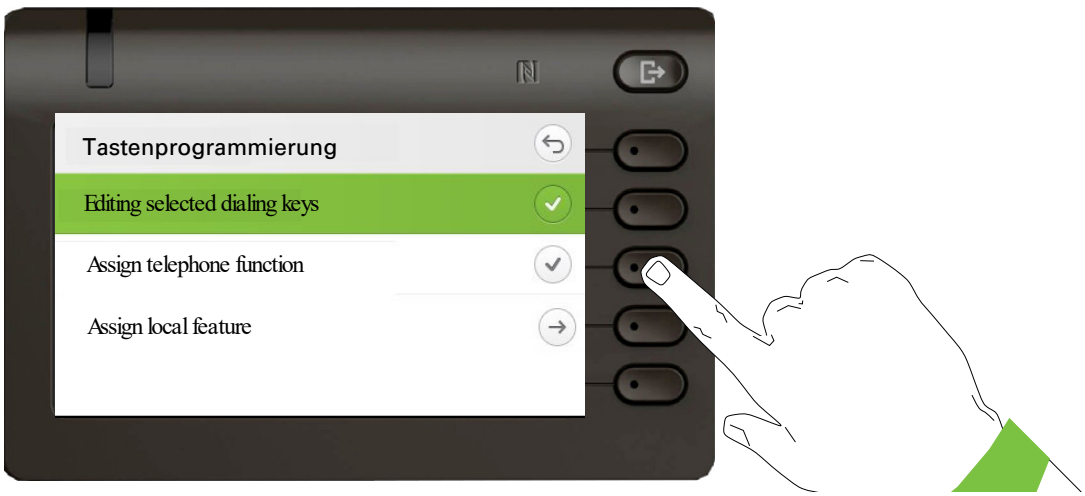
Programmable keys in the Favorites menu

Through the Favorites menu you have 16 programmeable keys (four sites for each of the four keys), which you can save functions and phone numbers to. You can program preferred functions that are not offered in menus. It makes sense to assign a key to "Shift key" to reach the second level. To program this key, follow these steps:

Open the following menu using the Softkey for Favorites:

Press the Softkey for ✓ to set up the first page with four possibilities.

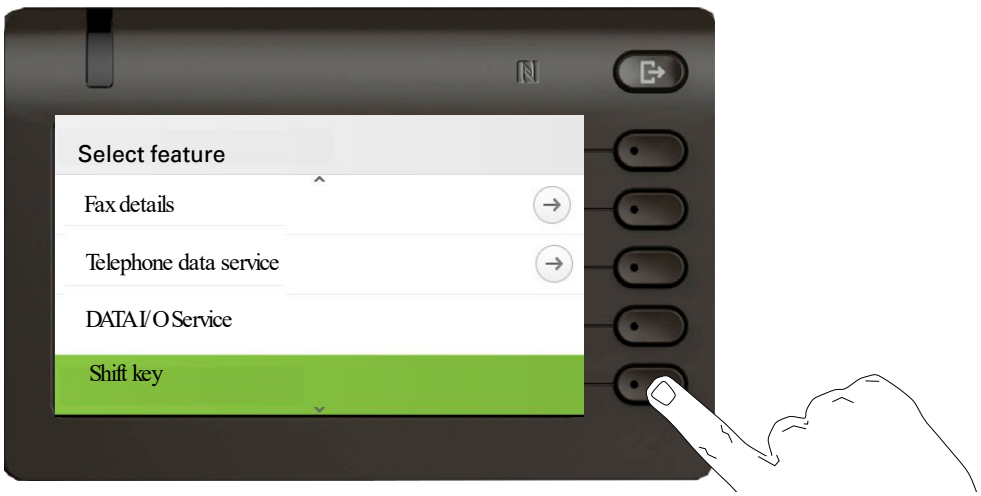
Press the second Softkey continuously to populate the first of four function keys on page 1.



Press the second Softkey to switch to the list of functions.

Select "Change feature" and confirm with the Softkey.

Use the key to select "more features". Confirm with the Softkey.



Use the key to select “Shift key”. Confirm with the Softkey.

If you prefer not to change the standard "Shift key" label, simply finish with "End".

When you navigate to the Favorites option of ther main menu screen, you can see that the "Shift key" function key is now configured and can be used.

Programmable keys on the OpenScape Key Module 600

The OpenScape Key Module 600 has 12 keys to which you can assign functions or numbers at two levels. As such the first level can be assigned with frequently used functions and the second level can only be assigned with RNR keys.

Increase the number of programmable function or selected dialing keys by connecting an additional key module → page 16.

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

- Function keys → page 84
- Selected dialing key → page 88
- Leitungkeys → page 153
- Direktruf keys → page 156

The OpenScape Key Module 600 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.

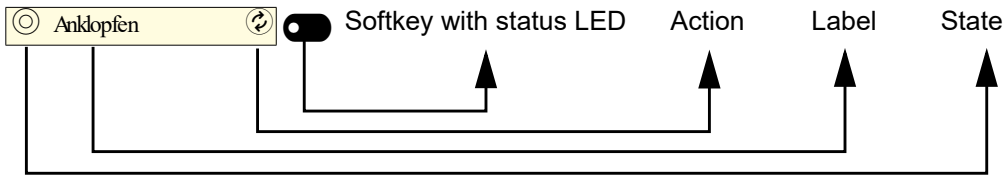
The status of a function is shown by the LED display for the corresponding key.

Meaning of LED displays on Funktionstasten

Status LED		Meaning of Function keys
	Off	The function is deactivated.
	LED is flashing[1]	Indicates the status of the function (e.g. green or red).
	On	The function is activated (e.g. green or red).

1 In this manual, flashing key LEDs are identified by this icon, regardless of the flashing interval. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

Display function of the function keys



User settings

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

The menu consists of a configuration area for system, local user, and local administrator settings.

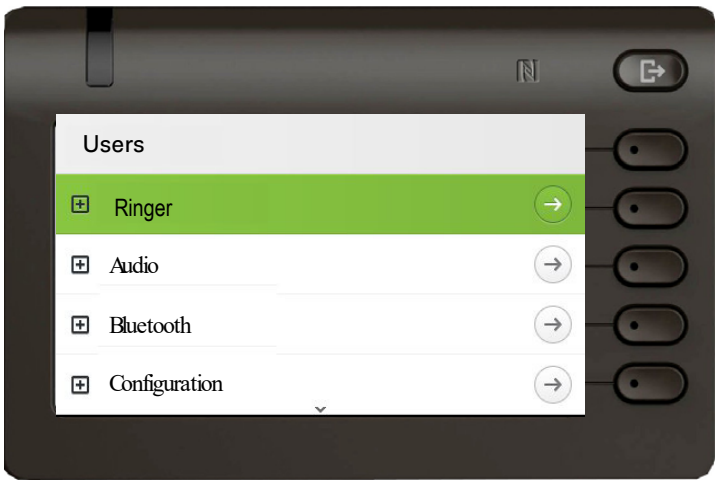
The first time you open the user settings you have to enter the User password → page 174.

User settings

Menu

You can adjust local settings for your OpenScape Desk Phone using the "User settings" menu.

The menu structure consists of several levels.

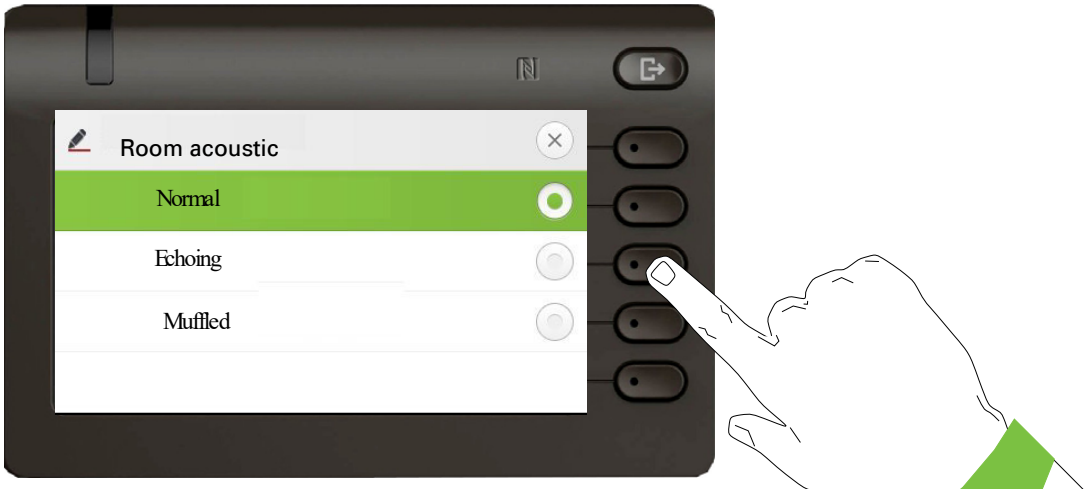


You can also configure all settings via the **web interface** of your OpenScape CP600 → page 222.

Audio Settings

You can set values in some submenus.

Press the Softkey for ✎ to open the setting.



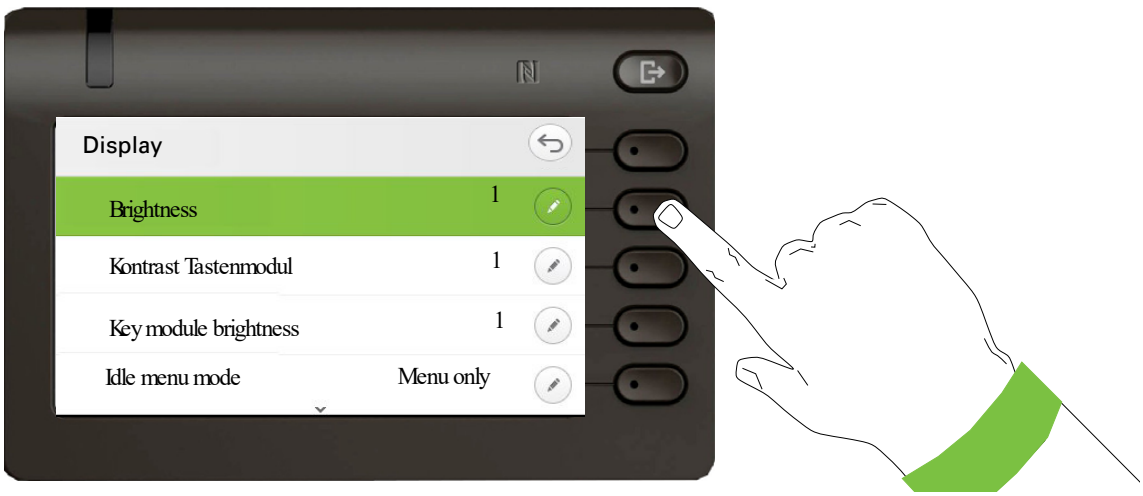
Press the Softkey for example on Echoing. The setting is changed and you return to the previous menu.

Exit the menu.

Display

You can use menus with levels to adjust the volume or brightness, for example. An example of display brightness is given here. Switch to the telephone settings menu and open the display menu with the Softkey.

Open the menu for the brightness setting.



Adjust the brightness to the desired level. The display is adjusted immediately.

Complete the setting by pressing the Softkey for ✓.

Save the settings by pressing the Softkey for ✓.

Enabling FPK screen

In order to access the FPK screen/menu you need to enable it via the **Settings** section.

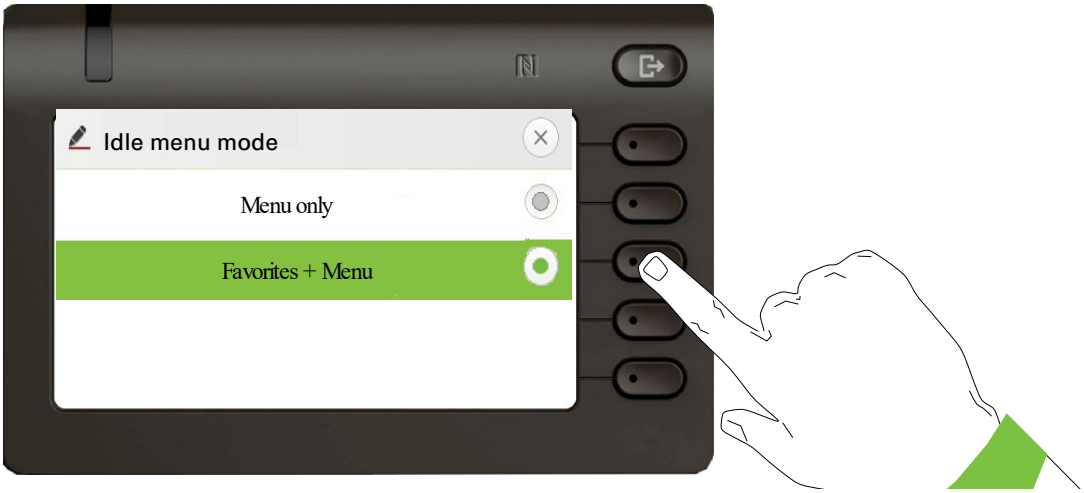
Use the key to open the main menu and then switch to the settings.

Select **User settings** and enter the password.

Then scroll down using the button and select **Phone**.

and open the Display menu with the Softkey.

Open the menu for the Idle mode settings.



Select the **Favorites + Menu** option using the Softkey, to switch your Idle screen to FPK screen and then use the Softkey again to press **Save**.

Once you have enabled the FPK screen/menu, you can switch between the original Idle menu and the FPK menu, using the key. You can always change the Idle menu settings by following the steps above.

Administration

You can access the administration area via the "Admin" function and by entering the administration password.

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

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

An update action is indicated by messages on the display and/or by flashing LEDs.

Setting up the phone

Display

Display adjustment

You can tilt the display unit. Adjust the display unit so that you can clearly read the screen.

Display brightness

You can customize the display brightness according to your current lighting conditions.

You can also configure this setting via the Web interface → page 222

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey

Select "Users".

Users — Open using the Softkey

if nec. — Enter and confirm the User password.

Select "Phone".

Phone — Open using the Softkey.

Display — Open using the Softkey

Brightness — Open using the Softkey [1].

Increase — Use the Softkey to brighten the display.

or

Decrease — Use the Softkey to dim the display

or

Adjust using the toggle key

Confirm the setting with the Softkey.

Display — Save the settings.

1. The display shows the current setting

Select language for display user guidance

Change language for user guidance if necessary.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open using the Softkey.

Select "more features"

more features

and confirm.

Select "Language selection"

Language selection

Confirm.

Select e.g. "English"

English

and confirm.

Energy saving mode

Select the inactivity time after which the OpenScape CP 600 should automatically dim or turn off the backlight.

You can select the following time combinations for backlight dim / switch off :

- 1 minute/5 minutes
- 5 minutes20 minutes
- 30 minutes/2 hours
- 45 minutes/4 hours
- 60 minutes/8 hours

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Select "Phone".

Phone

Open using the Softkey.

Energy saving mode

Open using the Softkey

Enable after 5 minutes/20 minutes

Open using the Softkey [1].

Select the new time in the list

30 minutes / 2 hours

Using the Softkey, confirm the new background lighting settings.

Save the setting with the Softkey.

1. The display shows the current setting

Contrast for the OpenScape Key Module 600

If you have connected an OpenScape Key Module 600, you can adjust the key label contrast to suit your ambient lighting.

You can also configure this setting via the Web interface → page 222

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey

User: — Open using the Softkey

if nec. — Enter and confirm the User password.

Select "Phone".

Phone — Open using the Softkey.

Display — Open using the Softkey

Kontrast Tastenmodul — Open using the Softkey [1].

Increase — Use the Softkey to increase the contrast.

or

Decrease — Use the Softkey to reduce the contrast.

or

Adjust using the toggle key

Confirm the setting with the Softkey.

Display — Save the settings.

1. The display shows the current setting

Brightness for the OpenScape Key Module 600

When you have connected a OpenScape Key Module 600, you can adjust the key label brightness to suit your ambient lighting.

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Select "Phone".

Phone

Open using the Softkey.

Display

Open using the Softkey.

Key module brightness

Open using the Softkey [1].

Increase

Use the Softkey increase the brightness.

or

Decrease

Use the Softkey to dim the display.

or

Adjust using the toggle key.

Confirm the setting with the Softkey.

Display

Save the settings.

1. The display shows the current setting

DSS/ Keyset indication

Every DSS key on your phone or on a connected OpenScape Key Module 600 has a LED indication to reflect the key status.

You can choose between two styles of the DSS/ Keyset indication: either the default OpenScape style or the CP style. For more information on these styles, see section ”LED displays for DSS keys” → Page 156.

You can also configure this setting via the Web interface → page 222.

Press the Main Menu key, if needed.

Service/Settings

Open using the Softkey.

User settings

Open using the Softkey.

if needed

Enter and confirm the User password.

Select "Phone".

Phone

Open using the Softkey.

Display

Open using the Softkey.

DSS/Keyset indication OpenScape style

Open using the Softkey[1].

Select the other style.

CP style

Using the Softkey, confirm the new DSS/Keyset indication style.

Display

Save the setting with the Softkey.

1. The display shows the current setting

Idle screen

You can also configure the screensaver settings via the Web interface→ page 222.

Upload your images for Idle screen

To install your own images for Idle screen, transfer the images using the Web interface → page 222.

Once you have opened the web interface click "file transfer" and "slideshow images", then clickSelect the relevant image file.

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 will be used next time you start the Idle screen.

Screen type set-up for the Idle screen

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Select "Phone".

Phone — Open using the Softkey.

Idle screen — Open using the Softkey.

Screen type — Open using the Softkey [1]. The following options are available:

- Menu screen
- Slideshow
- Time screen

Select other option.

Slideshow — Confirm using the Softkey to set up a slide show, for example.

Idle screen — Save the setting by selecting the Softkey.

1. The display shows the current setting

Automatic start of the Idle screen

Select how long OpenScape CP 600 should be idle before the Idle screen screensaver automatically activates.

You can choose from the following settings:

- 0 minutes (deactivated)
- 5 minutes
- 10 minutes
- 20 minutes
- 30 minutes
- 60 minutes
- 120 minutes

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Select "Phone".

Phone

Open using the Softkey.

Idle screen

Open using the Softkey.

Wait time (minutes) 20

Open using the Softkey [1].

Select the new time in the list.

30

Confirm with the Softkey to set the new time.

Idle screen

Save the setting with the Softkey.

1. The display shows the current setting

Set up display time for Idle screen

Set the intervals at which the Idle screen images change here.
The following fade times are possible:

- 5 seconds
- 10 seconds
- 20 seconds
- 30 seconds
- 60 seconds

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Select "Phone".

Phone

Open using the Softkey.

Idle screen

Open using the Softkey.

Picture time (seconds) 10

Open using the Softkey [1].

30

Confirm with the Softkey to set the new time.

Idle screen

Save the setting with the Softkey.

1. The display shows the current setting

Customizing inactive screensaver display

You can customize the aspect ratio of the screensaver slideshow images to display them according to your preferences.

Prerequisites:

- Your administrator has uploaded images to the OpenScape CP 600 or you have uploaded your own images.
- Screen type “Slideshow” is selected. If not selected, the “Slideshow format” drop down menu is disabled.

Press the key for the Main menu if appropriate.

Settings

Open using the Softkey.

User settings

Open using the Softkey.

if nec.

Enter and confirm the User password.

Select "Phone".

Phone

Open using the Softkey.

Inactivity

Open using the Softkey.

Slideshow format

Open using the Softkey.

Select the preferred option:

Use original images

Confirm with the Softkey to display the image in its full size.

The slideshow image is centered on the available screen resolution, and any empty spaces are filled with black.

or

Best fit to display

Confirm with the Softkey to resize the uploaded images to fill all available screen area when displayed.

– If the original image aspect ratio is smaller than the phone aspect ratio, the image will be resized to fit its width into phone's available area width, using the center part. Any excessive parts at the top and bottom will not be used.
– If the original image aspect ratio is larger than the phone aspect ratio, the image will be resized to fit its height into phone's available area height, using the center part. Excessive parts at the left and right will not be used.

Inactivity

Save the setting with the Softkey.

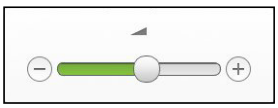
Audio

Change connection volumes

Change the following settings:

- Handset volume
- Speaker volume
- Headset volume
- Call loudspeaker volume

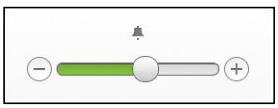
You can also adjust volume settings from the user menu → page 207.



Set volume louder or quieter. Press the key until you reach the desired volume.

Adjust ringer volume in call or while idle

You can also adjust volume settings from the user menu → page 207.



Press the key until you reach the desired volume.

Deactivate the ringer

If you do not want to be disturbed by the phone ringing for an incoming call, you can switch the ringer off.

Deactivating

Hold down the key until the "ringer off" icon appears.

Activating

Hold down the key until the "ringer off" icon goes out.

Mute active ringer

You can mute the active ringer for an incoming call and only for that call. Long press the key while the phone is ringing and only the active ringer is muted. Ringer mode is not changed.

If you want to change the ringer mode, see the section ”Deactivating” → Page 76 and ”Activating” → Page 76.

Activate alert tone

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

Hold down the key until the notification and icon for "Activate alert tone" appears on the display.

Room acoustic

To ensure that the other party can hear you properly in speakerphone mode, you can adjust the phone to the room acoustics by choosing one of the following room character conditions:

- Normal
- Echoing
- Muffled

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey

if nec.

Enter and confirm the User password.

Audio

Open using the Softkey

Settings

Open using the Softkey

Room acoustic Echoing

Open using the Softkey [1].

Muffled

Use the Softkey to set to Muffled, for example.

Audio - Einstellungen

Save the setting by selecting the Softkey.

