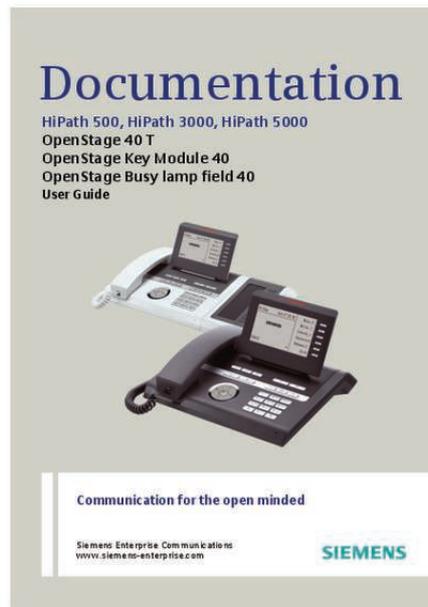




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You can read the recommendations in the user guide, the technical guide or the installation guide for SIEMENS OPENSTAGE 40. You'll find the answers to all your questions on the SIEMENS OPENSTAGE 40 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual SIEMENS OPENSTAGE 40
User guide SIEMENS OPENSTAGE 40
Operating instructions SIEMENS OPENSTAGE 40
Instructions for use SIEMENS OPENSTAGE 40
Instruction manual SIEMENS OPENSTAGE 40



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Manual abstract:

@@ part number: L30250-F600-C14x (x: 1=EU, 2=UK, 3=US). Never open the telephone or a key module. @@ use only original Siemens accessories. @@Trademarks The device conforms to the EU directive 1999/5/EC as attested by the CE marking. All electrical and electronic products should be disposed of separately from the municipal waste stream via designated collection facilities appointed by the government or the local authorities. Proper disposal and separate collection of your old appliance will help prevent potential damage to the environment and human health. It is a prerequisite for reuse and recycling of used electrical and electronic equipment. For more detailed information about disposal of your old appliance, please contact your city office, waste disposal service, the shop where you purchased the product or your sales representative. The statements quoted above are only fully valid for equipment which is installed and sold in the countries of the European Union and is covered by the directive 2002/96/EC. Countries outside the European Union may impose other regulations regarding the disposal of electrical and electronic equipment.

2 Important information Location of the telephone ••••• The telephone should be operated in a controlled environment with an ambient temperature between 5°C and 40°C. To ensure good speakerphone quality, the area in front of the microphone (front right) should be kept clear. The optimum speakerphone distance is 50 cm. Do not install the telephone in a room where large quantities of dust accumulate; this can considerably reduce the service life of the telephone. Do not expose the telephone to direct sunlight or any other source of heat, as this is liable to damage the electronic components and the plastic casing.

Do not operate the telephone in damp environments such as bathrooms. Product support on the internet Information and support for our products can be found on the Internet at: <http://siemens-enterprise.com/>. Technical notes, current information about firmware updates, frequently asked questions and lots more can be found on the Internet at: <http://wiki>. 3 Product support on the internet .

10 10 11 11 11 11 11 Getting to know your OpenStage phone . Ports on the underside of the phone. Answering a call via the handset . Answering a call via the loudspeaker (speakerphone mode) . Accepting a call via the headset. Open listening during a call . Dialing with DDS keys . Turning the microphone on and off . Calling a second party (consultation) . Using variable call forwarding .

Call forwarding in the carrier network and forwarding multiple subscriber numbers (MSN) (not for U. Accepting a call with the headset . Accepting a specific call for your colleague . Answering calls from the entrance telephone and opening the door. Dialing a number from the internal directory . Using the LDAP directory (not for HiPath 500) . Making calls using system speed-dial numbers . Dialing with speed-dial keys . Talking to your colleague with a speaker call. Talking to your colleague with discreet calling (not for HiPath 500) Automatic connection setup (hotline) .

Assigning a station number (not for U. During a call . Turning the call waiting tone on and off. Holding external calls . Transferring a call after a speaker call announcement in a group .

If you cannot reach a destination. Busy override – joining a call in progress . 80 Displaying call charges (not for U. 80 Displaying call charges for another telephone (not for U. Locking the telephone to prevent unauthorized use .

Locking another telephone to prevent unauthorized use . 92 Displaying the number of waiting calls/overload display . 93 Using another telephone like your own for a call. 95 Activating functions for another telephone . 101 Paging persons (not for USA, not for HiPath 500) . 102 7 Contents Making calls in the team/executive/ secretary configuration . Answering calls with the trunk keys . Placing a call on hold on a trunk key and retrieving the held call . . Making calls on multiple lines alternately .

Using DSS keys to answer calls . Calling a team member directly . Accepting a call for another team member . Transferring calls directly to the executive phone . Accepting a call for another member of your team . 112 114 114 115 Special functions in the LAN (not for HiPath 500). Adjusting the display to a comfortable reading angle . Adjusting the speakerphone to the room acoustics . 126 Differing display view in a HiPath 4000 environment (not for HiPath 500) . Contact partner in the case of problems .

141 9 General information General information About this manual This document contains general descriptions of the technical options, which may not always be available in individual cases. The respective features must therefore be individually defined in the terms of the contract. If a particular function on your phone is not available to you, this may be due to one of the following reasons: • The function is not configured for you or your telephone. Please contact your system support representative. □ Your communications platform does not feature this function.

Please contact your Siemens sales partner for information on how to upgrade. This user guide is intended to help you familiarize yourself with OpenStage and all of its functions. It contains important information on the safe and proper operation of your OpenStage phone. These instructions should be strictly complied with to avoid operating errors and ensure optimum use of your multifunctional telephone in the network. These instructions should be read and followed by every person installing, operating or programming an OpenStage phone.

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. This user guide is designed to be simple and easy to understand, providing clear step-by-step instructions for operating your OpenStage phone. Administrative tasks are dealt with in a separate manual. The Quick Reference Guide contains quick and reliable explanations of frequently used functions. Service The Siemens service department can only help you if you experience problems or defects with the phone. Should you have any questions regarding operation, your specialist retailer or network administrator will gladly help 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.

10 General information Intended use The OpenStage phone was developed as a device for speech transmission and should be placed on the desk or mounted on the wall.