1. The display shows the current setting

Ringer

Select your preferred ringer from the available audio files. If no individual audio files are available, the "Pattern" ringer is preset. To upload your own files in ".mp3" or ".wav" format, please consult your administrator.

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey

if nec.

Enter and confirm the User password.

Audio

Open using the Softkey

Settings

Open using the Softkey.

Switch to Ringtone.

Ringer Hamronize.mp3

Open using the Softkey [1].

You will be offered the following default options:

- Pattern
- Harmonize.mp3
- Ringer1.mp3
- Ringer2.mp3
- Ringer3.mp3
- Ringer4.mp3
- Ringer5.mp3
- Ringer6.mp3

Ringer1.mp3

Confirm with the Softkey to switch. You will immediately hear the associated ringer melody.

Audio - Einstellungen

Save the setting with the Softkey.

1. The display shows the current setting

Setting headset port use

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey

if nec.

Enter and confirm the User password.

Audio

Open using the Softkey

Settings

Open using the Softkey.

Select the headset port.

Headset port

Open using the Softkey [1].

You will be offered the following options:

- Wired headset
- Cordless headset
- Conference device

Wired headset

Confirm with the Softkey to switch.

Audio - Einstellungen

Save the setting with the Softkey.

1. The display shows the current setting

Set Presence

PresenceSetting Status

Once you have used the Out-of-Office/Call forwarding key to call up the Presence menu → page 23, you can set your current Presence status. You can choose from the following options and set the duration:

- Office
  - Select variants
    - Office
    - CallMe
- Meeting
  - Meeting – back in
    - 30 minutes
    - 1 hour
    - 2 hours
    - All day
- Sick
  - Sick – back in
    - All day
    - 2 days
    - 3 days
    - 1 week
- Lunch break
  - Lunch break – back in
    - 20 minutes
    - 30 minutes
    - 1 hour
    - 45 minutes
- At home
  - At home – back in
    - All day
    - 2 days
    - 3 days
    - 4 days
- Out of the house
  - Out of the House – back in
    - 30 minutes
    - 45 minutes
    - 1 hour
    - All day
- On vacation
  - On vacation – back in
    - All day
    - 1 week
    - 2 weeks
    - 3 weeks
- Break
  - Break – back in
    - 10 minutes
    - 15 minutes
    - 20 minutes
    - 30 minutes
- Do not disturb
  - Do not disturb – back in
    - 30 minutes
    - 1 hour
    - 2 hours
    - 4 hours

If the Presence status is set to:

- At home
- On vacation
- Sick
- Do not disturb

Callers are redirected to a media server. Depending on the status, a caller will receive a message with the reason for and duration of absence and will be offered the option to leave a message.

With the Presence status

- Meeting
- Lunch break
- Out of the house
- Break

there is no redirection and the called will not receive a message.

Example Meeting

Set your absence duration for a Meeting:

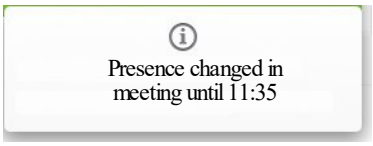
Press the key.

Meeting

Open using the Softkey.

1 hour

press Softkey to select and hour, for example. You will receive a confirmation like the following:



Meeting until 11:35

The setting is displayed.

The Presence icon for Meeting on your phone's idle display is changed accordingly. The status is updated on "MyPortal" and will appear alongside your details.

Switch off away status

Delete your absence status and, if necessary, forwarding to the media server by setting the Presence status in the Presence menu to Office or if necessary switching off forwarding.

Press the key.

Office

Open using the Softkey.

Office

Confirm with Softkey.

Office

The setting is displayed. The Presence symbol in idle menu changes accordingly. The status in "MyPortal" is also adjusted.

or a forwarding function to the media server is enabled.

If necessary press Main Menu key.

Forwarding off

Confirm.

Call settings

Rejecting/accepting second calls (call waiting)

If configured (ask relevant technician), you can reject/accept automatic call waiting signaling for a second call → page 116 during a telephone conversation.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open using the Softkey.

Calls

Select the option shown.

Select "Call waiting".

Activating/deactivating call waiting

You can suppress call waiting for a second call (approx. every six seconds). A special tone alerts you to the second call.

Activating signal tone

If nec. Press Main Menu key.

Waiting tone on

Press the Softkey .

Switching off signal tone

If nec. Press Main Menu key.

Waiting tone off

Press the Softkey .

Set up speed-dial keys

From keys 0 + to 9 WXYZ you can select 10 saved speed dial numbers.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open using the Softkey.

Destinations — Confirm.

Change speed dial — Confirm the option shown

Press key.

Press the required line key. When the relevant key is selected, the call number is displayed.

changing — Confirm.

Enter the external code and then the external phone number.

save — Confirm the option shown

finishing — Confirm to forget the function

or

scrolling — Confirm the option shown

Next destination — Confirm to search and assign another key.

Programming function keys

Your can assign frequently used functions, numbers or services to the keys of your OpenScape Key Module 600. You can save destination call numbers to the second level.

The keys can be programmed in three ways:

- Press and hold selected key
- Call up via the Service menu
- Call up via user settings

The following is a description of the set up by pressing and holding the selected key.

Function keys setup

See also the information in → page 51.

Example: "Disconnect key" set up

Hold down the Function keys on the OpenScape Key Module 600 to which a function is to be assigned until the programming prompt is displayed.

or

If nec. Press Main Menu key.

Favorites

Open using the Softkey.

Favorites (1/2) Page 1

Select desired page (1 to 4).

Press and hold the Function keys to be programmed.

Select "Assign telephone function"

Assign telephone function

Confirm.

Modifying keys

Confirm.

Select "Calls:"

Calls

Confirm.

Release key

Confirm. The key is programmed.

You can also change the standard key label

Select "Key labelling "

Key labelling

Confirm.

changing

Confirm.

Change text.

save

Confirm to save input.

Finishing the procedure

finishing

Confirm to leave edit.

Overview of functions

The functions are classified under the following menus:

- Destinations
- Switches
- PIN and license of service
- Calls
- more features

The selection of available functions depends on configuration. Consult your administrator if you are missing a function. The keys of the OpenScape Key Module 600 are shown below. The LED displays for the keys are also displayed in Favorites.

LED displays of saved functions

Forwarding, Forwarding in department, Forwarding MULAP, Night answer, Do not disturb, Telephone lock, Response text, Silent ringing, Direct answer on/off, Group call on/off, Block phone number, Call waiting released, Waiting tone off, Ring transfer executive/secretary, Recording, Door release on/off, Group ringing, Layer switching, Universal Call Distribution (Available on/off, postprocessing on/off), Night destination on/off, MULAP conference Released by:: Hold key

Saved function is not switched on.

Saved function is switched on.

Callback:

You have not registered a callback.

You have registered a callback.

Call number (internal), Direct station selection (DSS):

Participant not on the phone.

Participant on the phone or do-not-disturb enabled.

Flashes quickly – I am in a call, please accept.
Flashes slowly – another participant is on a call and has not yet accepted.

Call keys, general call keys, Line key, MULAP key, Assign call number:

No call on relevant line.

Active call on relevant line.

Blinking quickly – Call on current line, call pickup is possible through key selection.
Blinking slowly – call on current line on hold.

Direction keys:

At least one line is free.

All lines in this direction in use.

Check costs:

There have been no fee-based connections since the last query was made.

Since the last query was made there have been fee-based connections.

Forwarding**, Forwarding MULAP:**

Blinking slowly – Your line is the destination for a call line.

Fax/answering machines information.:

No incoming fax or messages on answering machine.

Incoming fax or message on answering machine.

Show calls in queue:

No callers waiting.

Flashing quickly – caller waiting (certain number is exceeded).
Flashing slowly – caller waiting (certain number is reached).

DATA I/O Service:

No connection to an application.

Active connection to an application.

Flashing slowly – Connection to application temporarily suspended.

Following functions saved to keys have no LED function:
Call number (external), Procedure key, Tracing a call, Fast access, Disconnect, Management function, Central code lock, Send message, Accept call waiting (camp-on), Toggle/connect, Conference, Speaker call, Reconnect, Ln, Line queuing, Activate line, Temporary phone, Override, Parking a call, Call pickup, directed, Call pickup in pickup group, Project code, Show call charges, Paging, Answering, Appointment, Door opener, DTMF dialing, Signal key, Audio baby monitor, Internal consultation, During a consultation, associated dialing, assoc. Services, Telephone data service, Mobile login, Discreet calling .

Set procedure key

You can save call numbers and functions to your phone that require additional input and therefore more set-up steps. The relevant Administrator must have the relevant license.

For example, the "assoc. Services" function → page 188 along with the relevant input (the phone number and the selected call number) can be saved to a key. Call numbers that involve further input can also be stored.

See also the information in → page 51.

Hold down the Function keys on the OpenScape Key Module 600 to which a function is to be assigned until the programming prompt is displayed.

or

If nec. Press Main Menu key.

Favorites

Open using the Softkey.

Favorites (1/2) Page 1

Select desired page (1 to 4).

Function keys , that is programmed should be held for long period.

Select "Assign telephone function"

Assign telephone function

Confirm.

Modifying keys

Confirm.

Select "more features"

more features

and confirm.

Select "Procedure key"

Procedure key

Confirm the option shown

Procedure input. Example: ***67 231 123456**

Code for Assoc. dialing

2 3 1

Call number of phone to be called

1 2 3 4 5

phone number to be dialed.

save

Confirm to save input.

finishing

Confirm to end the process.

or

If you have mistyped:

back

Select and confirm. All entered digits will be deleted.

Re-enter the value and save the result.

Select the saved procedure with a keystroke.
For procedures with on/off functions, switch the function on with a keystroke and off again with another.

You can also operate procedure keys during a call; the saved figures are automatically sent as DTMF signals → page 123. Display notifications during procedure saving → page 100.

Selected dialing key configuration

If you want to configure a selected dialing key on the second level of the OpenScape Key Module 600, you can switch to this level beforehand.

or

Switch to the second level if necessary.

Hold down the Function keys on the OpenScape Key Module 600 to which a function is to be assigned until the key programming menu is displayed.

or

If nec. Press Main Menu key.

Favorites

Open using the Softkey.

Favorites (1/2) Page 1

Select desired page (1 to 4).

Level 2

Switch to the second level if necessary.

Press and hold the Function keys to be programmed.

Editing selected dialing

Confirm.

Number

Confirm the option shown

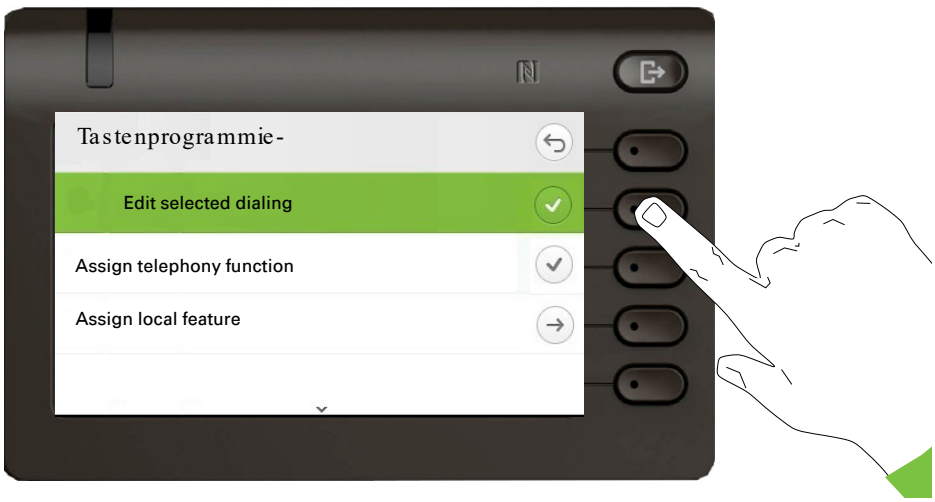
Enter the phone number and confirm.

Save the setting with the Softkey. The key is programmed.

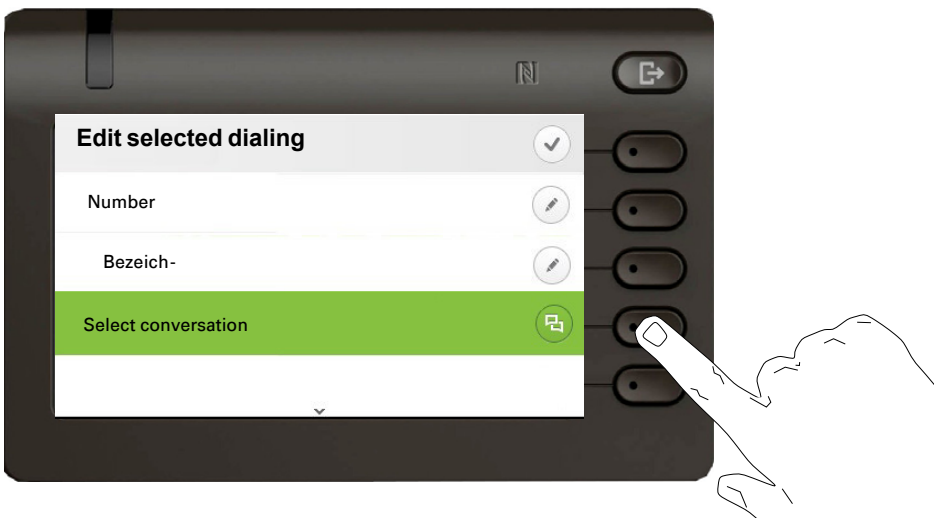
Setting up dialing keys with contact data from an existing local conversation

You can assign phone numbers to selected dialling keys, forwarding keys and deflect keys using the contact data from an existing conversation. It is also possible to copy the contact name and use it as a key label, but only with selected dialling keys.

In the Favorites menu, hold down the Function keys to which a function is to be assigned until the key programming menu is displayed. Then select **Edit selected dialing**.

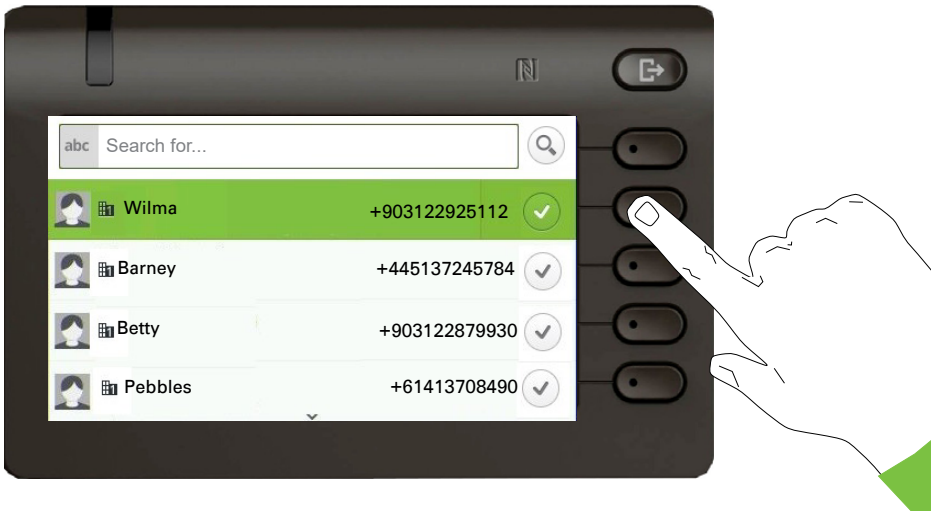


From the Edit selected dialing screen highlight the **Select conversation** option and press the Softkey next to it.

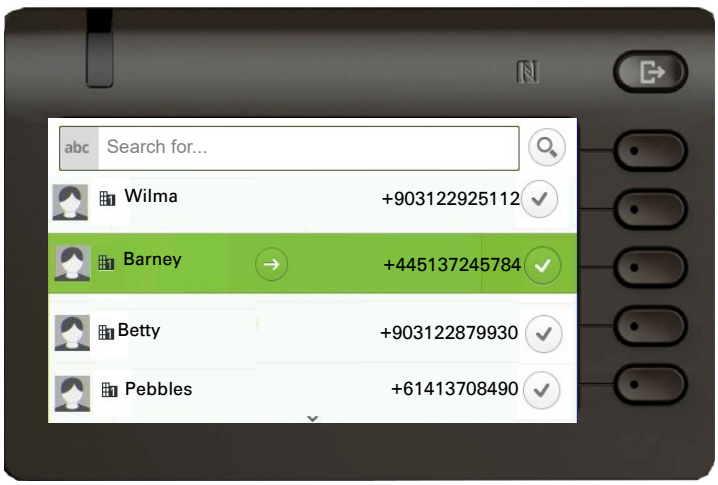


The Conversation selector screen will be shown. You can either select a conversation from the list, or use the “Search for..” box to search for a particular conversation.

To select the default phone number of a contact use the Softkey next to it.



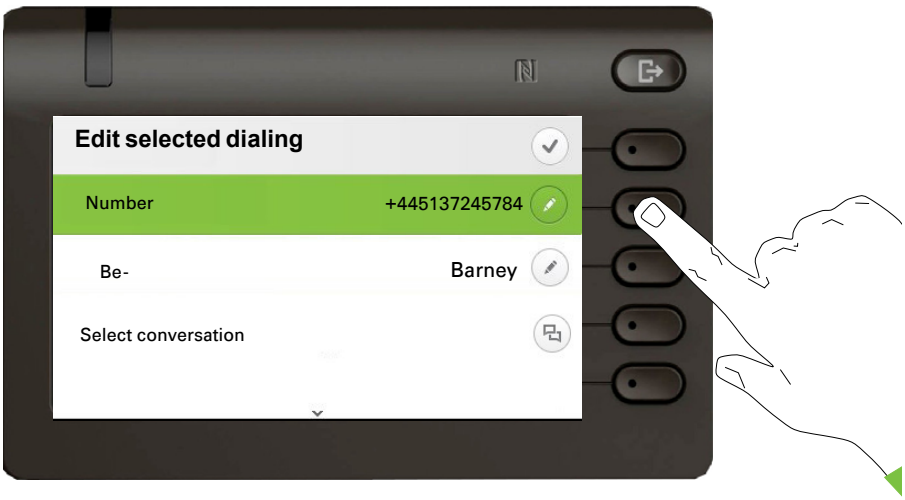
A conversation may have more than one phone numbers for its contact. To be able to select a phone number other than the default, highlighte the conversation and press the -button.



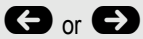
From the screen with the available phone numbers, choose a phone number by pressing the Softkey next to it.

You will be redirected back to the Edit selected dialing screen where the Number now shows the default number or the chosen number of the contact and the Label shows the contact's name.

To edit these fields, highlight either Number or Label and press the Softkey next to them.



Deleting key programming

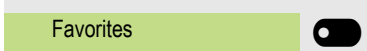


If necessary switch to another level

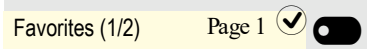
Hold down the Function keys on the OpenScape Key Module 600 to be deleted until the key programming menu is displayed.

or

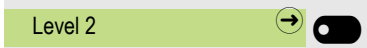
If nec. Press Main Menu key.



Open using the Softkey.



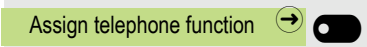
Select desired page (1 to 4).



Switch to the second level if necessary.

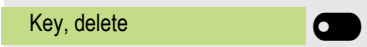
Hold down the Function keys to be deleted.

Select "Assign telephone function"

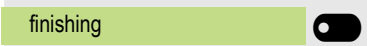


Confirm.

Select "Key, delete"



Confirm. The key programming is deleted.



Confirm to end the process.

Local features

How to program a local feature

Example: "Door opener" set up

Hold down the Function keys on the OpenScape Key Module 600 to which a function is to be assigned until the programming prompt is displayed.

or

If nec. Press Main Menu key.

Favorites

Open using the Softkey.

Favorites (1/2) Page 1

Select desired page (1 to 4).

Press and hold the Function keys to be programmed.

Select "Assign local feature"

Assign local feature

Confirm.

Door opener

Confirm.

Door opener 1

Confirm. The key is programmed.

How to delete a local feature

Example: "Door opener" delete

Hold down the Function keys on the OpenScape Key Module 600 to be deleted until the key programming menu is displayed.

or

If nec. Press Main Menu key.

Favorites

Open using the Softkey.

Favorites (1/2) Page 1

Select desired page (1 to 4).

Door opener 1

Hold down the Function keys that has been programmed for the Door opener in order to delete it.

Select "Delete local feature"

Confirm. The key indicating the local feature is deleted.

Making calls

To better understand the steps described here, it is recommended that you read the introductory chapter "Getting to know the OpenScape CP 600" → page 14 .

Receiving a call

The call number or name of caller will be shown on the display.

Answering a call via the handset

The phone rings.

Lift the handset[1].

Answering a call via the loudspeaker (speakerphone mode)

The phone rings.

Press key. LED is lit[1].

or

accept

Press the Softkey shown.

Answering a call via the headset

Prerequisite: A headset is connected.

The phone rings. The key flashes.

Press key[1].

Rejecting calls

You can reject a call you do not wish to accept. The call is then sent to another definable phone (consult relevant Administrator).

Decline call

Press the Softkey shown.

1. Set volume → page 207

Taking calls for colleagues

You hear another telephone ringing.

Call pickup, directed — Press the Function keys of the OpenScape Key Module 600.

or

If nec. Press Main Menu key.

Favorites — Open using the Softkey.

Favorites 1/2 Page 1 — Select the required page with Softkey.

Call pickup, directed — If shown, press the Softkey of the Function keys .

or

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Calls — Confirm.

Select "Call pickup, directed".

Call pickup, directed? — Confirm.

Party — Select and confirm the participant whose call you want to accept.

or

Enter the phone number. — Confirm the option shown

Enter call number for ringing telephone. You take the call.

Spoken via loudspeaker

You are being spoken to directly by a colleague over speakerphone. Before this happens you will hear an alert tone. The partner's name or phone number is shown on the display. You can answer directly with the handset or via loudspeaker .

Lift handset and answer.

or

Microphone on

Confirm.

or

Press the illuminated microphone key.

When answering hands-free (see below), upon answering you must not switch on the microphone. You can answer hands-free immediately.
If hands-free answering is blocked (default), proceed as described above.
Speak directly to your colleagues → page 104.

Allow/block handsfree answerback

If nec. Press Main Menu key.

select "Handsfree answerback on" or "Handsfree answerback off".

Handsfree answerback

Confirm.

or

Handsfree answerback

Confirm.

Switch microphone on/off

To prevent the other party from listening in while you consult with someone in your office, for example, you can temporarily switch off the handset microphone or the handsfree microphone (see → page 14)

Ending a call

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

or

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

or

Replace the handset.

or

Disconnect

Press the key if it is set up.

Dialing/Calls

You make a call by entering the phone number of the relevant party using the dial pad or by searching for this party in the permanent **Conversations** list. Conversations include:

- Dialed and received calls
- Participants from Circuit
- Participants from Exchange
- Participants from a company-wide directory.

Off-hook dialing

Lift the handset.

123 Dialing a number...

The input field in Conversations is opened in numeric mode.

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

123 082631565

OK

Confirm when the complete number has been entered.

or

Peter Maier

The required contact is shown in the list. Confirm with the Softkey. The connection is set up.

Participant does not answer or is busy:

Replace the handset.

Dial with the handset on-hook

Enter digits via the dial pad.

or

Press the key if a headset is connected.

or

Press key.

123

The input field in Conversations is opened in numeric mode.

Internal: Enter or complete the phone number.
External: Enter or complete the external code and phone number.

Your system can be programmed so that before you call an internal number you must press the "Internal" key.
As such, when you call an external number you do not have to enter an external code (simplified dialing is switched on; ask relevant Administrator).

123 123456789

OK

Confirm when the complete number has been entered.

or

Georg Simon Ohm

The required conversation is shown in the list. Confirm with the Softkey. The connection is set up.

Participant answers over loudspeaker:

With handset on hook: Speakerphone mode.

or

Lift the handset.

Participant does not answer or is busy:

Press key. LED goes out.

or

Callback

Softkey press to arrange a callback. (see also → page 113)

or

Send message

Softkey press to send a message (see also → page 104)

Dial with connected headset

Prerequisite: The headset is connected.

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

The headset key is lit.

The connection is set up as soon as you finish your input.

Choose from conversations

The conversations list is displayed on the screen. If the contact you want is not visible, then select with

or search by entering the phone number or name.

Georg Simon Ohm

Confirm the selected contact with the Softkey. The phone number is dialed.

or

Georg Simon Ohm

If visible, confirm immediately with the Softkey for the contact. The phone number is dialed.

Dialing with the selected dialing key

Requirement: You have saved a call number on a selected dialing key → page 88.

or

If necessary switch to another level.

Party B

Press key with saved number.

You can also confirm the selected dialing key during a call, which will automatically start a callback → page 117 .

Redial

You can use conversation list to call your last connected party. You can do this via the history of a conversation (for more information, see ”Display the history of a conversation” → Page 44) or via contact details (for more information, see ”Opening details of a conversation or conducting a call” → Page 32).

Calling back a missed call

Contacts who have tried to reach you are identified accordingly in the conversations list and appear at the top of the list. In addition to the menu name, i.e. Conversations, the number of missed calls is shown against a red background → page 21.

The notification LED is red. In addition to the menu name, i.e. "Conversations", the number of missed calls is shown.

If nec. Press Main Menu key.

Conversations

Open using the Softkey.

Daniel Bernoulli

A contact is indicated as a "New missed call" with . Select the contact and confirm to call the contact.

Dial withcentral speed dial numbers

Prerequisite: You know the central speed dial numbers (ask your relevant Administrator).

123 *7

Enter and confirm mode *7 for "Select speed-dial number" .

or

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select speed-dial num-

Open with softkey.

Enter 4-digit speed dial number.

if nec.

Post-dialing

Depending on requirements, you can post dial more digits in addition to saved numbers (e.g. extension to participant).
If configured, post dial is automatically selected if you do not dial any further numbers within 4-5 seconds (e.g. "0" for central).

Dial with speed-dial keys

Prerequisite: You have set up speed dial → page 83.

123 *7

Enter and confirm code *7 for "Select speed-dial number" .

or

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select speed-dial num-

Open with softkey.

Press key.

0 + to 9 WXYZ

Press the required line key.

Speaking to colleagues directly via loudspeaker

You can speak to an internal party directly using the loudspeaker on their telephone.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select speed-dial num-

Open with softkey.

Select "Speaker call".

Speaker call

Confirm.

Enter the phone number.

Respond to Speaker call → page 97.

Automatic connection setup/hotline

If configured, (ask relevant Administrator) after lifting the handset the connection to an internal or external destination is automatically made.

Lift the handset.
According to the set up the connection is made **immediately** or **after** a specified **time .**

Send information (message)

You can send short text messages to individuals or groups of participants.

Creating and sending messages

If nec. Press Main Menu key.

Select "Send message"

Send message

Open using the Softkey. The Functions dialog opens.

Enter internal phone number of recipient or group.

Select predefined text (can be modified by Administrator)

0=Callback request

and confirm.

or

0 + … 9 WXYZ

Enter code directly.
The display will show codes with relevant text.

or

enter another message

Select and confirm.

Text input (maximum 24 characters) → page 19.

if nec.

Delete last letter.

Switch between upper-case and lower-case letters.

Insert space.

send

Confirm.

On system phones without display, impulse or tone dial telephones, sent text messages are saved as callback requests.

Delete or display sent message

If nec. Press Main Menu key.

Select "sent messages"

sent messages

Open using the Softkey. The Functions dialog opens.

Text

Confirm. Text message is displayed.

deleting

Confirm. The message is deleted.

View and edit received messages

Pay attention to the notes on → page 113.

The notification LED flashes red. The "messages" option is shown in idle display with relevant number.

2 messages

Press Softkey to open the messages list

In the Notification area under "Message from:" the first participant to have sent a message is displayed

Text

Confirm.

The text message is displayed in the Notification area, e.g. "Please bring coffee".

View transmission time

When

Confirm.

Call sender

Call sender

Confirm.

Delete message

deleting

Confirm.

Switch to next message

scrolling

Confirm if more messages are available.

Leave messageresponse text

Internal callers who want to reach you in your absence can leave messages / response texts on your display.
When a call is received, the message appears on the caller's display. The answer text can also be displayed in the main menu's Notification area.

If nec. Press Main Menu key.

Select "Response text on"

Response text on

Open using the Softkey. The Functions dialog opens.

Predefined text

0=Back_to:

Select and confirm predefined text (can be changed by relevant Administrator).

or

0 + ... 9 WXYZ

Directly enter the code for a predefined text (if known).

Predefined texts with a double point can be supplemented with a numerical input, e.g. 12:30 (enter a double point with #).

or

Own text

Select "enter another message"

enter another message

and confirm

Enter text (up to 24 characters).

save

Confirm the option shown

Deleting response texts

If nec. Press Main Menu key.

Select "Response text off"

Response text off

Confirm.

Assign phone number (not for U.S.)

If configured (ask relevant Administrator), you can assign a specific number (dial-up number) to your telephone line before dialing an external number. The assigned number then appears on the called party's display.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Calls

Open with softkey.

Assign call number

Confirm.

Enter the number you wish to dial.

Dial external number.

Rollover

You can set up the volume for all notifications, which occure during your call. For more information, see ”Volumes” → Page 207.

Forwarding calls

Use variable call forwarding

You can immediately forward internal and/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 (ask relevant Administrator) is active, you can also divert calls there. Destinations: Fax = 870, Direct inward dialing = 871, Fax-Direct inward dialing = 872.

If you are the end caller of a forwarded call, you can see the call number or the name of the forwarding party in the Notification area of the display (first line) and the those of the caller below it.

If your telephone is connected to a system network, pay attention to any specific features → page 203!

Setting up call forwarding via the call forwarding menu

Prerequisite: The Presence menu is not available → page 80

Open the Forwarding menu.

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

Variable: All calls — No destination set

Confirm.

or

Variable: External calls — No destination set

Confirm.

or

Variable: Internal calls — No destination set

Confirm.

Destination

Use the Softkey to open the editor for the destination phone number

123 3335

Enter the destination phone number on the dial pad.

Enter destination phone number. Confirm your input with the Softkey.

Activate call forwarding with key

The advantage of a specific key for call forwarding is that you do not have to re-enter a phone number every time. The programmed key already contains a destination. You can therefore set up several keys with different forwarding destinations.

Forwarding

Press the key if it is set up. The LED is illuminated.

or

Set up call forwarding via the idle menu

If nec. Press Main Menu key.

Select "Forwarding on".

Forwarding on

Confirm. The Functions dialog opens.

1=all calls

Confirm.

or

2=only external calls

Confirm.

or

3=only internal calls

Confirm.

Enter the destination number.

to: Bob Green

The number or the name of the forwarding destination is displayed in Notification area.

save

Confirm.

The LED of the call forwarding button flashes on the destination telephone.

Switch off call forwarding via the key

Forwarding

Press the key if it is set up. The LED goes out.

or

Switch off call forwarding via the idle menu

If nec. Press Main Menu key.

Forwarding off

Confirm.

Switch off call forwarding via the forwarding menu

Open the Forwarding menu.

Variable: All calls 0123456

Confirm. Call forwarding is switched off and the destination is deleted.

or

Variable: External calls 0123456

Confirm. Call forwarding is switched off and the destination is deleted.

or

Variable: Internal calls 0123456

Confirm. Call forwarding is switched off and the destination is deleted.

Use CFNR

Calls that you cannot answer after ringing three times (= default, can be modified by Administrator) or any calls you receive while currently on the phone can be automatically forwarded to a defined phone of your choice.

after time to

Press the key if it is set up. The LED is illuminated.

or

If nec. Press Main Menu key.

Select "CFNR on".

CFNR on

Confirm. The Functions dialog opens.

Enter the destination number.

- Enter internal number for internal destinations
- Enter the external code and the external number for external destinations

after time to: Bob Green

The number or the name of the forwarding destination is displayed in the Notification area.

save

Confirm.

Switch off call forwarding after time

after time to

Press the key if it is set up. The LED goes out.

or

If nec. Press Main Menu key.

CFNR off

Confirm.

deleting

Confirm.

or

finishing

Select and confirm to return to the idle state and to not turn off call forwarding.

If call forwarding is activated after a certain period of time, the "forwarding after time" appears on the display for a short time after the handset has been replaced.

Switch on forwarding to the office

The advantage of a specific key for call forwarding is that you do not have to re-enter the call forwarding to office mode every time. The programmed key already contains the call forwarding to office mode. You can therefore set up several keys with different forwarding destinations.

Frwrdng. Office

Press the key if it is set up. The LED is illuminated.

or

Set up call forwarding via the idle menu

If nec. Press Main Menu key.

Select "Forwarding on".

Call forwarding to office

Confirm. The Functions dialog opens.

1=immediately

Confirm.

or

2=unanswered calls

Confirm.

or

3=if busy

Confirm. A destination is required in the Functions dialog.

Enter the destination number.

save

Confirm.

Switch off call forwarding via the key

Frwrdng. Office

Press the key if it is set up. The LED goes out.

or

Switch off call forwarding via the idle menu

If nec. Press Main Menu key.

Call forwarding to office

Confirm.

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 centers. This will save you from repeatedly attempting to call someone.
You receive a callback

- you receive a callback when the other party's line becomes free.
- as soon as the party who did not reply has held another conversation.

If configured (ask relevant Administrator), all callback requests are automatically deleted overnight.

Save callback

Prerequisite: The line is currently busy or nobody answers.

Callback

Confirm.

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.

or

Press key. LED lights up.

or

accept

Confirm to accept the callback.

Check/delete saved callback

If nec. Press Main Menu key.

Select "Callback requests"

Callback requests

Confirm.

Show next entry

Confirm to display additional entries if applicable.

Deleting an entry that is displayed

deleting

Confirm.

End query

finishing

Confirm

or

Press key.

or

Press key. LED goes out.

During the call

Switch to speakerphone

Prerequisite: You are conducting a call via the handset.

Press and hold the key, hang up handset, and then release the key and continue the call.

US mode

If the country setting is set to US (ask relevant Administrator), you do not need to press the loudspeaker key when you hang up the phone.

Press key.

Replace the handset. Proceed with your call.

Switch to handset

Prerequisite: You are conducting a call via speakerphone mode.

and

Lift the handset. Proceed with your call. The hands-free microphone is switched off.

Open listening in the room during a call

You can allow other people in the room to listen 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

Press key. LED lights up. The hands-free microphone remains off.

Deactivating

Press key. LED goes out.

Using 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: <x>" in the display indicate 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 (→ page 82).

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

End the first call and answer the second call

Replace the handset. Your phone rings.

Accept second call. Lift the handset.

Place first call on hold and answer second call

Accept call waiting

Confirm. You are connected to the second caller. The first party is placed on hold.

Ending the second call, resuming the first call:

end and back

Confirm the option shown

or

Replace the handset.

accept

Recall the first individual. Confirm.

or

Lift the handset.

Call second individual (request)

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

During a consultation

Confirm.

Calling a second participant:

Enter the phone number of the desired participants.

or

Select one from the conversations list.

Back to the first participant, second participant does not answer:

Return to held call

Confirm.

or

Ending a consultation call:

end and back

Confirm the option shown

Switching to the held party (alternating)

Toggle/connect

Confirm the option shown

Transferring a call

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

During a consultation

Confirm.

Enter the phone number of the desired participants.

Potential announce call.

Replace the handset.

or

Transfer

Confirm the option shown

Parking a call

You can park up to 10 internal and/or external calls. You can resume the parked calls on another telephone. In this way, you can continue a call on another phone.

Requirement: You are conducting a call.

Parking a call — Press the Function keys of the OpenScape Key Module 600, if configured.

or

If nec. Press Main Menu key.

Favorites — Open using the Softkey.

Favorites 1/2 Page 1 — Select the required page with Softkey.

Parking a call — If visible, press the Softkey of the Function keys .

or

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Calls — Confirm.

Select "Parking a call".

Parking a call — Confirm.

0 + ... 9 WXYZ — Enter and note a parking position number between 0 and 9. If the entered parking position number is not accepted, it is already busy; please enter a different number.

Retrieving a parked call

Prerequisite: One or more calls have been parked. The phone is idle.

Parking a call — Press the Function keys of the OpenScape Key Module 600, if configured.

or

If nec. Press Main Menu key.

Favorites — Open using the Softkey.

Favorites 1/2 Page 1 — Select the required page with Softkey.

Parking a call

If visible, press the Softkey of the Function keys .

or

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Calls

Confirm.

Select "Retrieve call".

Retrieve call

Confirm.

0 + ... 9 WXYZ

Enter the parking position number you have noted.
If the entered park position number is not assigned, you cannot answer the call.

If a parked call is not picked up, it returns to the station from which it was parked after a certain time (= recall).

Call holding

You can place a call partner on hold. They will hear music on hold.

Holding

Press Function keys of the OpenScape Key Module 600, if configured.

or

If nec. Press Main Menu key.

Favorites

Open using the Softkey.

Favorites 1/2 Page 1

Select the required page with Softkey.

Holding

When visible, press the Softkey of the Function keys .

You can now perform a consultation call or hang up.

Recall

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

accept

Confirm recalling the parties.

Being on hold

External call holding

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

Outstanding calls

Confirm to receive information about the call partner in "Conversations".

or

Send message

Softkey Press to send info (see also → page 104)

Start a conference

Pressing the function key again resumes the conversation.

Talk to up to seven other call partners at the same time during a conference call. These can be external or internal participants.

Only the conference call initiator can connect and disconnect participants.

Call first individual.

Conference initiation

Confirm the option shown

Call second individual. Announce that a conference is to be set up.

Conference

Confirm.

or

Conference

Press Function keys of the OpenScape Key Module 600, if configured.

A notification tone sounds every 30 seconds (can be switched off, ask relevant Administrator), to signal a conference call is taking place.

If the second individual does not answer

Return to held call

Confirm.

Expand conference for up to five participants

Expand conference

Confirm.

Call the new party. Announce that a conference is to be set up.

Conference

Confirm.

or

Conference

Press Function keys of the OpenScape Key Module 600, if configured.

Connect call partner to a conference

Prerequisite: You are on a consultation call (→ page 117).

Conference

Confirm.

or

Conference

Press Function keys of the OpenScape Key Module 600, if configured.

Disconnect participants from the conference

Party

Confirm. The participants are displayed.

Participant A

Confirm to disconnect participant A.

or

Party B

Confirm to disconnect participant B.

Leaving a conference

Connecting parties

Confirm.

or

Hang up the phone, when instructed (ask relevant Administrator).

End conference

End conference

Confirm.

or

Hang up the phone, when instructed (ask relevant Administrator).

Carry out DMTF-suffix/dial tone

For controlling devices, such as answering machines or automatic information systems, you can send out DTMF signals (**D**ual **T**one **M**ulti- **F**requency).

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Calls

Open with softkey.

Select "DTMF dialing".

DTMF dialing

Confirm.

You can now send out DTMF-signals with the 0+ to 9 WXYZ, * and # Abc 123 keys.

Ending the call also deactivates DTMF suffix dialing.
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 dialing.

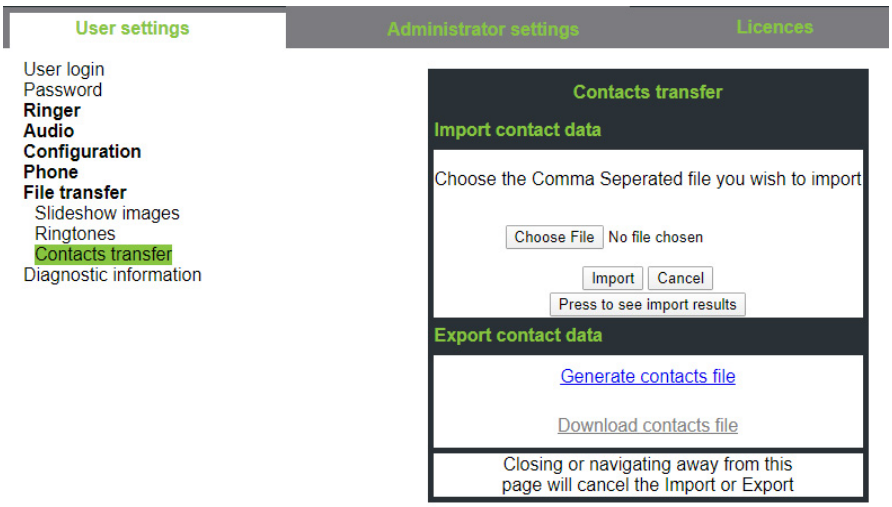
Importing contacts via WBM

You can import your contacts into your phone through WBM interface (for more information, see ”Web interface” → Page 222). The contact file can be exported from Outlook or OSM.

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.

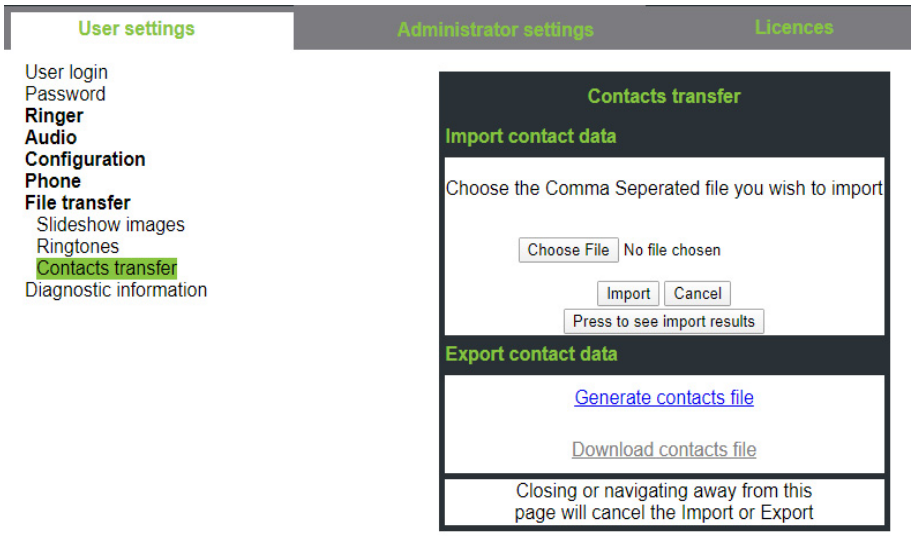
Log on to the User Pages on WBM using your password (for more information, see User Pages → page 222.)



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

1. Click on the “Choose file” button and a window will open onto your PCs file system to allow you to navigate to a local or remote folder and 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
2. Select destination and confirm.
   - The path to the file will be displayed on the page next to the button “Choose file” when you select the destination and close the window
3. Press “Import”
   - Whilst the import is in progress you may notice some deterioration in the phones performance.
4. The progress and outcome of the import will be indicated to you
   - 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



Using Bluetooth

Bluetooth is used for wireless communication, e.g. between PCs or tablets and smartphones or headsets. Bluetooth can be used at a distance of up to 10 meters. To exchange data between Bluetooth-enabled devices, the devices need to undergo a once-off pairing procedure.

Please note that Bluetooth and NFC are not available on CP600E.

Discoverability

When first enabling a connection to a Bluetooth device, this function must be switched on → page 144.

The OpenScape CP600 is recognizable by default for other Bluetooth devices once you have opened the pairing menu.

The OpenScape CP600 discoverability feature is disabled on exiting the pairing menu in order to prevent misuse.

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

Pairing

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. A connection key is generated for later identification.