Any other use is regarded as unauthorized. Telephone type The identification details (exact product designation and serial number) of your telephone can be found on the nameplate on the underside of the base unit. Specific details concerning your communications platform can be obtained from your service technician.



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Please have this information ready when you contact our 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 20 in. (50 cm). Proceed as follows to optimize display legibility: – Turn the phone to tilt the display. This ensures you have a frontal view of the display while eliminating light reflexes. multi-line telephone , executive/secretary functions Your OpenStage 40 T is a "multi-line telephone".

This means that your service personnel can configure multiple lines on your phone, which is not the case with single-line phones. Each line is assigned an individual phone number which you can use to make and receive calls. The programmable sensor keys function as line keys on multi-line phones page 104. When using a multi-line phone to make and receive calls, certain particulars must be taken into account page 105 ff. The executive-secretary configuration is a special case.

This is a multi-line telephone with special features (e. g. , "Ring Transfer" and "Accept call"), configured especially for executive/secretary use page 103 ff. Team functions To increase the efficiency of telephony, your service personnel can configure various Team functions such as pickup groups, hunt groups, and call distribution groups. 11 Getting to know your OpenStage phone Getting to know your OpenStage phone The following sections describe the most frequently used operating elements and the displays on your OpenStage phone.

The User Interface of Your OpenStage 40 T 8 3 2 1 4 5 6 7 1 2 3 4 You can make and receive calls as normal using the handset. The display permits intuitive operation of the phone page 22. You can customize your telephone by assigning phone numbers and functions to the programmable sensor keys page 19. You can use function keys when conducting a call to access frequently used functions (such as, Disconnect) or to open the Program/Service menu and mailbox page 17. Audio keys are also available, allowing you to optimally configure the audio features on your telephone page 17. the 5-way navigator is a convenient navigation tool page 18. The keypad can be used to enter phone numbers and text page 20. Incoming calls are visually signaled via the call display. 5 6 7 8 12

Getting to know your OpenStage phone Ports on the underside of the phone HiPath USB slave Headset Busy Lamp field key module Headset Properties of your OpenStage 40 T Display type Illuminated display Programmable sensor keys Full-duplex speakerphone function Headset USB slave Phone/analog adapter Interface for key modules Wall mounting LCD, 40 x 6 characters ; ; ; ; ; ; 6 13 Getting to know your OpenStage phone Key Module OpenStage Key Module 40 The OpenStage Key Module 40 is a key module attached to the side of the phone that provides 12 additional illuminated, programmable keys. Like keys on the phone, these keys can be programmed and used according to your needs page 19.

You can attach up to two OpenStage Key Module 40s to your OpenStage 40 T. To operate an OpenStage Key Module 40, you always require a power supply unit page 2 14 Getting to know your OpenStage phone OpenStage Key Module 15 The OpenStage Key Module 15 is a key module attached to the side of the phone that provides an additional 18 illuminated, programmable sensor keys. Like keys on the phone, these keys can be programmed and used according to your needs You can only attach one OpenStage Key Module 15 to your OpenStage 40. You cannot mix the OpenStage Key Module 15 with the OpenStage Key

Module 40. 15 Getting to know your OpenStage phone OpenStage Busy lamp field 40 Your OpenStage 40 T can be configured as an attendant console in conjunction with an OpenStage Busy lamp field 40 (ask your service personnel). The OpenStage Busy lamp field 40 is a key module attached to the side of the phone, that provides 90 illuminated, programmable keys. Like keys on the phone, these keys can be programmed and used according to your needs page 19. You can attach one OpenStage Busy lamp field 40 to your OpenStage 40 T. Key label Your OpenStage Busy lamp field 40 is delivered with label strips. Write functions or names in the white fields on the label strips.

Alternatively, you can use the Key Labeling Tool to conveniently create new label strips. You can find this including instructions at <http://wiki>. Lay the labeled strips on the key fields and place the transparent cover over them (rough side up). 16 Getting to know your OpenStage phone Keys Function keys Key Function when key is pressed , Redialing s End (disconnect) call page 37. [1] If the LED key flashes on the phone, your phone was configured as a forwarding destination.

17 Getting to know your OpenStage phone 5-way navigator Remove the protective film from the ring around the 5-way navigator before using the phone. With this control, you can manage most of your phone's functions, as well as its made, your OpenStage 40 T is in idle mode. Rüscher Stahl, Ing Sensor key labels page 78 F 07 K 100168 220870 S g Alerts (messages, call forwarding active) Open the idle menu page 23 Own phone number Layer 2 The left area contains the status bar on the first line, followed by a five-line field for additional displays. ? A logo is displayed in the middle; it can be set up by your service personnel. Icons that appear under the logo inform you about callback requests, voice messages, and activated call forwarding.

The right area shows the labels of programmable sensor keys. The "Do not disturb" function is activated The phone lock is activated page 86. You received new voice messages Call forwarding is active page 41. page 26. 22 Getting to know your OpenStage phone Idle menu When in idle mode, press a key on the 5-way navigator page 18 to display the idle menu. You can call up various functions here. it includes selected functions from the Program/Service menu page 28. The idle menu may contain the following entries: • Caller list • Forwarding on • Lock phone • DND on[1] • Advisory msg. On • Ringer cutoff on • Send message • View sent message[2] • View callbacks[3] • Directory • HF answerback on • Suppress call ID • Waiting tone off • DISA intern [1] Must be activated by service personnel. [2] Only appears when there are messages that the recipient has not yet viewed [3] Only appears if callback requests are saved 23 Getting to know your OpenStage phone Telephony dialogs Connection-dependent conditions and situations, e.

g. When your telephone rings, when dialing a number, or during a call, are depicted graphically on the display. Situation-dependent functions that automatically appear on the display can be selected and activated with the 5-way navigator page 18. The scope and type of functions that may be offered automatically varies.



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When an arrow appears to the right of a selected entry, then another menu level is available, which you can select with the *i* or *c* keys page 18. Appearance during dialing Example: You have deactivated "Call preparation" the handset, or pressed the speaker key. 07 Status Stored numbers Appearance during en-bloc dialing Example: You have deactivated "Call preparation" ing a number. 07 Digits already entered Dial the phone number Cancel entry 22 Please dial Cancel 24 Getting to know your OpenStage phone Appearance during an ongoing call Example: You are connected with a caller. Icon indicating call status Smith Michael 100168 Consultation Start conference Start transfer Directory 3:16 Call duration Current connection Options relevant to situation; scroll bar shows that more options are available. Icons for frequent call states Icon Explanation The call is active.

the call has been disconnected. You have placed the call on hold (e. Your call partner has placed the call on hold. Detailed descriptions of the various functions can be found in the sections "Making calls – basic functions" page 32 and "Making calls – enhanced phone functions" page 46. 25 Getting to know your OpenStage phone Mailbox Depending on the type and configuration of your communications platform (contact the relevant service personnel), messages from services, such as, HiPath Xpressions are displayed in this application in addition to messages received.

Messages You can send short text messages to individual internal stations or groups. In idle mode (page 22) the following signals alert you to the presence of new messages: • • O key LED lights up Display page 22. Press the mailbox key O. example: Caller ID Msg. From: Coco Chanel Message sent Call sender Delete Exit Possible functions For a description of how to edit the entries page 91.

Voicemail If your telephone is connected to a voicemail system (such as Entry Voice Mail), the Mailbox key will also light up to alert you to any messages that have arrived. To play back your voicemail, follow the instructions on the display. 26 Getting to know your OpenStage phone Caller list If you are unable to accept an external or internal call, the call attempt is stored in the caller list. You can also store external calls that you have answered in the caller list (contact your service personnel). Your telephone stores up to ten calls in chronological order. Each call is assigned a time stamp. The most recent entry not yet answered in the list is displayed first. Multiple calls from the same caller do not automatically generate new entries in the caller list. Instead, only the most recent time stamp for this caller is updated and its number incremented. the caller list is automatically displayed page 51.

Page 23 in the idle menu Callers with suppressed numbers cannot be saved in the call log. Information is displayed regarding the caller and the time at which the call was placed. Nov 08 Call Own ID Caller ID Number of calls, time, date Possible functions For a description of how to edit the caller list page 51. 27

Getting to know your OpenStage phone Menu With the menu key *N*, you can access your communications system's service menu or make telephony-related settings. The LEDs associated with the menu key *N* and the loudspeaker key *n* stay red as long as you are in the menu. Menu Program/Service Block Dialing

Call Pop Up g Off g On g Program/Service menu Accessing the menu There are three ways to open the Program/Service menu on your communication system: 1. Press the menu key *N* and confirm the selected entry "Service Menü" with the key *i*. 3. In idle mode, press (or) and the code for the function you want. Feature key PIN and Authorization g g g The menu structure comprises several levels.

The first line in this structure shows the menu currently selected while the second line shows an option from this menu. An arrow next to an entry indicates additional options for this entry. For an overview of the maximum functions available, with corresponding codes, see page 136. 28 Getting to know your OpenStage phone Call preparation Activate the function "Call preparation" to use en-bloc dialing on your OpenStage 40 T. This means: You engage the line only after you have fully entered the number and confirmed.

Activate/deactivating en-bloc dialing Press the *N* menu key, select "Block Dialing On" or "Block Dialing Off" using the 5-way navigation key and confirm with *i*. example: "Call preparation" menu view. Block Dialing Block Dialing Block Dialing On On Off current status An example of the display during en-bloc dialing is on For a description of en-bloc dialing, see page 50. page 24. 29 Getting to know your OpenStage phone Call pop-up Activate the function "Call pop up" so that if you are on a call you are notified on the display by a popup about a second incoming call.

Activating/deactivating call pop up Prerequisite: "Second call" must be activated page 60. Press the *N* menu key, select "Call Pop Up On" or "Call Pop Up Off" using the 5-way navigation key and confirm with *i*. Showing and processing a second call Example: second call when call pop-up is on Smith Michael 100168 Y Jane Fonda Display 3:16 Information about current call Pop up window with caller ID for incoming call Show menu 1. While talking to the first party confirm the entry "Display" using the *i* key. 2. From the menu that appears, select an action for dealing with the second party: -----

Consultation page 39 Take call page 60 Start conference page 64 Start transfer page 40 Phonebook page 52 Put the call on hold Quit and return 30 Getting to know your OpenStage phone Audio accessories Press the *N* menu key and select entry Audio Zuhörer way navigator. Set the following options accordingly:

• "schnurloses Headset Aus" or • "schnurloses Headset Ein" or • "Konferenzeinrichtung Aus" or • "Konferenzeinrichtung Ein" and confirm using *i*. Audio Zuhörer using the 5- schnurloses Headset Konferenzeinrichtung Aus Aus 31 Basic functions Step by Step Basic functions Please read the introductory chapter "Getting to know your OpenStage phone" page 12 carefully before performing any of the steps described here on your phone. Answering a call Your OpenStage phone rings with the tone signal set when an incoming call is received. The call is also visually signaled on the call display.

□ When you receive an internal call, your telephone rings once every four seconds (single-tone sequence). When you receive an external call, your telephone rings twice in rapid succession every four seconds (dual-tone sequence). When you receive a call from the entrance telephone, your telephone rings three times in rapid succession every four seconds (triple-tone sequence).



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If a call is waiting, you hear a short tone (beep) every six seconds. Your service personnel can adjust the ring cadence for external and internal calls for you. In other words, different ring cadences can be set for different internal callers. If transmitted, calling party information (name, phone number) appears on the graphic display. An incoming call will interrupt any ongoing telephone setting operations. □ • • Answering a call via the handset The phone is ringing. The caller appears on the screen.

Keep pressing the key until the desired volume is set. ^ Lift the handset. 32 Basic functions Step by Step Answering a call via the loudspeaker (speakerphone mode) Suggestions for using speakerphone mode • Tell the other party that you are using speakerphone mode. □ The speakerphone works best at a low receiving volume. □ The ideal distance between the user and the telephone set in speakerphone mode is about 50 cm (approx).

The caller appears on the screen. n Press the key shown. The LED lights up. Keep pressing the key until the desired volume is set. ending a call n Press the key shown.