Pairing is only performed the first time contact is established between a Bluetooth device and your OpenScape CP600. If the Bluetooth device is successfully paired, no further access authorization checks are necessary. Instead, each subsequent check uses the previously created link key.

Pairing NFC-enabled devices

If your Bluetooth device has an NFC reader (**N**ear **F**ield **C**ommunication), it can be very easily connected to your OpenScape CP600 (often smartphones, but not headsets).

The NFC transmitter on the OpenScape CP600 is located in the top right area of the display, to the left of the Presence key and below the "N" logo.

To pair the Bluetooth device, hover over this logo and follow the instructions (see instructions for Bluetooth device).

Using a Bluetooth headset

You can connect a Bluetooth headset to your OpenScape CP600, which is approved for use with the OpenScape CP600. Ask your administrator about approved headset types.

Connecting the Bluetooth headset

Prerequisite: The Bluetooth function on your OpenScape CP600 is activated → page 143.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Bluetooth

Open using the Softkey.

Paired devices

Open using the Softkey.

Finding and connecting the Bluetooth headset

Now switch your Bluetooth headset to pairing mode (see the user manual supplied with the device).

Paired devices are displayed.

Start the search for new devices with the Softkey. Start or set the paging function on the Bluetooth device if appropriate.

Nearby devices

Located devices are displayed. Repeat the search if appropriate with the Softkey.

Headset

Select the relevant headset and open with the Softkey.

Accept

Confirm the pairing prompt with the Softkey. The Bluetooth device is paired and added to the list.

or

123 Enter pairing PIN...

A pairing PIN is requested.

Enter the pairing PIN and confirm with the Softkey. The Bluetooth device is paired and added to the list.

Connecting a Bluetooth headset to OpenScape CP600

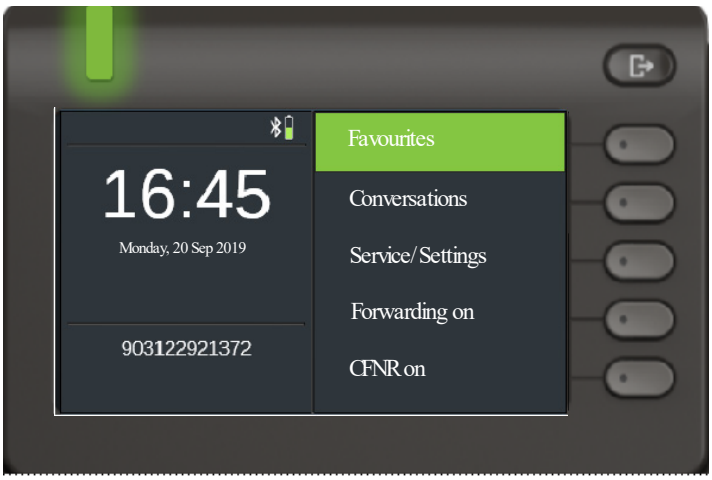
The Bluetooth headset must now be connected to the OpenScape CP600.

Select the Bluetooth headset in the list.

Headset

Confirm with the Softkey to connect. You will receive a corresponding confirmation. The connection is immediately established and the headset is ready for operation.

Once your Bluetooth headset is connected to the telephone device, you can see the headset's battery level on the top of the CP600 main menu screen.



Testing a Bluetooth headset

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

123 Dialing a number...

The input field is opened.

Enter the phone number.

123 082631565

OK

Confirm when the complete number has been entered.

or

Peter Maier

The required contact is shown in the list. Confirm with the Softkey. The connection is set up.

If nec. Set-up call volume on headset.

Transferring contacts

The Bluetooth function on your OpenScape CP600 allows you to transfer contacts in **vCard format** (file extension: vcf) from other Bluetooth devices to your OpenScape CP600 and save them in the Conversations list. You can also send entries from the Conversations list as vCards to other Bluetooth-enabled devices.

Due to the diverse range of PCs, smartphones and PDA devices currently available, we are unable to provide universal instructions on how to transfer vCard files in this manual.

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

Receiving a vCard

Prerequisite: The Bluetooth function on your OpenScape CP600 is activated → page 143. A vCard file is stored on your Bluetooth-enabled device (PC, tablet, mobile telephone, etc.). Start the data transfer.

If a vCard is transmitted, you will be prompted to accept the data transfer.

Example:

Accept

Press the Softkey to allow the data transfer.

Saving contacts

Save

Press the Softkey again to save the vCard(s) to the contact list. You will receive confirmation.

Sending a vCard

Sending to a paired device

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

Select the required contact from the Conversations menu.

Georg Simon Ohm

The selected contact is highlighted.

Open the contact.

Send contact

Press the Softkey. The menu for paired devices opens. A search is initiated for devices.

Smartphone

Use the Softkey to confirm sharing on the relevant paired device. The vCard for the entry is sent. (You will receive confirmation).

Perform the necessary steps on the destination device to save the vCard data.

or

Sending to an unpaired device

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

Select the required contact from the Conversations menu.

Georg Simon Ohm

The selected contact is highlighted.

Open the contact.

Send contact

Press the Softkey . The menu for paired devices opens. A search is initiated for devices. Wait until the relevant unpaired device appears.

Tablet

Use the Softkey to confirm sharing on the relevant device. The vCard for the entry is sent (you will receive confirmation).

Perform the necessary steps on the destination device to save the vCard data. Detected devices are then deleted from the list.

Using a Bluetooth conference phone

You can connect a Bluetooth conference phone to your OpenScape CP600, which is approved for use with the OpenScape CP600. Ask your administrator about approved conference devices.

Connecting a Bluetooth conference phone

Below is an example of connecting and operating a conference phone.

Prerequisite: The Bluetooth function on your OpenScape CP600 is activated → page 143. The conference phone is ready for use but **switched off** (see conference device User Guide).

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Bluetooth

Open using the Softkey.

Paired devices

Open using the Softkey.

Finding and pairing the Bluetooth conference phone

trim

Hold down the **trim** key on the conference phone for two seconds until the blue display light flashes (Warning: the device must be switched off first – observe the instructions in the operating instructions of the conference equipment).

Start the search for new devices with the Softkey. If nec. Start or adjust the paging function on the Bluetooth device.

Nearby devices

Located devices are displayed. Repeat the search if appropriate with the Softkey.

Multiconference

Select the conference phone and press Softkey to open.

123 Enter pairing PIN...

Pairing PIN for the conference equipment is requested.

Enter the pairing PIN ("0000") and confirm with the Softkey. Following successful pairing, the device is added to the list of paired devices. You hear a short confirmation tone from the conference device before it switches itself off again.

Connect/disconnect the conference device with OpenScape CP600

The conference device must still be connected to the OpenScape CP600. If you want to subsequently use the conference phone at another location, for example, you should first disconnect it from the OpenScape CP600.

Select the conference device from the list of paired devices.

Multiconference

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

or

Multiconference

Confirm with the Softkey to disconnect. You will receive a corresponding confirmation.

Exit the menu if appropriate.

Testing the Bluetooth conference phone

Answering a call

Prerequisite: The conference device is ready for operation and the OpenScape CP600 is in idle mode.

Both the phone and the "conference device" ring. The caller is displayed. To answer the call, you can now:

Press key.

or

accept

Press the Softkey shown.

or

Press the On/Off key on the "conference device".

You are connected with the other party. The "conference device" is switched on. You can now, for example, initiate a consultation call or accept a second call to set up a conference.

Calling a participant

Prerequisite: The conference phone is ready for use but **switched off**. The OpenScape CP600 is in idle mode.

Press key.

or

Enter the phone number. The "conference device" switches on automatically. Once the subscriber answers, you can set up a conference via a consultation or second call.

Using a Bluetooth device

You can control calls on the HFAG (hands-free audio gateway, e.g. mobile device) from your OpenScape CP 600 phone via Bluetooth.

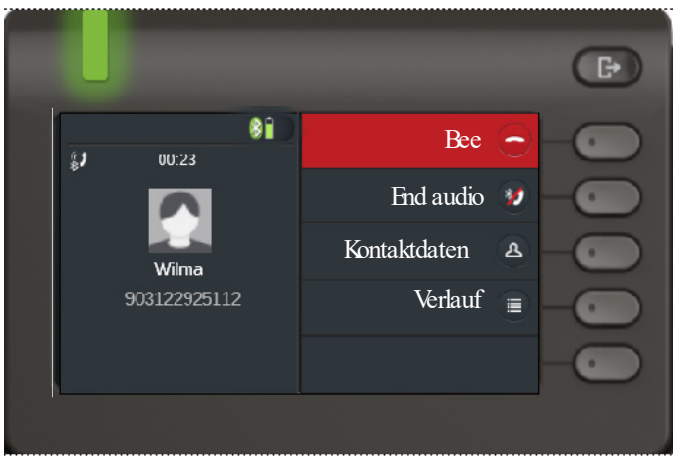
Once your mobile device is connected to CP600 through the Bluetooth, you can see the mobile's battery level on the top of your CP600 main menu screen.

Incoming HFAG call

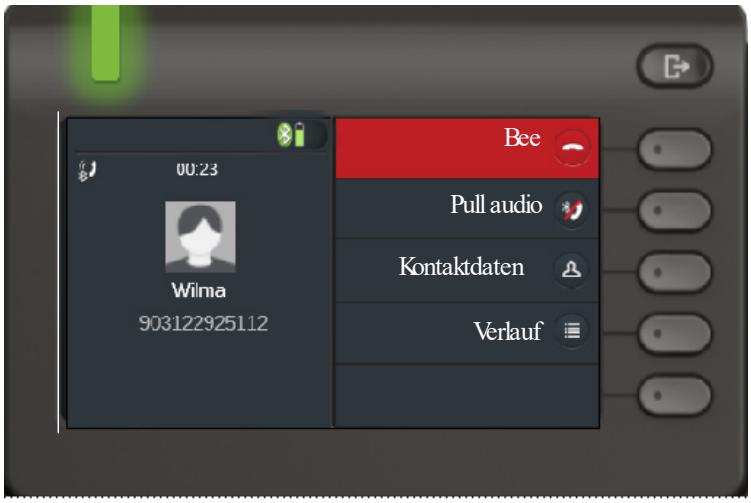
Bluetooth status bar icon indicates an HFAG call.

For more information about how to proceed during incoming call, see "Receiving a call" → Page 95.

Connected HFAG call



Bluetooth status bar icon indicates an HFAG call. The "End audio" button transfers the HFAG call audio from the OpenScape CP600 to the HFAG.



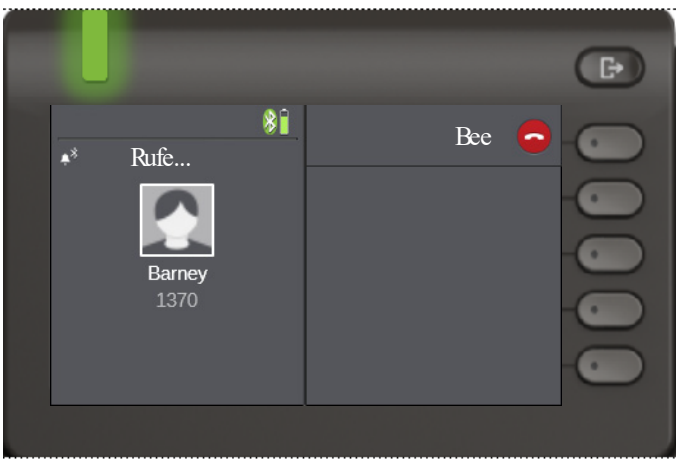
The “Pull audio” button reroutes the audio stream from HFAG back to OpenScape CP 600.

The “Move to mobile” button reroutes the audio stream from OpenScape CP 600 to the HFAG. Call is removed from the CP phone.

For more information about how to proceed during a call, see ”During the call” → Page 115.

Outgoing HFAG call

Outgoing Call Dialing

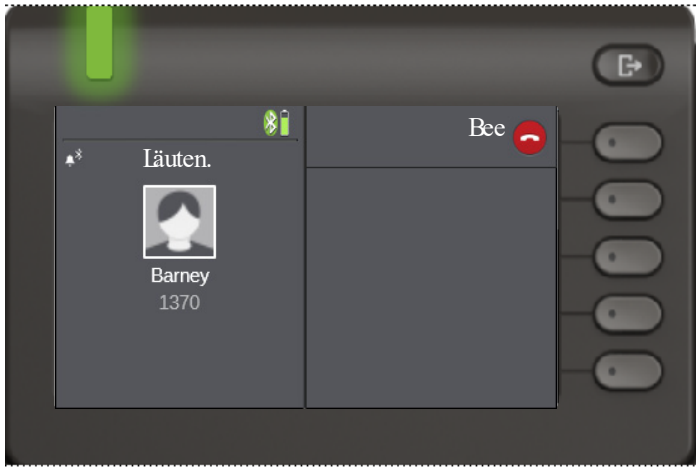


Bluetooth status bar icon indicates an HFAG call.

Failure in dialling the outgoing HFAG call is indicated by the HFAG by one of the unsolicited extended response indication codes:

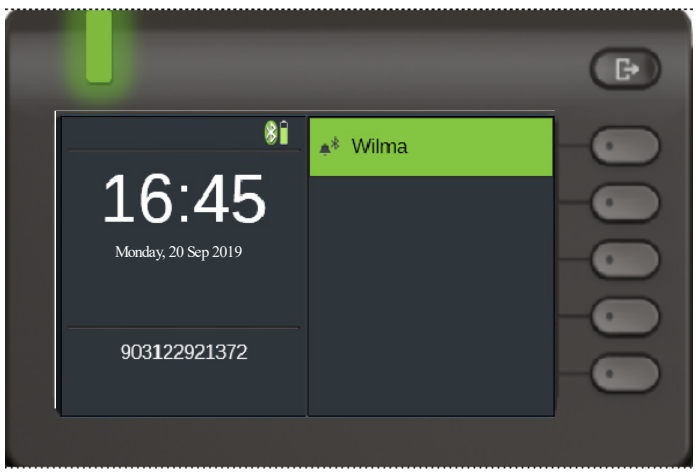
- NO CARRIER
- BUSY
- NO ANSWER
- DELAYED
- BLACKLISTED

Outgoing Call Ringing



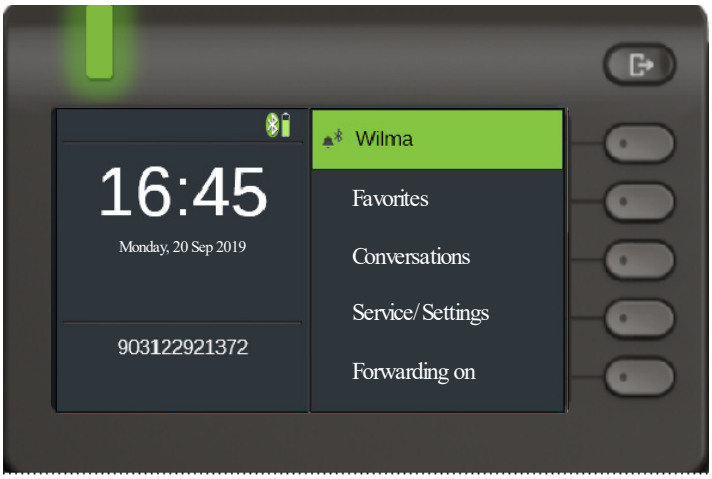
HFAG call states in Main Menu Screen

Incoming HFAG call in the Main menu screen



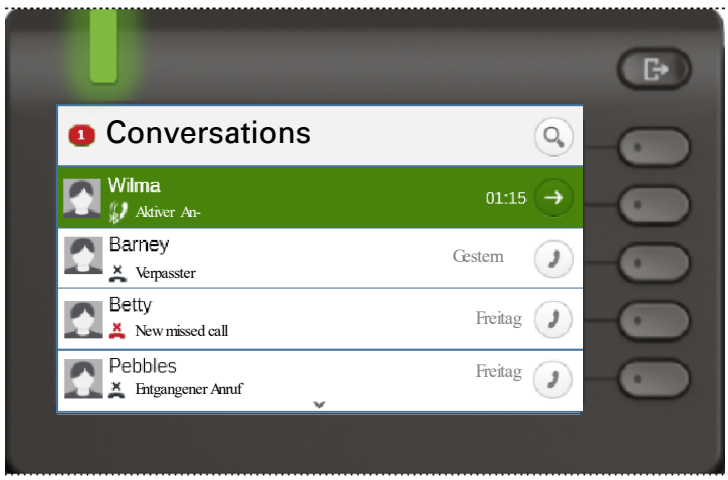
The icon with the Bluetooth rune index indicates incoming HFAG call.

Connected HFAG call in the Main menu screen



The icon with the Bluetooth rune index indicates connected HFAG call.

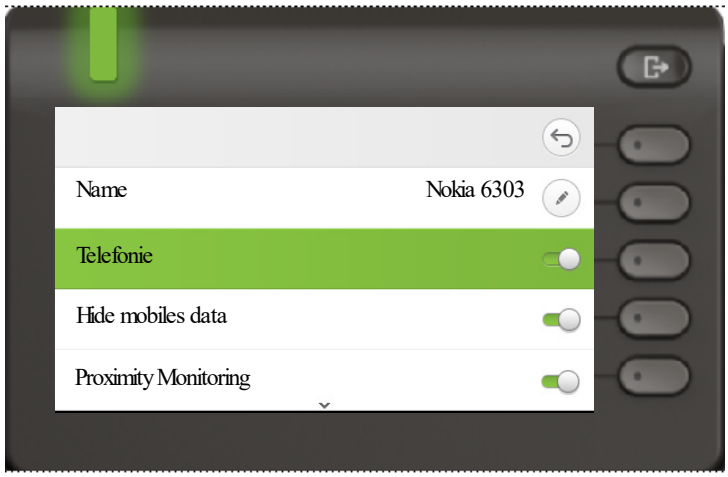
HFAG call states in Conversations Screen



Connected HFAG calls are displayed in the conversation list. The HFAG call is distinguished from native calls by a special call state icon under the user name.

Anonymous mode

As a User, you are able to configure “Hide mobiles data”. In this mode, no celler information will be presented, only presence and state of the call. All Bluetooth calls are logged to Anonymous conversation.

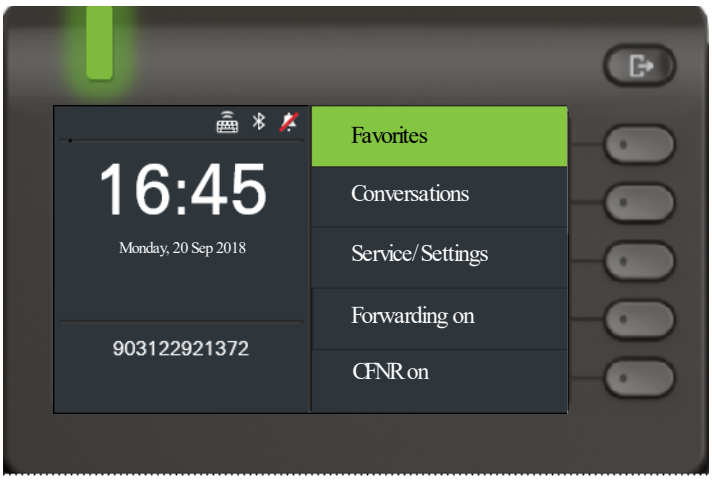


Using Bluetooth keyboard

Bluetooth keyboard can be paired with phone in User section under "Paired devices". After successful pairing keyboard appears in paired devices list.

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

Special "keyboard" icon should be shown in status bar when Bluetooth keyboard is connected.



Parallel usage of Bluetooth keyboard and phone keypad is possible. Phone interface differentiates between events from Bluetooth keyboard and phone´s keypad and shows speller and its settings only for phone´s keypad.

Supported languages

- German, English, French, Italian and Spanish
- For other languages, English layout will be used.

Navigation keys

Navigation keys work as following:

- Direction keys → should work as direction keys on 5-way navigator
- Enter → OK
- Backspace → Back
- Esc → Go to landing screen
- Volume keys → Volume keys
- Mute key → Microphone mute
- Page down key → moves highlight down by the number of screen lines. Since this is only CP600 that is equivalent to 5 down nav. key presses
- Page Up key → equivalent to 5 up navigation key presses
- Home key → equivalent to long press Up navigation key presses
- End key → equivalent to long press Down navigation key presses

When phone is in Idle state, pressing number keys on keyboard initiate dialing in the same way as number keys on keypad do.

When phone is in call, pressing number keys on keyboard sends DTMF tones in the same way as number keys on keypad do.

Keyboard pairing modes

Keyboard initiates pairing and sets the pairing mode. The pairing mode differs depending on the keyboard type and manufacturer.

There are three possible pairing modes supported:

- Simple pairing (passkey entry) - if keyboard initiates "simple pairing", PIN is generated by keyboard and CP600 shows this PIN on display and waits until the number is typed on the keyboard.
- Legacy (numeric comparison) - if keyboard initiates "legacy" pairing, CP600 generates random number, displays it to user and waits until the number is rewritten on the keyboard.
- Just works - if keyboard initiates "just works" pairing, CP600 displays Bluetooth keyboard pairing request and waits until it is confirmed.

Using Bluetooth “Remote button”

Bluetooth Remote button can be paired with the phone in User section under "Paired devices". After successful pairing, the Remote button is shown with a keyboard profile in paired devices list.

The Remote button device behaves as Bluetooth keyboard device until the user configures it to be a Remote button. When Remote button is enabled then the device appears, and behaves, as a Bluetooth Remote button device.

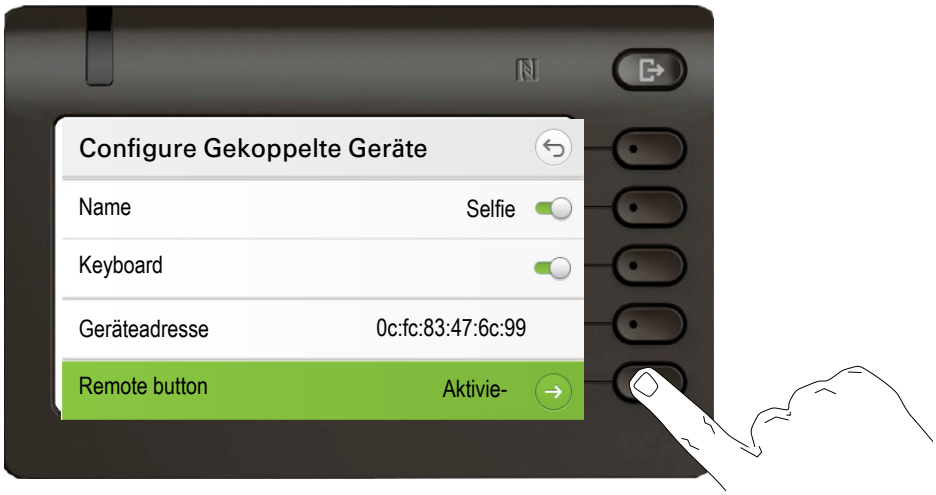
By pressing the Remote button, you can trigger certain action (e.g. under the Function keys or on OpenScape Key Module 600) configured by you on your OpenScape CP 600. You can choose from the following keys:

- Function keys s.
- Key Module keys

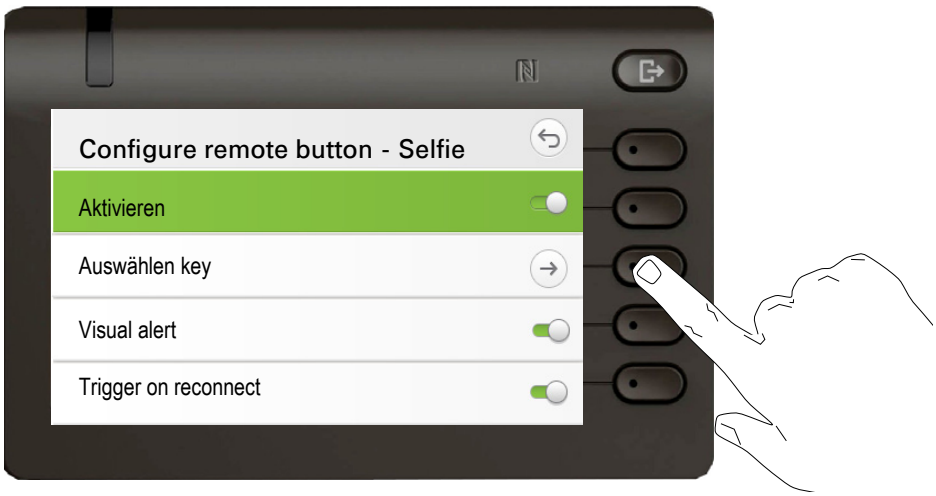
Please note that the shifted level function of an Function keys cannot be selected.

Using the Configuration option leads to the Configuration Menu for that device. The device name is "Selfie" in the screens shown.

In this Configuration Menu the device can be identified as a Bluetooth Remote button device via the "Remote button" status. The action of the entry allows the Bluetooth Remote button device to be configured.



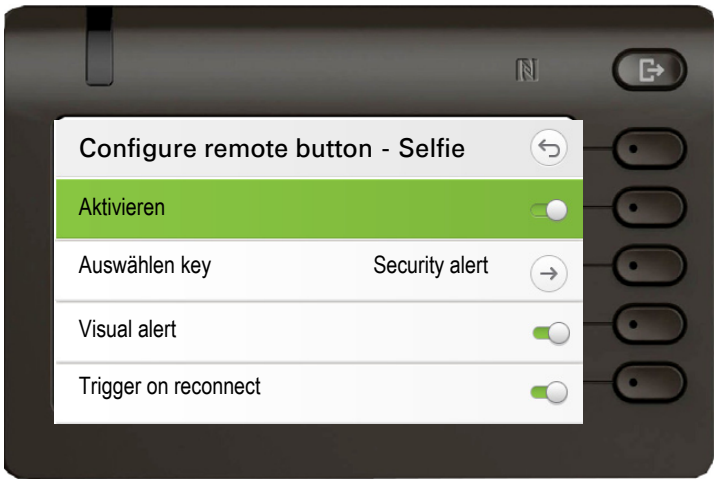
Selecting the "Remote button" menu above leads to the screen that allows this Bluetooth Remote button device (called Selfie) to be configured. The Function keys s are identified by their key label in the “Select key” screen.



Selecting the "Select key" menu above leads to the screen that allows the Function keys for this Bluetooth Remote button device to be configured.

Only a Function keys with a function configured can be selected to be triggered by the Bluetooth Remote button click. All unallocated keys are hidden.

Function keys s from any attached Key Module are potentially available to be selected. No shifted level keys can be selected.

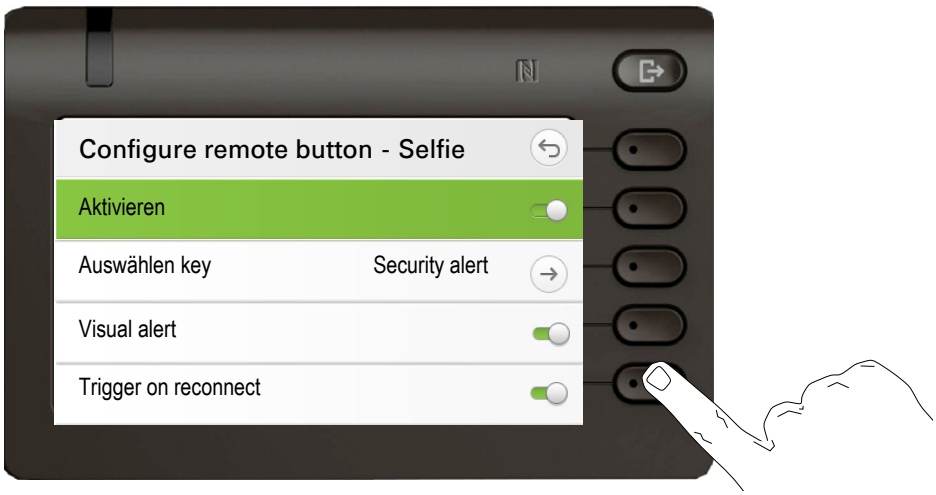


The “Configure remote button” screen now shows the label for the Function keys that has been configured to be triggered by this Bluetooth Remote button device.

Trigger on reconnect

If the Bluetooth Remote button is disconnected (e.g. the device is in energy saving mode) and you want to reconnect it, the following may happen based on the settings of the functionality “Trigger on reconnect”.

- If enabled, the remote button will connect and trigger the configured Function key at the same time. You need to press the Remote button only once.
- If disabled, you need to press the Remote button twice. First time it will reconnect and second it will trigger the configured Function key.



Bluetooth settings

Activating and deactivating Bluetooth

The Bluetooth function was activated for your phone by the administrator.

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Bluetooth — Open using the Softkey.

Configuration — Open using the Softkey.

Active — Activate with the Softkey. The Bluetooth function is activated and is now available.

Save the setting by selecting the Softkey.

Changing the Bluetooth name of your OpenScape CP600

Here you can determine which name your OpenScape CP600 should use to register at other Bluetooth devices.

You can also configure this setting via the Web interface → page 222.

By factory default, the Bluetooth name is: IntegratedPhone.

If you are currently in the Bluetooth configuration, then the phone is visible. If you exit the menu, it will be hidden again after a short time.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Bluetooth — Open using the Softkey

Configuration — Open using the Softkey

Phone name

Open using the Softkey. The current name is displayed.

abc OpenScape CP600 75:7EFF

The predefined name is entered.

Change to the desired name and conclude your input with the Softkey.

Save the setting by selecting the Softkey.

Managing Bluetooth devices

The following functions are available in the Bluetooth pairing manager:

- Adding Bluetooth devices
- Delete Bluetooth device list
- Connect or disconnect paired Bluetooth devices
- Remove single Bluetooth devices from the list
- Rename Bluetooth devices in the list

The OpenScape CP600 is visible for other Bluetooth devices in the vicinity when you are in this menu.

Adding Bluetooth devices

If your Bluetooth device has a NFC reader (**N**ear **F**ield **C**ommunication), it can be paired very easily with your OpenScape CP600, see → page 126.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Bluetooth

Open using the Softkey.

Paired devices

Open using the Softkey.

Paired devices

Paired devices are displayed. Start the search for new devices with the Softkey. If nec. Start or set the pairing function on the Bluetooth device.

Add device

Located devices are displayed. Repeat the search if appropriate with the Softkey.

Headset

If at least one new device was found, select the relevant Bluetooth device and open with the Softkey.

Accept

Confirm the pairing prompt with the Softkey. The Bluetooth device is paired and added to the list.

or

123 Enter pairing PIN...

A pairing PIN is requested

Enter the pairing PIN and confirm with the Softkey. The Bluetooth device is paired and added to the list.

Your OpenScape CP600 is now "paired" with the Bluetooth device, but not yet connected → page 145.

Pairing is only performed the first time contact is established between a Bluetooth device and your OpenScape CP600. 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/disconnecting a Bluetooth device

Prerequisite: At least one Bluetooth device is listed.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Bluetooth

Open using the Softkey.

Paired devices

Open using the Softkey. Paired devices are displayed.

You receive a message that the OpenScape CP600 is now visible for other Bluetooth devices while you are in this menu.

Select the relevant Bluetooth device.

Headset

Confirm with the Softkey to connect. You will receive a corresponding confirmation. It often suffices to switch on the Bluetooth device in order to establish the connection automatically.

or

Headset

Confirm with the Softkey to disconnect. You will receive a corresponding confirmation. The connection is dropped automatically if you switch off the Bluetooth device.

Exit the menu using the backspace key.

Connecting/disconnecting a Bluetooth device automatically

If your Bluetooth device is proximity-system enabled, Proximity Monitoring is activated by default. This means that when the paired device comes into the immediate vicinity of the OpenScape CP 600, the connection is established automatically. If the device is removed from the vicinity, the connection is dropped automatically. The default setting is for Proximity Monitoring to be enabled but you can disable it at any time.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Bluetooth

Open using the Softkey.

Paired devices

Open using the Softkey.

You receive a message that the OpenScape CP600 is now visible for other Bluetooth devices while you are in this menu.

Headset

Paired devices are displayed.

Select the relevant Bluetooth device.

and open it. The status of the device is displayed and activated, for example, with "(aud)".

Setup

Open the Configuration menu with the Softkey.

Select the "Proximity Monitoring" function.

Proximity Monitoring

Deactivate with the Softkey.

Headset

Proximity Monitoring is deactivated.

Setting the Proximity threshold

You can set the "Proximity threshold" if appropriate to suit the required circumstances.

..Proximity threshold

Open the setting for the Proximity threshold by selecting the Softkey[1].

Use the Softkey to increase the proximity.

or

Use the Softkey to reduce the proximity.

1. The display shows the current setting

or

Adjust using the toggle key

Proximity threshold

Confirm the setting with the Softkey.

Save the setting with the Softkey and exit the menu.

Checking the proximity display

Check different positions of your Bluetooth device at which the connection can still be maintained.

Proximity indicator

This is a read-only setting.

Activating/deactivating audio

If no audio function is provided for your Bluetooth device, you should disable audio in your device's settings. The function is always activated by default.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Bluetooth

Open using the Softkey.

Paired devices

Open using the Softkey.

You receive a message that the OpenScape CP600 is now visible for other Bluetooth devices while you are in this menu.

Smartphone

Paired devices are displayed.

Select the relevant Bluetooth device.

and open it. The status of the device is displayed and activated, for example, with "pxp" for "Proximity Monitoring".

Setup

Open the Configuration menu with the Softkey.

Select the "Audio" function.

Use for phone audio

Deactivate with the Softkey.

Save the setting by selecting the Softkey. The icon for the device name was removed.

Deleting a Bluetooth device from the list

You can delete a single Bluetooth device from the list, for example, if it will no longer be in the vicinity for an indefinite period.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Bluetooth — Open using the Softkey.

Paired devices — Open using the Softkey. You receive a message that the OpenScape CP600 is now visible for other devices in the vicinity as long as the menu is open.

Headset — Paired devices are displayed.

Select the relevant Bluetooth device.

and open it.

Remove: — Confirm deletion with the Softkey.

Remove: — Confirm deletion again with the Softkey.

Renaming a Bluetooth device in the list

A Bluetooth device is entered in the list with the name set in the device. This is often the device type. You can change this name.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Bluetooth — Open using the Softkey.

Paired devices — Open using the Softkey. You receive a message that the phone is now visible for other devices.

Headset — Paired devices are displayed.

Select the relevant Bluetooth device.

and open it.

Setup — Open the Configuration menu with the Softkey.

Name Headset_1

The current name is displayed. Open the field name with the Softkey.

abc Headset

The predefined name is entered.

Change to the desired name and conclude your input with the Softkey.

Save the setting by selecting the Softkey.

Blacklist for Bluetooth devices

The blacklist contains the Bluetooth devices for which a connection setup attempt should be rejected by the OpenScape CP 600. The connection will only be allowed if the setup attempt comes from the OpenScape CP600.

Adding Bluetooth devices

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Bluetooth

Open using the Softkey.

Blacklisted devices

Open using the Softkey.

No devices

No Bluetooth devices are entered, for example.

Blacklisted devices

Start the search for the devices in the vicinity with the Softkey.

Add device

Repeat the search if necessary with the Softkey.

Smartphone

Open a located device in the search list with the Softkey. You will see the following message, for example: "Smartphone was added to Blacklisted devices". The device is deleted from the search list.

Add another device to the Blacklisted devices if appropriate.

or exit the search menu.

Removing a Bluetooth device from the blacklist

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Bluetooth — Open using the Softkey.

Blacklisted devices — Open using the Softkey.

Smartphone — Open the device Softkey.

Remove: — Confirm deletion with the Softkey. The entry is deleted.

Exit the menu.

Eddystone Beacon

Beacons are small devices that use Bluetooth to connect to smartphones or tablets in the environment. In the retail sector, for example, they are used to present personalized special offers to customers.

The phone can use Beacons to connect to smartphones or tablets in the area via Bluetooth. You can then, for example, exchange information between the phone and a smartphone. Eddystone is an open source project by Google for Beacon applications.

Set-up/deactivate Eddystone Beacon

You can also configure this setting via the web interface → page 222.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Bluetooth — Open using the Softkey.

Beacon — Open using the Softkey.

Mode Disabled (unchecked) — The current status is displayed. Open the mode with Softkey.

Disabled (unchecked) — Deactivate with Softkey,

or

Eddystone

Activate with Softkey,

or

iBeacon

Activate with Softkey.

Set up connection for telephone beacon to a server

Select input for URI

URI https://unify.com

Current address is displayed. Open URI field with Softkey

abc https://unify.com

If necessary, an address is entered. If necessary, an address is entered. This should be an HTTPS address that is as short as possible. For long addresses, use a URL shortener to shorten it. Cannot be changed when setting up iBeacon.

Change to the desired address and press Softkey to end the entry.

Set up interval

Select input for Interval (ms)

Interval (ms) 1000

Current interval is displayed. Open Interval (ms) field with Softkey

123 1200

Enter new value if necessary.

Change to the desired value and press the Softkey key to end the entry.

Save changed entries with Softkey.

Making calls in the team/manager/ secretary's office

When configured (ask relevant Administrator), you will belong to a team of members with multiple lines. Line/trunk keys (MULAP keys) → page 153 are available on your phone.

Trunks

A distinction is made here between primary, secondary, and phantom lines. Each of these line types can be used on a private or shared basis → page 152.

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 telephones. The line status is displayed for all telephones that share this line. If, for example, a shared line is being used by a telephone, 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.

Line Seizure

The line assignment is dependent on the configuration (ask your responsible Administrator). If the automatic line seizure is configured, a line is automatically assigned upon lifting the handset or pressing the loudspeaker key.

Line/trunk keys

On a MultiLine phone the freely programmable keys function as line/trunk keys. Every key configured as a "line/trunk key" (key marking: Ln: X) corresponds to a line.

As a team member, you yourself can assign the following functions to keys → page 84:

- Direct station selection (DSS)
- Group call on/off
  (not for main phone in the management/administration team)
- Ring transfer on/off
  (only in management/administration team)

Otherwise, you can assign a key with the "MULAP forwarding" (call forwarding) function for each line.

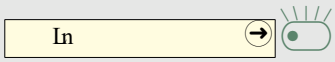
LED displays for line/trunk keys

LED		Meaning
	Off	– the line is in idle mode.
	flashes[1]	– Incoming call on the line – "Hold reminder" is activated – the line is on "Hold".
	On	– the line is busy.

1 Flashing keys are represented by this icon in this manual, without reference to the frequency of flashes. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

Accepting calls on the line/trunk keys

Requirement: Your phone rings and/or the line/trunk key flashes quickly.

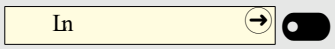


Press quickly flashing line/trunk key on the OpenScape Key Module 600.

Lift the handset.

or With handset on hook: Speakerphone mode.

Dialing with line/trunk keys



Press the free line/trunk key of the OpenScape Key Module 600 or via which you wish to establish your connection.

Dial phone number.

If the participant answers: Lift the handset.

or With handset on hook: Speakerphone mode.

Hold a call on a line/trunk key and then accept again

Prerequisite: You are conducting a call via one of your group's lines.

Holding

Holding

Press the key if it is set up.

if nec.

Replace the handset.

or

Disconnect

Press the key if it is set up.

As required per configuration (ask relevant Administrator), so that other team members can also accept the call on hold.

Accept again

In

Press the slowly flashing line/trunk key.

Alternately phone on several lines

Prerequisite: You are conducting a call via one of your group's lines. Another line key flashes.

In

Press the flashing line key. The first call partner is waiting on the other line.

In

Press the slowly flashing line/trunk key. Second call partner waiting.

You can change as often as you like. Press the slowly flashing line key.

MULAP conference release

If authorized (ask relevant Administrator), you can assign the "MULAP conference Released by:" function to a key on your phone → page 84.

Setting up a conference via the menu is no longer required in this case. Your team partner simply has to press the flashing line/trunk key for your line on his/her phone and can then immediately take part in the conference.

You are conducting a call.

Disconnect

Press key. LED lights up.

Up to 3 team members can now enter the conference.

Prerequisite: The line on which you are speaking is configured as a line/trunk key on the other phone.

In

Press the flashing line key.

Direct station selection keys

Each team member has a DDS key for every other team member.

As a result, each team member is directly accessible to the other team members by the simple press of a key.

Unlike a name key, a DSS key signals to you the status of the other extension via the LED.

LED displays for DSS keys

There are two styles of DSS key status indication via LED: the OpenScape style (default) and the CP style.

OpenScape style (default)

LED		Meaning
	Off	– The team member's phone is idle – The team member's phone is logged off.
	Green, steady	– The team member is phoning
	Green, flashing quickly[1]	– The team member is being called, please accept. – The team member has activated DND. – Another team member is being called and has not yet answered.
	Green, flashing slowly	– You are on call with the team member and you have placed the call on hold.

1 Flashing keys are represented by this icon in this manual, without reference to the frequency of flashes. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

CP style

LED		Meaning
	Off	– The team member's phone is idle – The team member's phone is logged off.
	Red, steady	– The team member's phone is busy – The team member's phone is on hold by another station – You are calling the team member's phone.
	Red, flashing	– The team member has activated DND
	Green, blinking	– The team member is calling you.
	Green, flashing[1]	– The team member's phone is being called by another station – A waiting call is signaled on the team member's phone and the call is from another station
	Amber, steady	– You are on call with the team member and you have placed the call on hold.

1 Flashing keys are represented by this icon in this manual, without reference to the frequency of flashes. The flashing interval represents different statuses, which are described in detail in the corresponding sections of the manual.

If you want to change to the CP style of the DSS key status indication via LED, see → page 70.

Directly call team members

Party B

Press the DSS key.

Party B

LED

or

Party B

If the desired team member is on the phone, the DSS key on your phone lights up. In this case you can still call if second calling (call waiting) is permitted to team members.

Party B

LED

If the participant answers: Lift the handset.

or

With handset on hook: Speakerphone mode.

Transferring an existing call

Party B

Press direct station select (DSS) key, if nec. announce call.

Replace the handset.

or

Disconnect

Press disconnect key.

Pick up call for another member

Party B

Press the blinking direct station select (DSS) key or line/trunk key.

Lift the handset.

or

With handset on hook: Speakerphone mode.

Forwarding calls for lines

You can immediately forward internal and/or external calls to your lines to different internal or external phones (destinations).
If you activate call forwarding for a line, this shall apply to all line keys of your group for this line.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Destinations — Open with softkey.

Select "Frwrdng. MULAP on".

Frwrdng. MULAP on — Confirm.

or

Fwd. MULAP — If available, press the key. (You have incompletely saved the "Fwd. MULAP" key without type and destination of the forwarding → page 84).

In. — Press the required line key.

or

Enter and confirm the desired line/trunk number.

1=all calls — Confirm.

or

Select "2=only external calls".

2=only external calls — Confirm the option shown

or

Select "3=only internal calls".

3=only internal calls — Confirm.

Enter the destination number.

save — Confirm.

or

Fwd. MULAP — If available, press the key. (You have also saved the type and destination of the forwarding to the "Fwd. MULAP" key, → page 84.)

Deactivate call forwarding

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Destinations

Open with softkey.

Select "Frwrdng. MULAP off".

Frwrdng. MULAP off

Confirm.

In.

Press the required line key.

or

Enter the desired line/trunk number.

or

Fwd. MULAP

If available, press the key.