The LED goes out. s Press the key shown. Or Accepting a call via the headset Prerequisite: A headset is connected. Make sure your headset port is set up properly. the phone rings. The o key flashes. 33 Basic functions Step by Step Switching to speakerphone mode Prerequisite: You are conducting a call via the handset. N \ Hold down the key and replace the handset. Then release the key. Keep pressing the key until the desired volume is set.

(ask the service personnel), you do not have to hold down the loudspeaker key when replacing the handset to switch to speakerphone mode. Keep pressing the key until the desired volume is set. Switching to the handset Prerequisite: You are engaged in a call in speakerphone mode. Open listening during a call You can let other people in the room join in on the call. Let the other party know that you have turned on the speaker. Prerequisite: You are conducting a call via the handset. activating n Press the key shown. The LED lights up. deactivating n Press the key shown. The LED goes out.

External calls: Enter the external code and the station number. The called party does not answer or is busy \ Replace the handset. on-hook dialing j Internal calls: Enter the station number. External calls: Enter the external code and the station number. Your system may also be programmed so that you have to press the Internal key before you dial an internal number.

To call an external party, you have to enter an external code before dialing the party's telephone number (Prime Line is not active; contact your service personnel). The other party answers with speaker ^ Lift the handset. or On-hook dialing: Speakerphone mode. The called party does not answer or is busy n Press the key shown. The LED goes out.

35 Basic functions Step by Step Dialing with the headset connected j internal: Enter the station number. o The headset key lights up. The connection is established as soon as your input is complete. Make sure your headset port is set up properly. prerequisite: The headset is connected. External calls: Enter the external code and the station number. Dialing with DDS keys Prerequisite: You have saved a number on a DDS key page 77. S Press the key with a saved number. Or If the number is saved on the second layer, press the shift key first. You can press the DDS key during a call and automatically initiate a callback page 39.

36 Basic functions Step by Step Redialing a number The last ten external telephone numbers dialed are stored automatically. If this feature is configured (contact your service personnel), account codes entered are also saved page 82. You can redial them simply by pressing a key. Displaying and dialing saved station numbers, Press the key once to dial the last number dialed. Press the key twice to dial the next to the last number dialed. Press the key three times to dial the third-to-the-last number dialed. Or Next Call Keep selecting and confirming the option shown until the phone number you want appears. select and confirm the option shown. On a multi-line phone, the last number dialed on the primary line is always saved. Rejecting calls You can reject calls which you do not wish to take.

The call is then signaled at another definable telephone (contact your service personnel). the phone is ringing. The caller appears on the screen. s Press the key shown. Or Reject call Select and confirm the option shown.

If a call cannot be rejected, your telephone will continue to ring. The message "currently not possible" is displayed (e. Turning the microphone on and off To prevent the other party from listening in while you consult with someone in your office, you can temporarily switch off the handset microphone or the handsfree microphone. You can also switch on the handsfree microphone to answer an announcement via the telephone speaker (speaker call, page 47). The LED lights up.

or p Press the lit key. The LED goes out. 38 Basic functions Step by Step Calling a second party (consultation) You can call a second party while a call is in progress. Return to the first party: Return to held call or Quit and return select and confirm the option shown. confirm. Switching to the held party (alternating) Toggle/Connect Select and confirm the option shown. initiating a three-party conference Conference Select and confirm the option shown. Joining calling parties from a conference Leave conference Select and confirm the option shown. For more information on conferences, see page 64. 39 Basic functions Step by Step Transferring a call If the person you are speaking to wants to talk to another colleague of yours, you can transfer the call that colleague.

consultation Confirm. J Enter the number of the party to which you want to transfer the call. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 40 Basic functions Step by Step Call forwarding Using variable call forwarding You can immediately forward internal or external calls to different internal or external telephones (destinations). (External destinations require special configuration in the system.) When call forwarding is active, a special dial tone sounds when you lift the handset. If DID DTMF is active (contact your service personnel), you can also forward calls to this destination. destinations: fax = 870, DID = 871, fax DID = 872. The call forwarding key flashes if you are a call forwarding destination page 17. Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) page 117! r Press the key shown.

C Open the idle menu Forwarding on 1=all calls or 2=external calls only or 3=internal calls only Confirm, or page 23. select and confirm the option shown. Select and confirm the option shown, select and confirm the option shown. Deactivating call forwarding r Press the key shown. Or Forwarding off Select and confirm the option shown.



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41 Basic functions Step by Step Using call forwarding no reply (CFNR) Calls that are not answered after three rings (=default, can be adjusted by service personnel) or that are received while another call is ongoing can be automatically forwarded to a specified telephone.

If a phone number is already entered: Confirm. j Enter the destination number. □ • Save Enter the internal station number for internal destinations Enter the external code and the external station number for external destinations Confirm. Deactivating call forwarding no reply N Open the Program/Service menu Destinations CFNR off Delete or Exit g page 28. Confirm the option shown to deactivate and delete the forwarding destination.

Select and confirm to deactivate but not delete the forwarding destination. If CFNR is activated, when you hang up, "CFNR:" appears briefly on the display.

42 Basic functions Step by Step Call forwarding in the carrier network and forwarding multiple subscriber numbers (MSN) (not for U. s.) If this function has been configured (contact your service personnel), you can forward calls to your assigned multiple subscriber number (MSN) (DID number) directly within the carrier network. For example, you can forward your phone line to your home phone after business hours. N Open the Program/Service menu Destinations Trunk FWD on 1=immediate or 2=on no answer or 3=on busy g page 28. Confirm, select and confirm the option shown, select and confirm the option shown. j Enter your DID number. J Enter the destination number (without the external code).

save Confirm. Deactivating call forwarding Trunk FWD off Select and confirm the option shown. Confirm the displayed call forwarding type. j Enter your DID number. 43 Basic functions Step by Step Using callback You can request a callback if the internal station called is busy or if nobody answers. This also applies for external calls via ISDN exchanges. This feature saves you from having to make repeated attempts to reach the user. You receive a callback • When the other party is no longer busy, • When the user who did not answer has conducted another call. When configured (contact your service personnel), all callback requests are automatically deleted over night. Storing a callback Prerequisite: You have reached a busy line or no one answers. The LED lights up. R Press the programmed sensor key "Callback". The LED goes out. n Press the key shown. The LED goes out.