If call forwarding is activated for a line, a special dial tone rings when occupied.

Understanding LED notifications for the key "MULAP forwarding"

Fwd. MULAP

LED on the "Fwd. MULAP" is dark – no call forwarding active for this line.

or

Fwd. MULAP

LED on the "Fwd. MULAP" lights up – call forwarding active for this line.

or

Fwd. MULAP

LED on the "Fwd. MULAP" flashes **slowly** – line is the destination of a forwarded call.

Switch calls directly to manager

All calls for the manager are usually only acoustically signaled in the admin office.
You can set the acoustic signaling so that the calls are only acoustically signaled on the main phone or on an assigned second phone.

Requirement: On your phone there is a key assigned with the "Ring transfer executive/secretary" function.

Activating

Ring transfer executive/secretary — Press key. LED lights up.

or

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Destinations — Open with softkey.

Select "Call transfer on".

Call transfer on — Confirm.

In. — Press the required line key.

or

Enter the desired line/trunk number.

Deactivating

Ring transfer executi- — Press key. LED goes out.

or

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Destinations — Open with softkey.

Select "Call transfer off".

Call transfer off

Confirm.

In.

Press the required line key.

or

Enter the desired line/trunk number.

Group calls / hunt group

If configured (ask relevant Administrator), your connection is part of a team. The team consists of internal phone connections that can make use of particular functions.

Group call on/off

If your phone is connected to a system network via LAN, pay attention to specific features → page 202!

If this has been configured (ask relevant Administrator), you will belong to one or more groups of members who can be reached via a hunt group or group call phone number.
Calls are signaled on all telephones in the group either in succession (=hunt group) or simultaneously (=group call), until a member of the group answers the call.

Every party in the group can also remain available under his/her own phone number.

You can activate and deactivate the call for the hunt group, group call, or for the individual lines of a group.

You belong to a hunt group or group call group

If nec. Press Main Menu key.

Select "Group calls off".

Group calls off

Confirm.

or

Select "Group calls on".

Group calls on

Confirm.

or

Group call on/off

Press key.

or

Group call on/off

Press key.

You belong to multiple groups

If nec. Press Main Menu key.

Select "Group calls off".

Group calls off

Confirm.

or

Select "Group calls on".

Group calls on

Confirm.

or

Group call on/off

Press key.

or

Group call on/off

Press key.

In the Notification area of the display you can see if a selected group is active or inactive.

301 X Group names

If an "X" appears between the group/line number (e.g. 301) and the group name, the call is active for this group/line.

or

301 Group names

No "X" means that the call is deactivated.

scrolling

Confirm to select another group/line number.

or

Group calls off

Confirm. The call is deactivated for the displayed group/line.

or

Group calls on

Confirm. The call is activated for the displayed group/line.

or

#=All groups off

Confirm. The call is deactivated for all groups/lines.

or

*=All groups on

Confirm. The call is activated for all groups/lines.

If you have activated the call for another group/line, or deactivated the call for all groups/lines to which you belong, a special dial tone rings when you lift up the handset.

Accepting calls for a colleague in the team

You can pick up calls for phones within a team (Call pickup group; ask relevant Administrator), on your phone; also during a call.

In contrast to the direct station select function, you do not need any configured direct station select (DSS) to do this, see Page 156.

Prerequisite: Your phone rings briefly. In the top row of the display, "Call with:" appears, with the phone number or name of the initiator and, on the bottom row, the phone number of name of the caller.

Call pickup in pickup — Confirm to pick up the call for your colleagues.

Connecting call

You can have calls to your handset signaled acoustically on up to five other telephones. The call is received by the person who answers the call first.

If your phone is connected to a system network via LAN, pay attention to specific features → page 205!

Saving/displaying/deleting phone for group ringing

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Destinations — Open with softkey.

Select "Group ringing".

Group ringing — Confirm.

Connect Tln — Confirm.

Enter the internal phone number of the party to be added. The party name is displayed.

save — Confirm.

if nec.

connect further Tln — Confirm to add further parties.

or

display/delete — Confirm to display or delete parties.

deleting

Confirm to, for example, delete the currently displayed party from the ringing group.

or

scrolling

Confirm to select another party.

If your phone is connected to a ringing group, you can see the phone number or name of the initiator on the display (top row) and that of the caller (bottom row).

Delete from all ringing group phones

If nec. Press Main Menu key.

Select "Group ringing off".

Group ringing off

Confirm.

Calls on Universal Call Distribution (UCD)

If configured (ask relevant Administrator), you will belong to a group of members (agents) to whom calls will be assigned.
An incoming call is always delivered to the agent who has been idle the longest.

Login/logout at beginning/end of use

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Destinations — Open with softkey.

Select "Universal Call Distribution".

Universal Call Distributi- — Open with softkey

Log on — Confirm.

or

Log off — Confirm.

Enter your identification number ("Operator") when logging in (ask relevant Administrator).

Log in/out during working hours

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Destinations — Open with softkey.

Select "Universal Call Distribution".

Universal Call Distributi- — Open with softkey.

not available — Confirm.

or

Available — Confirm.

Requesting/activating post-processing time

If you want to follow-up on your last call without being disturbed, you can request/activate a post-processing time. Your phone is removed from the call distribution for a set amount of time, or until you log back in.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Destinations — Open with softkey.

Select "Universal Call Distribution".

Universal Call Distributi- — Open with softkey

post-processing on — Confirm.

or

post-processing off — Confirm.

Activating/deactivating night service for Universal Call Distribution

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Destinations — Open with softkey.

Select "Universal Call Distribution".

Universal Call Distributi- — Open with softkey

Select "UCD night on".

UCD night on — Confirm.

or

Select "UCD night off".

UCD night off — Confirm.

Display the number of waiting calls

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Destinations

Open with softkey.

Select "Universal Call Distribution".

Universal Call Distributi-

Open with softkey

Calls in queue

Confirm.

Private sphere/security

Activating/deactivating idle function

If you do not wish to take calls, you can activate idle mode. Calls are only displayed via **one** call symbol and on the display.

Activating/deactivating

If nec. Press Main Menu key.

Select "Silent mode on"

Silent mode on

Confirm.

or

Select "Silent mode off"

Silent mode off

Confirm.

Activating/deactivating do not disturb

If you do not wish to take calls, you can activate do not disturb. Internal callers hear the busy tone, while external callers reach another pre-defined phone (ask relevant Administrator).

Activating/deactivating

If nec. Press Main Menu key.

Select "DND on"

DND on

Confirm.

or

Select "DND off"

DND off

Confirm.

A special dial tone (whirring continuous tone) reminds you that DND is on when you lift the handset.

Authorized internal callers automatically override the DND feature after five seconds.

Caller ID suppression

You can stop your phone number or name from appearing on the display of those you phone externally. This remains active until you reverse it.

Activating

If nec. Press Main Menu key.

Select "Block phone number"

Block phone number

Confirm.

Deactivating

If nec. Press Main Menu key.

Select "Forward phone number"

Forward phone number

Confirm.

The relevant Administrator can activate/deactivate phone number suppression for all phones.

Security

Protecting the phone from misuse

You can stop unauthorized parties from using certain functions on your phone while you are away. E.g. the dialing of external phone numbers and access to your mailbox can be prevented. Ask your Administrator which functions are locked.

Locking the phone

If nec. Press Main Menu key.

Select "Lock phone"

Lock phone

Confirm. The Functions dialog opens.

Enter code (lock code) → page 173.

In locked mode a special dial tone rings when you lift the handset. You can dial internal numbers as usual.

Your phone can also be (un)locked from an authorized station → page 172.

Unlocking the phone

If nec. Press Main Menu key.

Select "Open phone"

Open phone

Confirm. The Functions dialog opens.

Enter code (lock code) → page 173.

Locking a different phone to prevent misuse

If configured (ask relevant Administrator), you can lock other phones against unauthorized use and then unlock them.

If the phone user has locked his/her phone and forgotten his/her personal lock code, you can unlock the phone using this function.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select "PIN and license of service".

PIN and license of ser-

Open with softkey.

Central code lock

Confirm.

Enter the internal phone number of the phone that should be (un)locked.

*=Code lock on

Confirm.

or

#=Code lock off

Confirm.

Saving personal lock code

For the functions

- Locking the phone to prevent misuse → page 171
- Using a different phone in the same way as your own → page 183

in order to assign, you must enter a personal code which you can define yourself.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey

Select "PIN and license of service".

PIN and license of ser-

Open with softkey.

Change lock code

Confirm.

previous code:

Request for current PIN.

Enter current 5-digit PIN.
If you have still not assigned a code, on first input use "00000".

new code:

Request for new PIN.

Enter the new PIN.

Please repeat:

Request for repetition of the new PIN.

Re-enter the new PIN.

If you have forgotten your PIN, contact your Administrator for help. Your PIN can be reset to "00000".

User password

Your User password protects your user settings. You can also use the User password to fully lock your telephone → page 176.

The administrator may have configured the following settings:

- The password is deactivated: You do not have the option of configuring user settings. The message "Password is deactivated" is displayed.
- The password is temporarily locked: You do not have the option of configuring user settings at this time. The message "Password is blocked" 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 remaining)" will alert you to this at the appropriate time. The message "Password has expired" appears when the validity period has expired. 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".
- Your administrator can tell you about the rules for what and how many characters can or must be used in the password.

The preset password "000000" corresponds to a blank password. In other words, the phone cannot be locked and the user menu is **not** password protected (see also → page 175).

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Select "Changing the user password".

Changing the user password — Open using the Softkey

Current password — Open using the Softkey

123 ***** — The input field is displayed.

Enter the current password and conclude your input with the Softkey.

New password — Open using the Softkey

123 ***** — The input field is displayed.

Enter the new password (at least 6 characters) and conclude your input with the Softkey.

Confirm password — Open using the Softkey

123 ***** — The input field is displayed.

Re-enter the new password and conclude your input with the Softkey.

Save your input. The new password is now valid.

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 → page 222. 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 → page 176 and the user menu is **not** password protected.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Select "Changing the user password".

Changing the user password — Open using the Softkey

Current password — Open using the Softkey

123 ***** — The input field is displayed.

Enter the current password and conclude your input with the Softkey.

New password — Open using the Softkey

123 ***** — The input field is displayed.

Enter six zeros ("000000") to deactivate the password request. Confirm your input with the Softkey.

Confirm password — Open using the Softkey

123 ***** — The input field is displayed.

Enter six zeros ("000000") once again. Confirm your input with the Softkey.

Changing the user pass-

Save your input. The password is now deactivated.

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.

You can only lock the phone if you set a User password → page 174. The password for this must **not** be the default setting "000000". Check, if necessary, whether the telephone lock function has been activated for you by the administrator.

Activating the phone lock

Hold down the key shown until the "Lock phone" message appears.

To lock

Press the Softkey to activate the lock.

Dial emergency number

If an emergency number is entered on the phone by the administrator, Emergency call appears on the display for selection when you have activated the lock. You can also enter the emergency number via the dial pad.

Emergency call

Press the Softkey . The saved emergency number is dialed.

The number will be dialed automatically without pressing the OK button. An empty option on the screen will be shown, therefore if you accidentally press the OK button, the call will not be canceled.

Unlocking the phone

Phone locked

The display shows: Phone locked.

Unlocking the phone

Press the Softkey .

Enter and confirm the User password, the lock is released if the password was correct.

or

Unlock admin

Press the Softkey .

Enter the administrator password if you do not know the User password. Confirm with the Softkey. The phone is unlocked if the password is correct.

If the telephone is locked, an emergency number entered by the administrator can be input using the dial pad or dialed with the Emergency call option. If the phone is locked, selected dialing keys (see → page 102) cannot be used. This also applies if the emergency number is saved on this key.

Other settings and functions

Connection costs

Display connection costs for your phone (not for U.S.)

For the current call:

If the costs are to be displayed continuously during an outgoing call, this function must be requested from the relevant Administrator of the network operator.
The display of the call costs must be applied by the network operator and configured by the relevant Administrator.

Depending on the setting, call costs are displayed during or after the call. Depending on the network provider, no-charge external calls will also be displayed. On the display, "no charge" appears before or during the call.
If no cost display is set up, the phone number dialed and/or the call length appear in the display.

If a call is transferred, the costs are assigned to the phone to which the call was transferred.

For all calls and for the last call held

First the call charges for the last charged call are displayed. After five seconds the connection charges incurred (total) are displayed.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select "more features".

more features

Open with softkey.

Show call charges

Confirm. The costs are displayed.

Query connection costs for another phone (not for U.S.)

If configured (ask relevant Administrator), you can also display the fee-based calls from other phones and print these too.

Requirement: You have programmed a key with the "Check costs" function → page 84.

If the LED lights up, a chargeable call has been made since the last query.

Saved Costs

Press key. The fee-based calls are displayed.

scrolling

Also confirm to display further fee-based connections.

print

Confirm with softkey.

or

deleting

Confirm with softkey.

or

Additional information

Open with softkey.

or

finishing

Confirm with softkey.

Calling with call charge assessment

You can assign external calls to certain projects.

Requirement: The relevant Administrator has set account codes for you.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select "Calls".

Calls

Open with softkey.

Project code

Confirm.

Enter account code.

#=save

Confirm.

As required per configuration; ask relevant Administrator.

Enter the external phone number.

You can also enter the account code during an external call in the same way.

Appointment function

You can arrange for the communications system to remind you of an appointment → page 182. For this to happen, you need to save the desired times of the calls. This is possible for a period of up to 24 hours in advance or for a daily repeating appointment.

Save appointment

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Select "Timed reminder on".

Timed reminder on — Confirm.

Enter a 4-figure time, e.g. 0905 for 9.05 a.m. or 1430 for 2.30 p.m.

if nec. 2 ABC or 7 PQRS — With the "American" language setting (setting → page 66) you can enter Code 2 for "a.m." or 7 for "p.m." (default = "a.m.").

once-off — Confirm.

or

daily — Confirm.

save — Confirm.

Deleting/querying a saved appointment

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Select "Timed reminder off".

Timed reminder off — Confirm.

deleting — Confirm.

or

finishing — Confirm.

Using timed reminders

Requirement: You have saved an appointment → page 181. The saved time arrives.

Appointment at 1200

The phone rings. The appointment time is displayed.

Press key twice.

or

Lift the handset and put it back down.

If you do not accept the arranged call, this will be repeated five times before the appointment is deleted.

Using a different phone for a call in the same way as your own

Your phone can be temporarily used by others for an existing call, as if it where his/her own.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select "PIN and license of service".

PIN and license of service

Confirm.

Select "Temporary phone".

Temporary phone

Confirm.

Enter phone number of the other user.

Enter the other user's code.→ page 173.

if nec.

Change lock code

If the other user has still not set a personal code, he/she is asked to do this on his/her phone.

Dial external number.
After the end of the call, this status is removed again.

Using a mobile connection to a different phone

You can configure a mobile connection that your relevant technician has set up for you on a OpenScape CP 600 prepared for it on the system. The original connection to the "guest phone" is deactivated. The mobile connection remains available for as long as you are logged into the "guest phone".

Most of the functions and features (phone number, key assignment, authorizations) of your phone are available to you following login.

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 telephone", the following settings are transmitted from the mobile connection:

- Key assignment
- Authorizations
- Call forwarding

In addition, outstanding messages or texts are signaled.

"Guest phone" conversations are visible and can be used.

The conversations you have made in the meantime are automatically deleted from the phone following logging off.

Data privacy

When "logging on" to the "guest telephone", 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 signaled. 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.

Logging on to the "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.

Requirement: A mobile connection with your own number and a password has been set up for you (ask relevant Administrator). The "Mobile login" key is configured on the OpenScape CP600 if nec.

Mobile login

Press the "Mobile login" key.

or

if no key is configured,

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select "more features".

more features

Confirm.

Select "Mobile logon".

Mobile logon

Confirm.

The "New phone no.:" request is displayed

Enter the "mobile phone number".
The request "Code for **nnn**" is displayed (e.g. 834):

if nec.

Enter the code word and confirm it.

or

Input complete

Confirm.

The login procedure starts.

After correct login you will see your mobile phone number on the left of the screen.

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" as normal (see → page 185).

If you log in to another phone with your PIN number, without first logging out of the other phone, logout will take place automatically.

Logging off from the "guest phone"

If you no longer require a connection to the "guest phone", and/or if you want to change to another phone, log off the "guest phone".

Mobile login

Press the "Mobile login" key.

or

if no key is configured,

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select "more features".

more features

Confirm.

Select "Mobile logoff".

Mobile logoff

Confirm. The logoff procedure starts.

The "guest phone" is now once more available with its original phone number, features, and functions. Any call forwarding that may have been set up can be removed.

Incoming fax message/message on the answering machine

If a fax or answering machine is connected to your system, and you have assigned the "Fax/answering machines information." function to a free key → page 84, this key lights up when a fax or message arrives.

Switching signaling off

Fax/answering machines

Press the illuminated key "Fax/answering machines information.". LED goes out.

Resetting services/functions (complete phone deletion)

There is a general reset procedure for set functions. The following functions are deleted, if activated:

- Forwarding on
- Response text on
- Group ringing
- Block phone number
- Waiting tone off
- DND on
- Silent mode on
- Display messages
- Callback requests

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select "more features".

more features

Confirm.

Select "Reset services".

Reset services

and confirm.

Activating functions for another phone

If configured (ask relevant Administrator), you can activate or deactivate the following functions for other phones (assoc. Services):

- DND on/DND off, Code *97/#97 → page 169
- Forwarding on, Code *11, *12, *13/#1 → page 108
- Lock phone/Open phone, Code *66/#66 → page 171
- Group ringing, Code *81/#81 → page 162
- Response text on/Response text off, Code *69/#69 → page 106
- Group calls on/Group calls off, Code *85/#85 → page 162
- Reset services, Code #0 → page 187
- Night answer on/Night answer off, Code *44/#44 → page 204
- Timed reminder on/Timed reminder off, Code *46/#46 → page 181

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey.

Service menu

Open with softkey.

Select "more features".

more features

Confirm.

Select "assoc. Services".

assoc. Services

Confirm.

Enter the internal phone number of the phone for which the function is to be activated.

Enter code – e.g. *97 for DND on.

Follow the user prompting on the display for any possible further input.

Using system functions externally DISA (Direct Inward System Access)

If configured (ask relevant Administrator), you can establish an outgoing external connection via your OpenScape Business both externally and as an internal party. Otherwise the following functions of your system can be activated and deactivated:

- Reset services, Code #0 → page 187
- Forwarding on/Forwarding off, Code *1/#1 → page 108
- Lock phone/Open phone, Code *66/#66 → page 171
- Change lock code, Code *93 → page 173
- Send message/Display messages, Code *68/#68 → page 104
- Response text on/Response text off, Code *69/#69 → page 106
- Group ringing/Group ringing off, Code *81/#81 → page 162
- Group calls on/Group calls off, Code *85/#85 → page 162
- Block phone number/Forward phone number, Code *86/#86 → page 170
- Waiting tone off/Waiting tone on, Code *87/#87 → page 82
- Door opener, Code *61 → page 196
- Door opener on/Door opener off, Code *89/#89 → page 196
- DND on/DND off, Code *97/#97 → page 169
- Silent mode on/Silent mode off, Code *98/#98 → page 169
- Select speed-dial number, Code *7 → page 103
- assoc. Services, Code *83 → page 188

Prerequisite: You have a phone with tone dialing (DTMF transmission) or you can switch your phone to tone dialing. The phone is not connected to OpenScape Business.

Creating a connection to OpenScape Business. Enter phone number (ask relevant Administrator).

Wait for continuous tone or Music on hold for Openscape Business S systems (if nec. switch phone to tone dialing), then enter the internal phone number assigned to you and the associated personal locking code.

Enter code (only necessary if programmed in system).

Wait for dialing tone and enter code – e.g. *97 for DND on. If nec. make further entries, see also user guide for pulse/DTMF phones).

or

Dial external number.

Each time only one function or one working call may be carried out.
Following the successful activation of a function, the connection is immediately interrupted.
The connection is ended in an external call as soon as one of the call partners leaves.

Controlling connected computers/programs/ phone information service

If configured (ask relevant Administrator), you can control, for example, hotel services or information systems with the computer connected to your telephone or its programs.

Requirement: You have established a connection.

If nec. Press Main Menu key.

Select "Open phone"

Telephone data service

Confirm. You will now be prompted by the connected computer to input the data but you must, depending on the configuration (ask relevant Administrator) enter your input in one of two ways:

Input in block mode:

0 + ... 9 WXYZ

Enter data.

Input complete

Confirm.

or

Input in online mode:

The connected computer directly processes your input.

Abc 123

Enter code.

0 + ... 9 WXYZ

Enter data.

Searching for people (not for U.S.)

If radio paging equipment (RPE) is switched on in your system (ask relevant Administrator), you can search for people via your pocket receiver. The pocket receiver signals the call request to the sought-after person. The sought-after person can go to the nearest phone and answer.

Searching for people

To ensure you can be searched for, you must have activated a ringing group → page 164, call forwarding → page 108 or alternative call forwarding (service engineer) to the internal party phone number of your RPS.
A call request is then automatically signaled.

React to a search request

Lift the handset.

Enter code.

Enter your own phone number.

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 CP600/CP600E telephone device, when the administrator has configured your 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 your door phone's camera

Prerequisite: Direct video has been enabled by your administrator.

At first you have to set up a programmable key for the activation/ deactivation of the camera.

Hold down the Function key on the OpenScape Key Module 600 to which you want to assign the camera until the programming prompt is displayed.

or If you want to use a Function key next of your screen

If nec. Press Main Menu key.

Favorites — Open using the Softkey.

Favorites (1/2) Page 1 — Select desired page (1 to 4).

Press and hold the Function key to which you want to assign the camera.

Select "Assign local feature"

Assign local feature — Confirm.

Direct video — Confirm.