Or [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 45 Enhanced phone functions Step by Step Enhanced phone functions Answering calls Accepting a call with the headset o The LED flashes when a call is received. Or answer Confirm the option shown. Make sure your headset port is set up properly . The LED lights up. The LED goes out.

Accepting a specific call for your colleague You hear another telephone ring. The called party appears on the display. Select and confirm until the name/number of the required subscriber is displayed. confirm. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 46 Enhanced phone functions Step by Step or j If you know the number of the telephone that is ringing, enter it directly. Using the speakerphone A colleague addresses you directly over the speaker with a speaker call. You hear a tone before the announcement. The other party's name or station number appears on the screen. You can conduct the call with the handset or in speakerphone mode. ^ Lift the handset and answer the call.

Or Mute off or Press the "OK" key to confirm your selection and answer the call. P Press the key and answer the call. If handsfree answerback is enabled (see below), you do not need to switch on the microphone you can answer directly. You can answer immediately in speakerphone mode. Select and confirm the option shown, Select and confirm the option shown. 47 Enhanced phone functions Step by Step Answering calls from the entrance telephone and opening the door If an entrance telephone has been programmed, you can use your telephone to speak to someone at the entrance telephone and to activate a door opener. If you have the proper authorization (contact your service personnel), you can activate the door opener, enabling visitors to open the door themselves by entering a 5-digit code (using a DTMF transmitter or installed keypad). Speaking to visitors via the entrance telephone Prerequisite: Your telephone rings. ^ Lift the handset within thirty seconds. You are connected to the entrance telephone immediately.

Or ^ Lift the handset after more than thirty seconds. J Dial the entrance telephone number. Opening the door from your telephone during a call from the entrance telephone Open door Confirm. Opening the door from your telephone without calling the entrance telephone N Open the Program/Service menu More features Open door g page 28. J Dial the entrance telephone number.

Special features must be taken into consideration if your telephone operates with HiPath 5000 (system networking via PC network) page 117! 48 Enhanced phone functions Step by Step Opening the door with a code (at the door) j After ringing the bell, enter the five-digit code (using the keypad or a DTMF transmitter). Depending on how the door opener has been programmed, a doorbell call signal may or may not be forwarded. Activating the door opener N Open the Program/Service menu Feature Settings Door opener on g page 28. J Dial the entrance telephone number. Or 3=change password 1=enable with ring or 2=enable w/o ring You can also open the door without a doorbell ring.

Deactivating the door opener Select the displayed function and press the "OK" dialog key to change the code. Accepting a call from an answering machine If an answering machine is connected to your system (ask the responsible technician) and you have programmed the answering machine's internal number on a key page 72, you can accept the call from the answering machine. 49 Enhanced phone functions Step by Step Making calls En-bloc sending/correcting numbers You can enter the number without the number being dialed straight away. This means that you can correct the number if necessary. The station number is only dialed at your specific request. Dialing entered/displayed numbers External calls: Enter the external code and the station number. Correcting numbers entered A station number can only be corrected as it is being entered. Station numbers stored for number redial, for example, cannot be corrected. a Press. The last digit entered in each case is deleted.

j Enter the required digit(s). Canceling en-bloc sending Cancel or Select and confirm the option shown. n Press the key shown. The LED goes out. or s Press the key shown. 50 Enhanced phone functions Step by Step Using the caller list Detailed information, as well as a sample display entry are provided on page 27. Retrieving the caller list Prerequisite: Service personnel has set up a caller list for your telephone.



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The most recent entry is displayed on the screen. C Caller list 3x: Dalai Lama g bd To view other calls, confirm each subsequent display. The LED goes out. n Press the key shown. The LED goes out. Detailed view of a call Prerequisite: You have retrieved the caller list and the selected entry is displayed. page 27.

C Press to view detailed information, see the example on Next Select and confirm the option shown for a detailed view of further entries.

An advisory tone marks the end of the list. Dialing a station number from the caller list Prerequisite: You are viewing detailed information on an entry. call Confirm. Removing an entry from the caller list Prerequisite: You are viewing the detailed view of a call. delete Select and confirm the option shown. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 51 Enhanced phone functions Step by Step Dialing a number from the internal directory The internal directory contains all station numbers and system speed-dial numbers assigned to a name. Contact your service personnel to find out if one was configured for your system. Prerequisite: Names have been assigned to the station numbers stored in the system. The LED lights up. If several directories have been configured (not for HiPath 500): 1=internal Confirm. The first entry is displayed on the screen. or page 23. Or + or - Press the relevant key to select the next/previous entry or Scroll Next or Scroll Previous or select and confirm the option shown to see the next eight entries in the list select and confirm the option shown to see the previous eight entries in the list. J Enter the name you want to find, or just the first few letters, using the alphanumeric keypad page 20. The entry you wish to dial appears on the screen Call Select and confirm the option shown.

52 Enhanced phone functions Step by Step Using the LDAP directory (not for HiPath 500) If configured (ask your service personnel), you can search for directory data in the LDAP database and dial the number of any subscriber you find there. Prerequisite: The LDAP search feature has been configured in the system. The LED lights up. If several directories have been configured: Select and confirm the option shown. or page 23. Or j Enter the name you wish to search for using the keypad page 20 (max. 16 characters). You can enter an incomplete name, e. If configured (ask your service personnel), you can also search for surname and first name. To separate surname and first name by a space, enter "0".

You can enter incomplete names, e. The last letter entered is deleted. In large databases, the results of the search may be incomplete if too few characters are entered page 54. This may take a few seconds. 53 Enhanced phone functions Step by Step The result is displayed If only one name is found, it is displayed. call Confirm. If several names are found (max. If no name is found If your search does not yield any name corresponding to your query, you can extend the range of the search, e. Modify search Select and confirm the option shown. For further procedure, see above.

If too many names are found If more than the maximum of 50 names are found corresponding to your query, only an incomplete list of results can be displayed. You can view these results, select any of the names, or change the search string (e. g. Narrow the search by entering more characters). In this case it is advisable to narrow down the search so that all corresponding names can be displayed. show matches Confirm , to view the incomplete list. For further procedure, see above. or Narrow the search down. Modify search Select and confirm, in order to change the search string. For further procedure, see above.

Select and confirm the option shown, 54 Enhanced phone functions Step by Step Making calls using system speed-dial numbers Prerequisite: You know the system speed-dial numbers (consult your service personnel). N Open the Program/Service menu Use speed dialing page 28. Suffix-dialing j If necessary, you can suffix-dial additional digits (for example, the user's extension) at the end of the saved station number. If this feature is configured, a suffix is automatically dialed (for example, "0" for the exchange) if no entries are made within 4 or 5 seconds. Dialing with speed-dial keys Prerequisite: You have configured speed-dial keys page 55. N Open the Program/Service menu Use speed dialing page 28. Configure a speed-dial key You can program the keys 0 to 9 with ten frequently used phone numbers. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 55 Enhanced phone functions Step by Step j Press the required speed-dial key. If the key is already in use, the programmed phone number appears on the screen. confirm.

Change j First enter the external code and then the external station number. confirm. Or If you make a mistake: previous Next or Change or Delete or Exit and confirm the option shown. Save Talking to your colleague with a speaker call You can make a loudspeaker announcement through a loudspeaker if connected (ask your service personnel), or to an internal user with a system telephone without any action on their part. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 56 Enhanced phone functions Step by Step Talking to your colleague with discreet calling (not for HiPath 500) If this function has been configured (ask your service personnel), you can join an ongoing call conducted by an internal user at a system telephone with display.

You can listen in unnoticed and speak to the internal user without being overheard by the other party (discreet calling). Your service personnel can protect your telephone against discreet calling. Automatic connection setup (hotline) If this function is configured (contact your service personnel), the system automatically sets up a connection to a preset internal or external destination. ^ Lift the handset. Depending on the setting, the connection is either set up immediately or only after a preset period of time (hotline after a timeout).

Reserving a trunk If configured (ask your service personnel), you can reserve an occupied trunk for yourself. When the line is free, you receive a call and a note on the display. Reserved line is free: Your telephone rings and the display shows "Trunk is free". lift the handset. You will hear the dial tone. ^ j Enter the external phone number. 57 Enhanced phone functions Step by Step Assigning a station number (not for U. s.) If this function has been configured (contact your service personnel), you can selectively assign a specific number (DID number) to your telephone before making an external call. The assigned number then appears on the called party's display.

Zuweisen j Enter the DID number you wish to use. j Dial the external number. Associated dialing/dialing aid If this function has been configured (contact your service personnel), you can use a dialing aid to dial numbers and set up calls for your telephone.



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The operating procedure depends on whether the dialing aid is connected to the S0 bus or the a/b (T/R) port. You can also use your system telephone as a dialing aid for other telephones. Dialing aid on the S0 bus: ^ The speaker on your telephone is switched on. lift the handset when the other party answers. Dialing aid at the a/b (T/R) port: On the PC, select a destination and start dialing. "Lift the handset" appears on the PC screen. Dialing aid from your telephone for another telephone: N Open the Program/Service menu Associated dial page 28.

select and confirm the option shown. J Enter the internal station number ("Dial for:"). [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 58 Enhanced phone functions Step by Step j Enter the number you wish to dial. 59 Enhanced phone functions Step by Step During a call Using call waiting (second call) Callers can still reach you while you are engaged in another call. A signal alerts you to the waiting call.

You can ignore or accept the second call. When you accept the waiting call, you can either end the first call or place it on hold and resume the call later on. You can block the second call or the signal tone (page 61). Prerequisite: You are engaged in a phone call and hear a tone (every six seconds). When the function "Call pop up" is activated, a notification window appears page 30.

Ending the first call and answering the waiting call: Placing the first call on hold and answering the second call: Call waiting Select and confirm the option shown. You are immediately connected to the second caller. the first party is placed on hold. Ending the second call and resuming the first one: Quit and return or Confirm. You are reconnected with the first party. 60 Enhanced phone functions Step by Step Preventing and allowing call waiting (automatic camp-on) If this function has been configured (ask your service personnel), you can prevent or allow a second call page 60 from being signaled by automatic camp-on during an ongoing call. Select and confirm the option shown[1], select and confirm the option shown. Turning the call waiting tone on and off You can suppress the call waiting tone (every six seconds) for external calls. A one-time special dial tone then alerts you to the waiting call. Activating the call waiting tone c Open the idle menu Waiting tone on page 23.

select and confirm the option shown. Deactivating the call waiting tone c Open the idle menu Waiting tone off page 23. select and confirm the option shown. Saving a number You can save your call partner's station number for subsequent redialing from the caller list page 51. Prerequisite: You are on a call or an external station is being called. save number Confirm. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 61

Enhanced phone functions Step by Step Parking a call You can park up to ten calls, either internal, external, or both. Parked calls can be displayed on and picked up from another telephone. This feature is useful if you want to continue a call at another phone. 9 Enter the number of the park slot (0 - 9) and make a note of it.

If the park slot number you entered is not displayed, it is already in use; enter another one. Retrieving a parked call Prerequisite: One or more calls have been parked. 9 Enter the park slot number you noted earlier. If the park slot number you enter is not in use, you cannot retrieve the call. If a parked call is not picked up, after a specific period of time the call is returned to the telephone from where it was parked (recall).

[1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 62 Enhanced phone functions Step by Step Holding external calls If you have programmed a hold key on your phone page 72, you can put external calls on hold. Then all other stations can accept the call on the assigned trunk. If available, the LED of the assigned trunk key flashes slowly. if nec. \ or s Replace the handset or press the key shown.