Camera 1 — Confirm. The key is programmed.

See also at → page 93 that explains how to set up a local feature

How to activate/ deactivate the camera

Prerequisite:The Direct video has been enabled by your administrator.

When you have configured a programmable key on the key module for the camera, you can press the relevant Softkey to turn the camera on.

or If you have used a Function key next of your screen

If nec. press Main Menu key.

Favorites

Favorites (1/2) Page 1

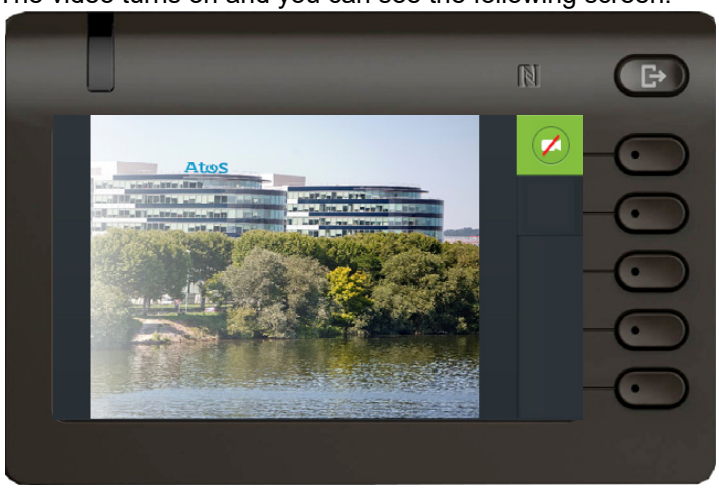
Camera 1

Open using the Softkey.

Select desired page (1 to 4).

Press the Softkey that corresponds to the camera you want to activate.

The video turns on and you can see the following screen:



To deactivate the video, click the Softkey next to the camera icon. You will return back to the idle screen of your telephone device.

In the event of a call (incoming or outgoing) while watching the direct video, the direct video stream is terminated.

Managing avatar images

You can download new avatar images to the phone and use them to change the picture of a contact.

Downloading an avatar image

Press the key for the Main menu if appropriate.

Settings

Open using the Softkey.

User settings

Open using the Softkey.

if nec.

Enter and confirm the User password.

Dateitransfer

Open using the Softkey.

Avatar

Open using the Softkey.

Choose File

Browse and select the avatar picture you want to upload.

Avatar picture's file extension can be PNG, BMP or JPEG.

In case you download a file with an extension which is not supported, a message “Only JPG, BMP or PNG files are allowed as picture clips/avatars" is displayed to indicate invalid file type.

In case you download a file of invalid size, a message "Avatar files limited to 100 KB Kbytes" is displayed.

Speichern

Click to start downloading.

Note: There can be multiple files for the same file name if each file uses a different extension.

Löschen

Click to delete all user avatar images and restore the default ones.

Changing a contact avatar

When picture transfer process is successfully, avatar picture is available to be selected on the phone and can be changed from contact details for each contact.

Conversations

Open using the Softkey and select a contact.

Contact Details

Open using the Softkey.

Avatar

Select to edit the avatar.

You can select an avatar image from the list of available images or remove existing picture from the phone.

You can allow to link or unlink an avatar image to a non-Circuit contact.

Avatar picture is shown left-justified on the list and the picture name is diplayed next to it. Pictures are ordered alphabetically based on file name.

In case you don’t want to use an avatar picture, you can use the default grey avatar.

After the original avatar picture has been successfully uploaded, it will be downscaled to 64x64 and saved in that resolution. The image with the original resolution is deleted and the original avatar image is uploaded to "/data/images" on the phone.

The suitable picture is displayed as the avatar for the contact entry in the conversation list or a call screen.

If case the picture size is not suitable, the file is rejected and a message "File transfer failed" is displayed.

Door opener

Activating the Door opener

Prerequisite:Door opener has been enabled by your administrator.

At first you have to set up a programmable key to open a door.

See also at → page 93 that explains how to set up a local feature.

Hold down the Function key on the OpenScape Key Module 600 to which you want to assign the door until the programming prompt is displayed.

or

If nec. Press Main Menu key.

Favorites

Open using the Softkey.

Favorites (1/2) Page 1

Select desired page (1 to 4).

Press and hold the Function key to which you want to assign the door.

Select "Assign local feature"

Assign local feature

Confirm.

Door opener

Confirm.

Door Opener 1

Confirm. The key is programmed.

Opening the door without receiving a call

Prerequisite:The functionality has to be enabled by your administrator.

When you have configured a programmable key to open the door, you can press the relevant Softkey to open the door for your visitor without receiving a call from the door phone.

Door Opener 1

Press the Function key on the OpenScape Key Module 600 to which the door has been assigned.

or

If nec. press Main Menu key.

Favorites

Open using the Softkey.

Favorites (1/2) Page 1

Select desired page (1 to 4).

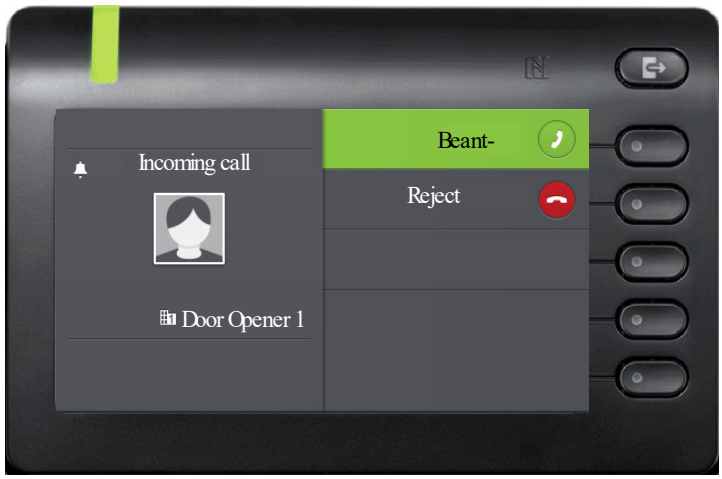
Door Opener 1

Press the Function key to which the door has been assigned. The door opens. In case there is a problem with the communication with the door, you will see a pop-up message on your device screen.

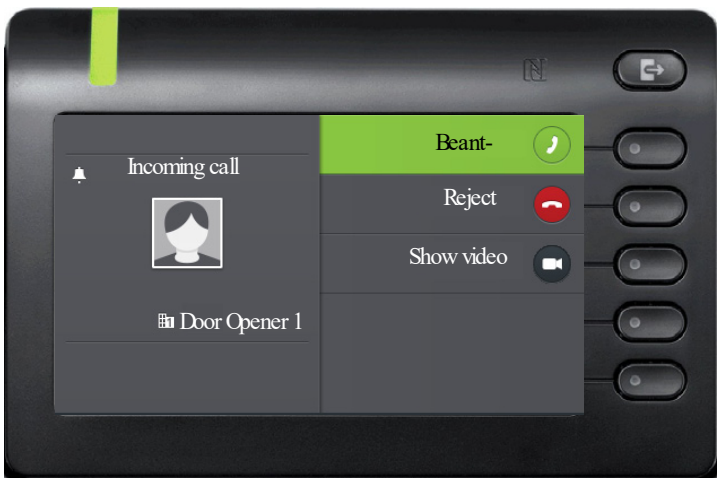
Receiving a call from the door phone

Prerequisite: Door opener has been configured by your administrator. Since you have a door phone with an embedded camera, direct video has to be enabled by the administrator too.

If the service engineer has set up a door phone and your administrator has configured it, you can speak to the visitors and activate the door opener from your CP600 phone.
When someone rings the door bell, you will receive an incoming call from the door.



If your door phone has an embedded camera and your administrator has configured it you will see the following screen:



Speak with a visitor over the door terminal

Prerequisite: Phone is called from the door phone.

Lift the handset. You are connected to the entrance telephone immediately

or

Press key

or

Beantworten

Confirm with the Softkey to answer the call.

You can now talk with your visitors.

Rejecting a call from the door phone

Confirm with the Softkey. The call is rejected.

Open a video stream before answering a door phone call

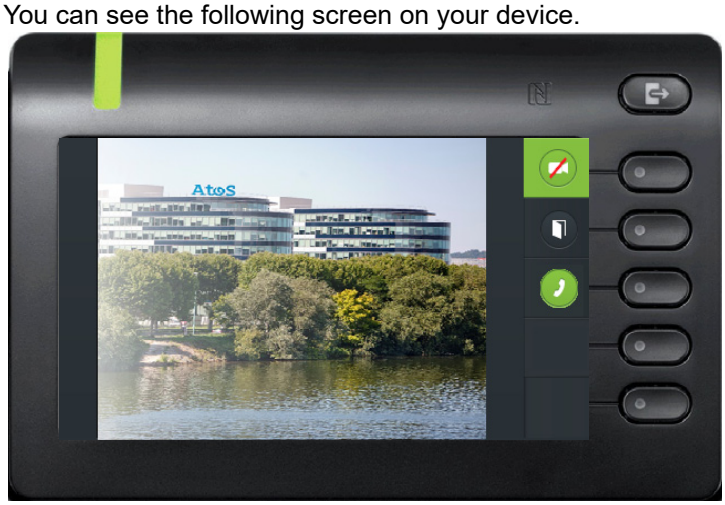
Prerequisite: Telephone is called from the door phone. The door opener and the direct video has been configured by the administrator.

You can watch the video stream of your entrance before opening the door.

Show video

Confirm with the Softkey.

You can see the following screen on your device.



When you have configured more than one camera you will see the following screen. Press the Softkey next to the arrow to see the video screen of another camera.

The telephone continues ringing. Press the Softkey next to to answer the call.

Since you answer the call your CP600 screen will change as follows:

Press the Softkey next to the video icon to turn the video off. Alternatively press the Function key you have configured for the camera. See also at → page 189. The video turns off. You can turn it on again.

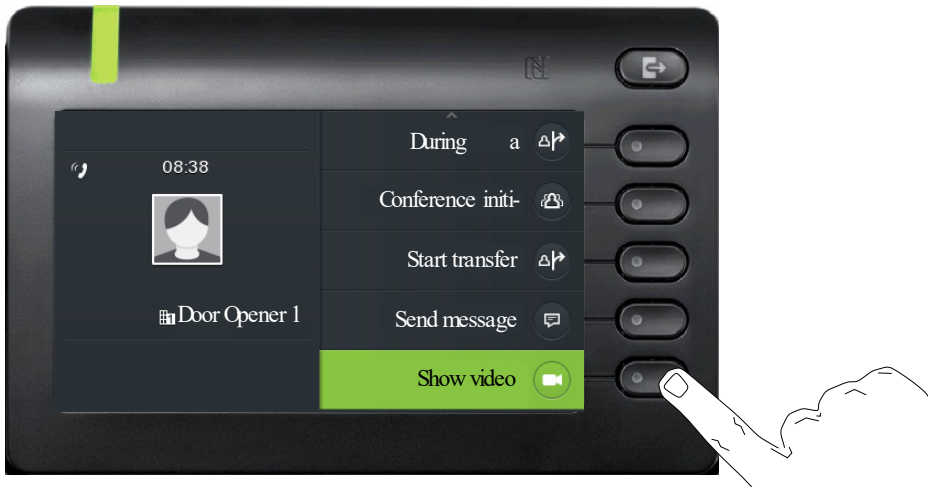
Press the Softkey next to the door icon to open the door.

Open a video stream after answering a door phone call

Prerequisite: Door opener and Direct video have been configured by your administrator. A call from the door phone has been answered.

When you answer the call from the door phone, you see the following screen on your CP600 screen. You can talk to your visitor.

Navigate using the down arrow at your next screen until you find the option to Show video.



Press with the Softkey to activate the video. You will be navigated to the following screen:

.

Press the Softkey next to the video icon to turn the video off. Alternatively press the Function key you have configured for the camera. See also at → page 189. Your video turns off. You can turn the video on again.

Press the Softkey next to to end the call.

Opening the door

While you have received a call from the door phone, press the Softkey next to

the door to open it.

Ending a call from the door phone

Replace the handset.

or

Press the key

Special functions with networking

If the phone is integrated into an environment in which several OpenScape Business are connected in the one network, you will carry out calls via the network.

If this is the case, you must take note of the specific features of some functions. These are described below.

Logging out from hunt group/group call

Prerequisite: You belong to the hunt group/group call → page 162 of another OpenScape Business

If nec. Press Main Menu key.

Select Internal DISA.

Internal DISA

Confirm with Softkey. The Functions dialog opens

Enter (DISA) phone number of the other OpenScape Business.

Input complete

Confirm with Softkey.

Enter (DISA) phone number of your phone.

Input complete

Confirm with Softkey.

Group calls on

Confirm with Softkey.

or

Group calls off

Confirm with Softkey.

You belong to multiple groups of another OpenScape Business

Enter group number for "targeted login/logout".

Tracing call forwarding

You can activate/deactivate call forwarding → page 108 for your phone from other phones in the network.

If nec. Press Main Menu key.

Select Internal DISA.

Internal DISA

Confirm with Softkey. The Functions dialog opens

(DISA) phone number of your OpenScape Business.

Input complete

Confirm with Softkey.

Enter (DISA) phone number of your phone.

Input complete

Confirm with Softkey.

Activating

Select Forwarding on.

Forwarding on

Confirm with Softkey.

1=all calls

Confirm with Softkey.

or

2=only external calls

Confirm with Softkey.

or

3=only internal calls

Confirm with Softkey.

Enter destination phone number.

save

Confirm with Softkey.

Deactivating

Select Forwarding off.

Forwarding off

Confirm with Softkey.

Using night service

If authorized (ask relevant Administrator), you can also set phones on other OpenScape Business systems as night destinations.

If nec. Press Main Menu key.

Select Internal DISA.

Internal DISA

Confirm with Softkey. The Functions dialog opens

Enter (DISA) phone number for the OpenScape Business to which the night destination phone is connected.

Input complete

Confirm with Softkey.

Enter (DISA) phone number of the phone from which you are activating/deactivating night answering.

Input complete

Confirm with Softkey.

Activating

Select Night answer on.

Night answer on

Confirm with Softkey. The Functions dialog opens.

Enter destination number (= temporary night answer).

save

Confirm with Softkey.

Deactivating

Select Night answer off.

Night answer off

Confirm with Softkey.

Ringing group

You can also have calls to your handset signaled on external phones or on phones in other OpenScape Business systems → page 164.

Saving/displaying/deleting phone for group ringing

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey.

Service menu — Open with softkey.

Destinations — Confirm.

Select "Group ringing".

Group ringing — Confirm.

Connect Tln — Confirm.

Enter the phone number. The party's name is displayed.

save — Confirm.

or

connect further Tln — Confirm.

or

display/delete — Confirm, then follow the user prompting.

finishing — Confirm the option shown

Delete from all ringing group phones

If nec. Press Main Menu key.

Select Group ringing off.

Group ringing off — Confirm with Softkey.

Releasing the door

If configured (ask relevant Administrator), you can also activate the door release → page 196 from other OpenScape Business systems.

If nec. Press Main Menu key.

Select Internal DISA.

Internal DISA

Confirm with Softkey. The Functions dialog opens

Enter (DISA) phone number for the OpenScape Business to which the night destination phone is connected.

Input complete

Confirm with Softkey.

Enter (DISA) phone number of the phone from which you are activating the door release.

Input complete

Confirm with Softkey.

Door opener

Confirm with Softkey.

Enter door terminal phone number.

Input complete

Confirm with Softkey.

Local phone settings

Audio settings

Volumes

Set the volume here, for instance, for the loudspeaker, handset, or headset.

You can preset different volumes for the following microphones and signals in ten levels:

- Loudspeaker
- Ringer
- Handset
- Headset
- Handsfree
- Rollover
- Warning tone

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Audio — Open using the Softkey.

Volumes — Open using the Softkey.

Ringer — E.g. open the Ringer with the Softkey[1].

Use the Softkey to increase the volume.

or

Use the Softkey to decrease the volume

or

Adjust using the toggle key

Confirm the setting with the Softkey.

Save setting.

1. The display shows the current setting

Set local ringtones

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: Notification call 2

Select the desired call type and configure it according to your requirements.

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Ringer

Open using the Softkey.

Local ringtones

Open using the Softkey.

1: Internal

Open with Softkey to e.g. execute settings for the internal ringtone.

Ringer Ringer4.mp3

Open using the Softkey.

Ringer5.mp3

Confirm with the Softkey to e.g. select this tone file.

Save setting.

If you have selected the "Pattern" instead of a ringer file, you can still set the values for "Sample melody" and "Sample sequence".

Ringtone mode

With both Ringtone mode options

- HiPath
- Local ringtone

determine who generates the ringer on the phone. With the "HiPath" setting the system emits the ringtone type and the related ringtone, which you can adjust later → page 207.

If "local ringer" is selected, the phone sends the ringer type and the you determine which ringer should ring with the respective ringer type in the "local ringer" menu yourself → page 208.

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Ringer

Open using the Softkey.

Ringtone mode

Open using the Softkey.

Mode OpenScape

Open using the Softkey.

Local ringtone

Confirm with the Softkey to set "Local ringtone".

Save setting.

Insecure call alert

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Configuration — Open using the Softkey.

Existing connections — Open using the Softkey.

Insecure call alert — Activate with the Softkey Insecure call alert.

or

Insecure call alert — Deactivate with the Softkey Insecure call alert.

Save setting.

Block dialing for outgoing calls

If block dialing is displayed, when deleting a phone number, for example, all of the characters available in the field are deleted at once. If block dialing is switched on, you can delete individual characters.

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Configuration — Open using the Softkey.

Outgoing calls — Open using the Softkey.

Block dialing — Activate with the Softkey Block dialing.

or

Block dialing — Deactivate with the Softkey Block dialing.

Save setting.

Setting up Exchange access

To use your Exchange account in conversations you must enter the server address and your access details.

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Configuration — Open using the Softkey.

Existing connections — Open using the Softkey.

Microsoft® Exchange — Open using the Softkey

Server — Open using the Softkey

abc EXACSY.com — The input field is displayed.

Enter the URL for the Exchange server and conclude your input with the Softkey.

User name — Open using the Softkey

abc email@example.com — The input field is displayed.

Enter your e-mail address used for Exchange and conclude your input with the Softkey.

Password — Open using the Softkey

123 ********* — The input field is displayed.

Enter your password used for Exchange and conclude your input with the Softkey.

Folder (optional) — Open using the Softkey

abc Output — The input field is displayed.

Enter the folder with the destination data and conclude your input with the Softkey.

Save the configuration.

Configuring the connection to UC

To use the Presence settings → page 80, you must be logged in to the UC server.

You can also configure this setting via the Web interface → page 222.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Configuration — Open using the Softkey.

Existing connections — Open using the Softkey.

UC settings — Open using the Softkey.

UC user name — Open using the Softkey.

Enter your name used for OpenScape Business and conclude your input with the Softkey.

UC password — Open using the Softkey.

Enter your password used for OpenScape Business and conclude your input with the Softkey.

Save the entries. You can now use the settings for UC → page 80.

UC Journal

The Journal is the list of all your inbound and outbound calls. You can use it to quickly and easily call your contacts again or to respond to missed calls.

The phone shows the same list as any other UC client. The conversation entries are downloaded directly from the UC server and the local **Conversations** list is updated.

Call entries

All calls logged (incoming or outgoing) for the same number are represented by a single entry in the **Conversations** list. Entries in the **Conversations** list are displayed chronologically, thus the first entry shown is the latest call.

The phone can display up to 200 different conversation entries in the **Conversations** list.

The number of total provided entries that are finally displayed in the **Conversations** list depends on the connected UC server (i.e. the UC server of OSBiz limits the conversations to 25 entries).

The entries are displayed until they are deleted by OsBiz or when the maximal entries count is exceeded. As the **Conversations** list is controlled by the UC server, there is no option to delete a conversation or all conversations locally on phone.

Every entry in the **Conversations** list shows up to 10 call log entries, provided from the UC server. Call logs are displayed in the call history in chronological order.

Updates

The journal is updated when it receives an event from OsBiz.

UC Smart sends the event "JournalEvent" and the phone creates / updates the entries in journal.

UC Suite doesn't send this event. A new entry in the journal is created in the end of call.

Group calls

When you receive a group call, the call screen displays the incoming call as a single conversation.

The phone shows a missed group call as a separate conversation.

In case the OsBiz doesn't provide the name of the group, then the phone number of the group is displayed.

UC journal configuration

You can access your UC Journal on your phone so you have the same list as on your other UC clients. The Conversations will be downloaded directly from the UC server and local conversation list will be replaced.

You can also configure this setting via the Web interface → page 222.

Press the Main Menu key, if needed.

Service/Settings — Open using the Softkey.

User settings — Open using the Softkey.

if needed — Enter and confirm the User password.

Configuration — Open using the Softkey.

UC credentials — Open using the Softkey

Allow UC Journal — Activate with the Softkey.

or

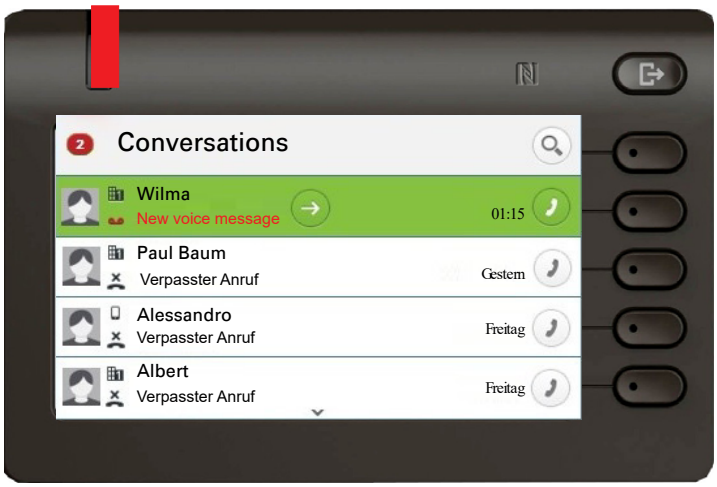
Allow UC Journal — Deactivate with the Softkey

OpenScape UC Voicemail

Prerequisite: UC mode is configured → page 212, and „Allow UC Journal“ is enabled → page 212.