Accepting call on hold Depending on the configuration, this may be necessary so other members can also pick up the call on hold. Prerequisite: One or more calls are on hold. the phone is idle. N Open the Program/Service menu Retrieve line or page 28. select and confirm the option shown. S If the "Retrieve" or page 72 key is available, press it. j Enter the noted trunk number. T If there is a "Line:" key available for the relevant trunk, this flashes slowly. press the key shown. 63 Enhanced phone functions Step by Step Conducting a conference In a conference call, you can talk to as many as four other parties at the same time.

these may be internal or external users. You can only add parties to or remove them from a conference if you initiated the conference. A tone sounds every 30 seconds to indicate that a conference is in progress. If the second party does not answer Return to held call Confirm. To display other parties, confirm each subsequent display. To exit the list: Select and confirm the option shown. Removing parties from the conference You are connected to a conference and wish to disconnect one of the participants. 23189 Coco g Remove party Select and confirm the party you want. \ Replace the handset, if this feature is configured (contact your service personnel). \ Replace the handset, if this feature is configured (contact your service personnel).

Removing the ISDN central office party from the conference Conference g Drop last conf. J You can use the keys 0 through 9,) and (to transmit DTMF signals. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 65 Enhanced phone functions Step by Step Ending the call also deactivates DTMF suffix dialing. Your system may be configured so that you can start DTMF suffix-dialing immediately after setting up a connection. 66

Enhanced phone functions Step by Step Recording a call If configured (contact your service personnel for details), you can record an active call. Prerequisite: You are on a call, the "Recording" key is configured page 72. s Press the "Recording" key. The LED lights up. You and the other party hear an announcement that recording has started and as long as recording is still running, you hear an acoustic signal approx. every 15 seconds.

During recording, it is not possible to add further call parties. @@ the LED goes out. @@@@ @Speaker call Select and confirm the option shown. @@@@ @J Enter the service code and/or telephone number. @@It is important that you reach the called party. camp-on Wait (approx. @@The called party can then respond page 60. The called party can prevent automatic call waiting page 61. @@@@ @It is important that you reach the called party. override Select and confirm the option shown.

@@@@ You can now start talking. @@@@ @@@@ @J Enter the destination number (temporary night answer service). save Confirm.



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Deactivating Night answer off Select and confirm the option shown. @@@@71 Enhanced phone functions Step by Step Programming a sensor key You can program frequently used functions, station numbers or procedures on your OpenStage 40 T's sensor keys. Example: Programming the Shift key S Hold down the key shown. Save incomplete Select and confirm the option shown. With "Call forwarding") cannot be saved completely. This means that when later initiating the function by pressing the button, further inputs are required. Exit or Another key Select and confirm the option shown.

The label appears automatically and cannot be altered. The LED displays page 19 and status of the function. 72 Enhanced phone functions Step by Step Overview of functions The functions are split into the following menus: •Destinations •Feature Settings •PIN and Authorization •Calls •More features The available functions depend on your configuration. If a function is missing, contact your service personnel. Saved function LED messages Call forwarding, Forwarding - trunk, Forward Line, Night answer, Do not disturb, Telephone lock, Advisory message, Ringer cutoff, HF answerback on/off, Join/leave group, Caller ID suppression, Call wait.

term. , Waiting tone off, Ring Transfer, Recording, Door opener on/off, Control Relay (only for HiPath 3000), Ringing group on, Shift Key, UCD (Available on/off, Work on/off), Night answer on/off, MULAP Privacy Release: Saved function is not activated. saved function is activated. Callback: S R S You have no entry for callback. R You have an entry for callback.

T Flashing quickly - I'm being called, please accept. Reptial key (Internal), Direct station select: Flashing slowly - another party is being called and has not yet answered. Call key, General call key, Trunk key, MULAP Key, Temporary MSN: No call via corresponding trunk. Active call via the corresponding trunk. is possible by pressing the sensor key. Flashing slowly - a call is placed on hold on the relevant trunk. S R T Flashing quickly - call on the relevant trunk, call pickup 73 Enhanced phone functions Step by Step S At least one trunk is free. R All lines in this trunk group are occupied. S No chargeable calls have been set up since the last R Chargeable calls have been set up since the last check. T Flashing slowly - your line is a call forwarding destination.

call forwarding , Forward Line: check. View call charges: Trunk group key: S No fax received or no message on the answering maR Fax received or message on the answering machine. Fax details: T Flashing quickly - callers waiting (certain number is exceeded). Flashing quickly - callers waiting (certain number is reached). The following functions programmed on keys do not have a LED function: Reptial key (external), Procedure key, Trace call, Speed dial, Clear, Lock all phones, Send message, Directory (1=internal, 2=LDAP (not for HiPath 500), Call waiting, Toggle/Connect, Conference, Speaker call, Retrieve line, Reserve trunk, Release trunk, Temporary Phone, Override, Park a call, Pickup - directed, Pickup - group, Account code, Show call charges, Page (not for HiPath 500), Answer page, Timed reminder, Open door, DTMF dialing, Recall-key, Room monitor, Hold key, Consult internal, Consultation, Associated dial, Associated serv. 74 Enhanced phone functions Step by Step Programming a procedure key Numbers and functions which require further input, i. e. Which contain several operating steps, can be saved on a key on your telephone. The relevant service personnel must be granted appropriate authorization For example the function "Associated dial" page 58 together with the required input (number of the phone to for which the call should be made and the number to be dialed) can be saved on a sensor key. Numbers which require further input can also be saved.

Example: *67 231 123456 *67 Code for associated dial 231 Number of the phone to for which the call should be made 12345 the number to be called. if nec. S Press "Pause" to enter pauses (a "P" appears on the display). confirm. Or If you make a mistake: Save previous Exit Select and confirm the option shown.

75 Enhanced phone functions Step by Step or Another key Select and confirm the option shown. Select the saved procedure by pressing the key. Procedures with activatable/deactivatable functions are activated with one press of the button and deactivated with the next. You can press the procedure key during a call to automatically send the saved digits as DTMF signals page 65. For display messages when saving procedures, see page 128.

76 Enhanced phone functions Step by Step Configuring reptial keys You can also program internal and external station numbers on the second level. The LED function is not available for internal station numbers on the second level. To program the second level, you must program a "Shift" key page 72. You dial the saved number by pressing the key page 36. You can also save a number during a call. 77 Enhanced phone functions Step by Step Changing the label The label set when a reptial key was programmed can also be subsequently changed. You cannot change the labels on function keys. Changing the label S Hold down the key shown. Adapt the contrast of the key label to your surroundings page 123. 78 Enhanced phone functions Step by Step Deleting sensor key programming L Deleting a function/phone number/label S Press and hold the required sensor key.