When the OpenScape UC Voicemail is activated, the UC server provides all necessary data, including voice streams when playing messages.

When there are new voicemails from a contact, voicemail notifications are shown in the Conversation list.



To access the Conversation details, press the key.

To show the list of voice messages for the particular contact, press the „Sprachnachrichten“. The Sprachnachrichten screen will be displayed.

The selected new voice message will be displayed with different options.

Select the desired option, e.g. „Play message“.

The Voice message playback screen appears. You can stop the message during playing.

Error messages

- The UC Presence (→ page 23) must be in “Office” state, otherwise playing voice message is not allowed by UC Suite. CallMe state also does not allow to play the voice message.
  In this case when “Play message” command is selected, the display will stay in the Voice Message screen and show a standard error toast notification with the following text: "Not possible. Presence is not Office. To play voicemails your presence has to be Office".
- If the phone is not in idle state (e.g. because of the previous call and handset is still offhook), it is not possible to create voicemail call. You will get an error notification "Phone is busy".

SD-Card

You only see status information at present for a possible SD card. Usage is not yet possible.

Please note that SD slot is available only on CP600.

If nec. Press Main Menu key.

Service/Settings — Open using the Softkey

User: — Open using the Softkey.

if nec. — Enter and confirm the User password.

Select "Phone".

Phone — Open using the Softkey.

SD-Card — Open using the Softkey.

SD card reader sta- Enabled (che- — The current status is displayed.

Card name No card — The current status is displayed.

SD-Card — Exit the menu.

Displaying network information

This information overview in the user area of the service menu provides you with 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.

If nec. Press Main Menu key.

Service/Settings

Open using the Softkey

User:

Open using the Softkey.

if nec.

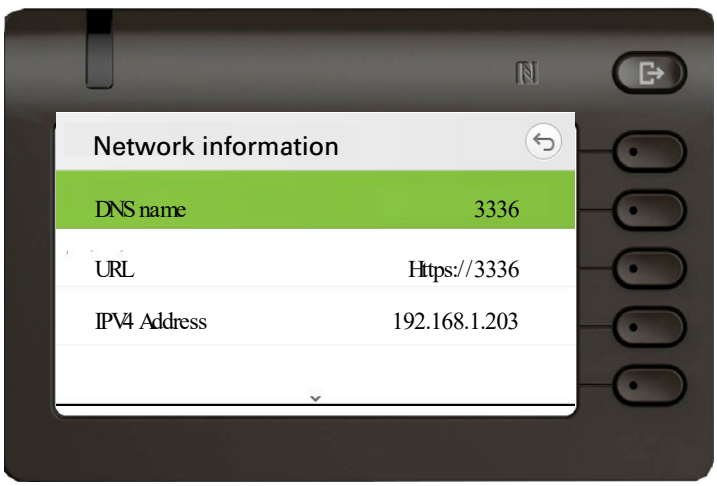
Enter and confirm the User password.

Select the "Network information" menu.

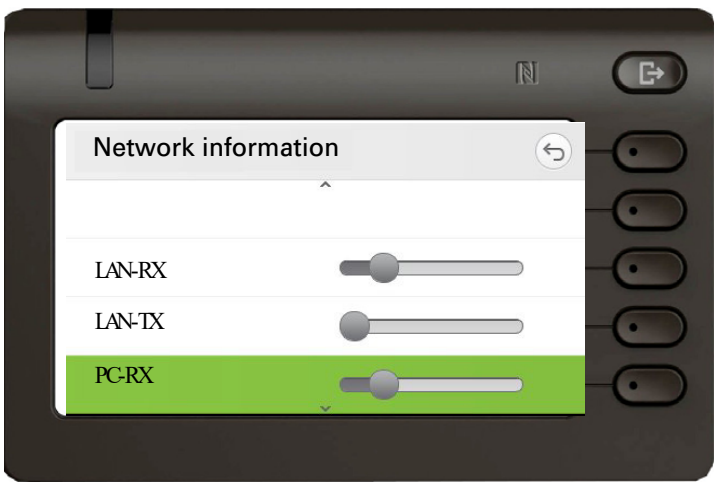
Network information

Open using the Softkey.

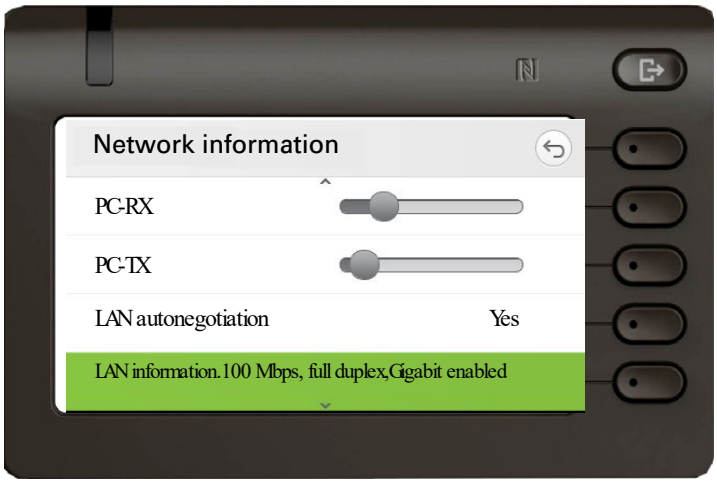
You can browse the following overview:



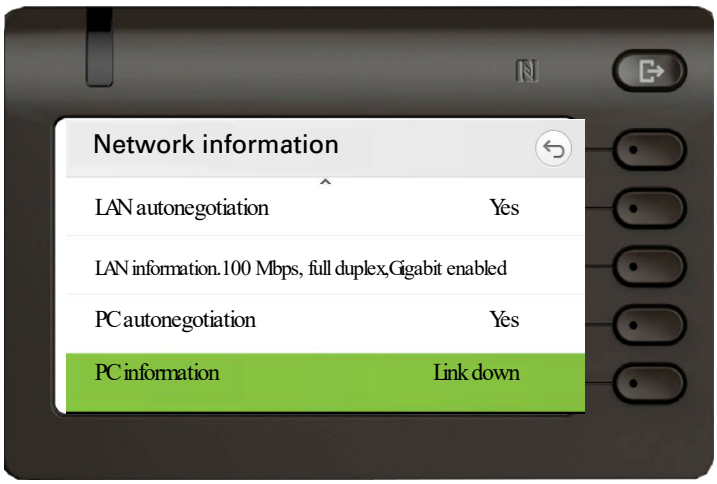
Scroll



Scroll



Scroll



DNS name: Name or number of telephone.

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: Display of the IP address or name that was assigned to the phone in the network.

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/PC autonegotiation [Yes)|No]: Displays whether the network or PC interface data transfer rate is set to automatic (Yes) or manual (No).

LAN information/PC information: [10|100|1000] Mbit/s: Data transfer rate of the network or PC interface. If an interface is not in use, Link down is displayed.

Resetting user data

All personal settings changed via the telephone menu or the web interface can be reset to factory settings.

Some images for the screensaver will be deleted or deleted default images will be restored.

Some ringer files will be deleted or deleted default ringer files will be restored.

All of your personal information, and mainly your conversation list with contacts, is also deleted.

Important: All listed data is reset without a warning tone.

Initiating the reset

If nec. Press the Main Menu key.

Service/Settings

Open using the Softkey

User:

Open using the Softkey.

if nec.

Enter and confirm the User password.

Select the "Reset user data user data" menu.

Reset user data

Open using the Softkey.

Resetting selected user data

Ausgewählte Benutzerdaten zu-

Use the right arrow to navigate to a list of data areas that may be reset.

Enable the toggle button option to select the areas you want to reset.

Ausgewählte Benutzerdaten

Click to continue with the resetting process.

A confirmation window is displayed.

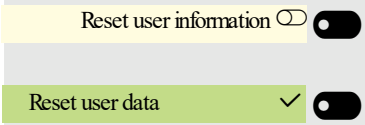
Save

Select to reset the selected user data to factory settings.

Discard

Select to discard the changes.

Resetting all user data



Enable the toggle button option to reset all user data.

Click to confirm the reset.

Web interface

General

You can configure a number of settings for your phone via the web interface. Communication occurs via a secure HTTPS connection. Access to the web interface must be activated by your administrator.

Launching the web interface

For more information on the IP address, the web interface address, and how to connect the telephone to the network, refer to the section entitled "Network information" → page 218.

To launch the interface, open a web browser and enter the following:

https://[IP address of the phone]

[IP address of the phone] is the IP address of your phone.

or

https://[Name of the phone]

[Name of the phone] that was assigned by the administrator.

You might receive a certificate notification from the browser. Follow the instructions to download the certificate.

You will be prompted to configure a user password the first time you call up the web interface → page 173. You must log in with this password in future every time you want to open the User pages.

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.

Administrator pages

This area lets you configure settings for administering your phone and the network environment. Access to the Administrator pages is protected by the admin password. For further information, consult your administrator or refer to the administration manual.

User pages

All entries under the user menu on the web interface can also be found under the user menu on the telephone → page 57.

You will be prompted to configure a user password the first time you call up the web interface → page 173. You must log in with this password in future every time you want to open the User pages.

- Click a menu heading to display the individual menu entries. Click the menu heading again to close the menu.
- Click a menu entry to open the corresponding website.
- Make the desired changes.
- Click the corresponding button to save or discard your changes.

Button functions

- "Anmeldung": Log in to the phone after you have entered the user password
- "Speichern": Applying changes
- "Reset": Reset original values
- "Aktualisieren": Update the values
- "Abmeldung": Log out from the phone

User menu

User Login

Password → page 174

- Altes Passwort
- User password
- Passwort bestätigen

Ringer

- Local ringtones
  - Anruftyp → page 208
    - Internal
      - Ringtone sound
      - Mustermelodie
      - Musterfolge
    - External
      - Ringer sound
      - Pattern melody
      - Musterfolge
    - Attention
      - Ringtone sound
      - Mustermelodie
      - Musterfolge
- Ringtone mode (→ page 209)
  - HiPath
  - Local ringtone

Audio

- Audio Settings
  - Ringtone → page 78
  - Room Character → page 77
  - Headset port → page 79

Configuration

- Abgehende Anrufe
  - Autodial delay (seconds)
  - Block dialing → page 210
- Forwarding → page 108
  - Forwarding favorites
  - Destination
- Bestehende Verbindungen → page 210
  - Warnung bei unsicherem Anruf
- Bluetooth
  - Configuration
- UC login information → page 212
  - UC username
  - UC- Password
  - UC Journal
- Microsoft¬Æ Exchange → page 211
  - Server
  - User name
  - Password
  - Ordner zur Synchronisation (optional)

Phone

- Display → page 65
  - Display Brightness
  - Key module contrast
  - Key module brightness
  - Key Module text level
  - DSS/Keyset indication
- Inactivity
  - Screen type
  - Idle time (mins)
  - Slide time (secs)
- Energiesparmodus → page 67
  - Aktivieren nach:
  - Backlight dim
  - Backlight off

Dateitransfer → page 71

- Slideshow images

You can delete your installed images in full or individually.

- Ringtones
- Contacts

Diagnosedaten

Fixing problems

Responding to error messages on the display

Falsche Eingabe

Possible causes:

Number is not correct.

Possible response:

Enter correct number.

keine Berechtigung

Possible cause:

Locked function attempted.

Possible response:

Apply for authorization to execute function from manager.

zur Zeit nicht möglich

Possible cause:

Dialing a non-existent number. Phone you are trying to reach is not in use.

Possible response:

Enter correct number. Call again later.

Rufnr. unzulässig

Possible cause:

Own number entered.

Possible response:

Enter correct number.

Tastenspeicher ist voll

Possible cause:

External phone number memory space in system currently full.

Possible response:

Try again later.

Konflikt andere Ebene

Possible 1st cause:

If "delete other level" shows in menu:
You have tried to save a function or internal phone number with LED-display using a key on an already occupied level (e.g. an external phone number).

Possible response:

Confirm "delete other level" to save the phone number/function.

Possible 2nd cause:

If "clear LED support" shows in menu:
You have tried to save a number without LED-display or an external number using a key that already has an internal number with LED-display.

Possible response:

Confirm "clear LED support" to save the call number. The existing internal number remains on the other level without LED-display.

Pressed key does not respond:

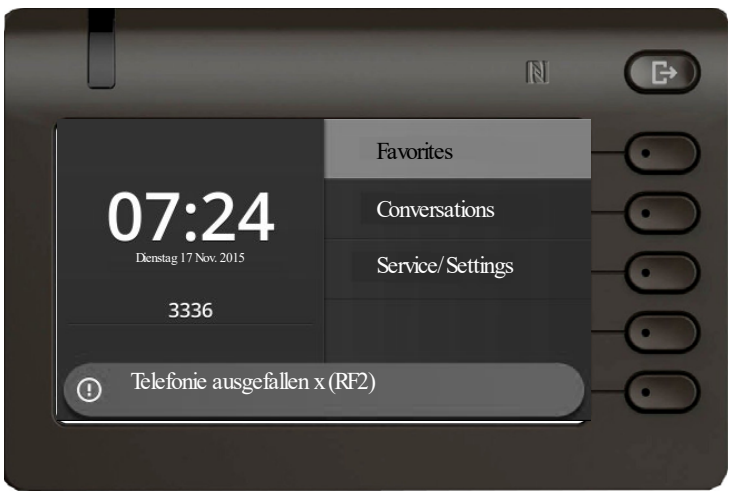
Check if the key is stuck.

Phone doesn’t ring when called:

Check if your phone is on silent (silent icon appears on status screen → page 169). If so, turn off silent mode.

To correct any other problems:

Contact your administrator if a fault persists for more than 5 minutes, for example. Pass on the message displayed in the red field, if appropriate, as shown in the next example. Problems that cannot be corrected should be referred to Customer Service.



Contact partner in case of problems

Contact your administrator if a fault persists for more than 5 minutes, for example.

Local user menu

Opening the user menu on the phone

Select and confirm the **Users** menu option. You are prompted to enter the User password. Confirm your input with the OK key. The user menu options are available.

User menu display

Most of the settings that are configured from the user menu can also be accessed via the web interface → page 224.

⊞ Users

⊞ **Ringer**

- Local ringtones → page 208
  - 1: Internal
    - Anruftyp — Internal
    - Ringer
    - Sample melody
    - Sample sequence
  - 2: External
    - Anruftyp — External
    - Ringer
    - Sample melody
    - Sample sequence
  - 3:Notification call 2
    - Anruftyp — Notification call 2
    - Ringer
    - Sample melody
    - Sample sequence
- Ringtone mode

⊞ **Audio**

- Volumes → page 207
  - Loudspeaker
  - Ringer
  - Handset
  - Kopfhörer
  - Handsfree
  - Rollover
  - Warning tone
- Settings
  - Ringer — Ringer2.mp3 → page 78
  - Room acoustic — Ebene 1 → page 77
    - Ebene 1
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    - Muffled
  - Headset port — Cordless headset → page 79
    - Wired headset
    - Cordless headset
    - Conference device

Benutzerkonfiguration

- Outgoing calls
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- Anrufumleitung → page 210
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  - Variabel: Externe Anrufe
  - Variabel: Interne Anrufe
- Existing connections
  - Secure call alert → page 210

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- Inactivity → page 71
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    - Slide time(sec.. 10
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  - DSS/Keyset indication OpenScape style
- Tastenprogrammierung → page 84
  - Edit selected dialing
  - Assign telephone function
- Energy saving
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  - Backlight dim 5 Minutes
  - Backlight off 20 Minutes

Change user password → page 174

- Current password
- New password
- Passwort bestätigen

Network information → page 218

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- Form-Optionen Abbrechen → page 220

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Functions and codes in overview (alphabetical)

The following table shows all possible functions, as shown on the display. When configured (ask your service personnel), you can initiate the functions in the direct dialog (select + confirm), via the service menu (select + confirm or code) or via keys configured as function keys.

Functions **Displays**	**... in the direct Dialog**	**... via the Service menu** → page 55		**... with Key**
			Code	
Accept call waiting (camp-on)	✓	✓	*55	X
Waiting tone off	✓	✓	*87	X
Waiting tone on	✓	✓	# 87	X
Automatic call wait.on		✓	*490	X
Automatic call wait.off		✓	# 490	X
Headset (Headset)				X
Accept call	✓			
Reject call	✓			
Disconnect				X
DND on	✓	✓	*97	X
DND off	✓	✓	# 97	X
Universal Call Distribution				
Log on		✓	*401	X
Log off		✓	# 401	X
Available		✓	*402	X
Not available		✓	# 402	X
post-processing on		✓	*403	X
post-processing off		✓	# 403	X
UCD night on		✓	*404	X
UCD night off		✓	# 404	X
Calls in queue		✓	*405	X
Advisory msg. on	✓	✓	*69	X
Advisory msg. off	✓	✓	# 69	X
assoc. Services		✓	*83	X
associated dialing		✓	*67	X
Recording				X
Override	✓	✓	*62	X
Audio baby monitor		✓	*88	X
DATA I/O Service			*494	X
Reset services		✓	# 0	X
Speaker call		✓	*80	X

Functions **Displays**	**... in the direct Dialog**	**... via the Service menu** → page 55		**... with Key**
			Code	
Handsfree answerback on	✓	✓	*96	X
Handsfree answerback off	✓	✓	# 96	X
DISA				
Internal DISA	✓	✓	*47	X
Discreet calling			*945	
Shift (Shift)				X
Telephone test		✓	*940	
Tracing a call		✓	*84	X
Temporary phone		✓	*508	X
Group calls on	✓	✓	*85	X
Group calls off	✓	✓	# 85	X
All Groups on	✓	✓	*85*	X
All Groups off	✓	✓	#85#	X
Hot line				
Send message	✓	✓	*68	X
View sent messages	✓	✓	# 68	X
Show messages	✓	✓	# 68	X
Mailbox				X
Keypad dial		✓	*503	
Conference	✓	✓	*3	X
Start Conference	✓			
Adding a party	✓			
End conference	✓	✓	# 3	
Release participants	✓	✓		
Disconnect TLN conference			*491	
Show call charges (own Phone)		✓	*65	X
Check costs (other Phone)				X
Select speed-dial number		✓	*7	X
Select speed-dial (individual)		✓	*92	X
Line queuing	✓			X
Toggle/connect	✓	✓	*2	X
DTMF dialing		✓	*53	X
Microphone off			*52	X
Microphone on			#52	X
Mobile login log off			#9419	✓
Mobile login login			*9419	✓
Night answer on	✓	✓	*44	X
Night answer off	✓	✓	# 44	X

Functions Displays	... in the direct Dialog	... via the Service menu → page 55		... with Key
			Code	
Parking a call		✓	*56	X
Retrieve call		✓	#56	
Paging				
Report (not for U.S.A)		✓	*59	
Project code		✓	*60	X
Consultation	✓			X
Return to held call	✓	✓	*0	
end and back	✓	✓	*0	
Transfer/Accept	✓			
Callback	✓	✓	*58	X
View/delete callbacks	✓	✓	# 58	
Block phone number	✓	✓	*86	X
Forward phone number	✓	✓	# 86	X
Assign phone number (not for USA)	✓	✓	*41	X
Call transfer on		✓	*502	X
Call transfer off		✓	# 502	X
Group ringing		✓	*81	X
Group ringing off		✓	#81	X
Silent mode on	✓	✓	*98	X
Silent mode off	✓	✓	# 98	X
Switch on (only with OpenScape Business)		✓	*90	X
Switch off (only with OpenScape Business)		✓	# 90	X
Network signal (Flash)		✓	*51	X
Language selection		✓	*48	
Key assignment		✓	*91	X
Lock phone	✓	✓	*66	X
Open phone	✓	✓	#66	X
Change PIN		✓	*93	
Phone book				
1=Internal	✓		*54	X
2=LDAP	✓		*54	X
Telephone data service		✓	*42	
Timed reminder on		✓	*46	X
Timed reminder off		✓	# 46	X
Door opener on		✓	*89	X
Door opener off		✓	# 89	X
Door opener		✓	*61	X
Transfer	✓			

Functions **Displays**	**... in the direct Dialog**	**... via the Service menu** → page 55		**... with Key**
			Code	
Call pickup, directed		✓	*59	X
Call pickup in pickup group	✓	✓	*57	X
Picking up a call	✓			
Forwarding on	✓	✓	*1	X
1=all calls	✓	✓	*11	X
2=only external calls	✓	✓	*12	X
3=only internal calls	✓	✓	*13	X
Forwarding off	✓	✓	#1	X
CFNR on		✓	*495	X
CFNR off		✓	# 495	X
Trunk FWD on	✓	✓	*64	X
Trunk FWD off	✓	✓	# 64	X
Forwarding MULAP on		✓	*501	X
Forwarding MULAP off		✓	# 501	X
Redial	✓			
Reconnect, Ln		✓	*63	X
Central code lock		✓	*943	X

Display icons in the Notification area

	The ringer is deactivated → page 20
	The ringer is set to a beep → page 20
	The "Do not disturb" function is activated → page 169
	The phone lock is activated → page 176
	The phone rings → page 95
	You are connected → page 115
	Call a party → page 100
	Presence status for Office → page 80
	Presence status for Meeting → page 80
	Presence status for Lunch break → page 80
	Presence status for Out of the house → page 80
	Presence status for Break → page 80
	Presence status for Sick → page 80
	Presence status for At home → page 80
	Presence status for On vacation → page 80
	Presence status for Do not disturb → page 80

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