Clear key Select and confirm the option shown. 79 Displaying and assigning call charges Step by Step Displaying and assigning call charges Displaying call charges (not for U. s.) For the current call Call charges are shown by default on the display when a call ends. If you want to display call charges as they occur during a chargeable call, your service personnel must request this option from the network operator. Call charge display must be requested from the network operator and configured by the relevant service personnel. Depending on the setting, call charges are displayed during or after a call. Depending on the network operator, free external calls are also displayed. The message "Free of Charge" appears on the screen either before or during the call. If the cost indication facility has not been installed, the display will show the dialed number and/or the length of the telephone call.

If a call is forwarded, call charges are assigned to the destination of the call transfer operation. For all calls and for the last call Connection charges for the last chargeable call made are displayed first. After five seconds, the accumulated connection charge (total) is displayed. N Open the Program/Service menu More features Show call charges g page 28. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 80 Displaying and assigning call charges Step by Step Displaying call charges for another telephone (not for U.

s.) If configured (contact your service personnel), you can also display and print chargeable calls for another phone (for instance for a pay phone).



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Prerequisite: You have programmed the function "Show call charges" on a key page 72. The LED lights up to indicate that a you have conducted a chargeable call since the last time you viewed the charges. Next Print or Clear or Add l information or Exit select and confirm the option shown. Select and confirm the option shown, select and confirm the option shown, Press to display further chargeable calls. Select and confirm the option shown, 81 Displaying and assigning call charges Step by Step Dialing with call charge assignment You can assign external calls to certain projects. Prerequisite: Your service personnel have defined account codes for you. May be necessary, depending on configuration; contact your service personnel. J Enter the external phone number. You can also enter the account code during a call. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 82 Privacy/security Step by Step Privacy/security Turning ringer cutoff on and off If you do not wish to take calls, you can activate the ringer cutoff function. Calls are only identified by one ring signal, an indication on the display, and a key which has been programmed to flash (such as a trunk key). C Open the idle menu Ringer cutoff off Confirm. page 23.

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, external callers are connected to another phone, which you can specify (contact your service personnel). C Open the idle menu DND off Confirm. page 23. When you lift the handset, you will hear a special tone (continuous buzzing) reminding you that "Do not disturb" is activated. Authorized internal callers automatically override the DND feature after five seconds. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 83 Privacy/security Step by Step Caller ID suppression You can prevent your station number or name from appearing on the displays of external parties you call. The feature remains active until you deactivate it. Activating c Open the idle menu Suppress call ID Deactivate page 23. Your service personnel can activate/deactivate caller ID suppression for all phones.

Silent Monitor (not for HiPath 500) When configured (ask responsible service personnel), you can join in an on-going call conducted by an internal user and monitor silently and unnoticed. 84 Privacy/security Step by Step Monitoring a room You can use a phone to monitor a room. This function must be enabled on the monitoring phone. When you call this phone, you can immediately hear what is happening in that room. Activating the telephone to be monitored N Open the Program/Service menu Room monitor page 28. select and confirm the option shown. You can either leave the telephone in speakerphone mode or lift the handset and leave it directed towards the noise source. Deactivating the telephone to be monitored N Press the lit key. The LED goes out. or \ Replace the handset.

Monitoring the room j Enter the internal station number of the phone located in the room that you wish to monitor. You can record the caller's phone number during a call or up to 30 seconds after a call. In this case, you should not hang up. If the trace is successful, the transmitted data is stored by your network operator. contact your service personnel. 85 Privacy/security Step by Step Locking the telephone to prevent unauthorized use You can prevent unauthorized parties from using your phone during your absence. You can see whether the function is activated or deactivated from the corresponding icon in the status bar on the display page 22. Locking the phone (Hold down the key shown. The padlock icon appears on the status bar When the phone is locked, a special dial tone sounds when the handset is lifted. Within the system, users can make calls as normal.

*Your phone can also be locked or unlocked by an authorized party page 87. Unlocking the phone (Hold down the key shown. 86 Privacy/security Step by Step Locking another telephone to prevent unauthorized use If configured (contact your service personnel), you can lock and unlock other telephones against unauthorized access. If a phone user locks his or her phone and forgets the personal lock code, you can use this function to unlock the phone. J Enter the internal station number of the phone you wish to lock/unlock. Confirm, or #=unlock phone select and confirm the option shown. *=lock phone 87 Privacy/security Step by Step Saving your PIN Enter the code to use the functions •for protecting your phone against unauthorized use page 86 •for using another telephone like your own page 93 • Change number page 93 You can save this code. If you forget your code, contact your service personnel to have the default code restored. If you have not yet set a PIN, use "00000" the first time. [1] "Differing display view in a HiPath 4000 environment (not for HiPath 500)" page 127 88 More functions/services Step by Step More functions/services Appointments function You can configure your phone to call you to remind you about appointments page 90.*

You must save the required call times. You can enter a single appointment that will take place in the next twenty-four hours or you can enter a daily recurring appointment. J Enter a 4-digit time, such as 0905 for 9. 2 or 7 If the selected language is "US English" you can enter the code 2 for "am" or 7 for "pm" (default = "am"). One time only or Daily Save Select and confirm the option shown.

Timed reminder off Delete or Exit Select and confirm the option shown. 89 More functions/services Step by Step Using timed reminders Prerequisite: You have saved a reminder The saved time arrives. The appointment time is displayed. If you do not answer the timed reminder, it is repeated five times and then deleted. Sending a message You can send short text messages to individual stations or groups of stations with system telephones.

Creating and sending a message c Open the idle menu Send message page 23. select and confirm the option shown. J Enter the internal station number of the recipient or 0=Please callback or group. Or Enter message text The code is shown on your display with the corresponding message. Transmitted text messages are saved as callback requests on system telephones with no display and on ISDN, pulse or tone dialing telephones. 90 More functions/services Step by Step Displaying and deleting messages you have sent Prerequisite: The recipient has not yet accepted a sent message. The sender's caller ID appears in the first line on the display, see the example on page 26. message sent Confirm. The text message appears on the display. Viewing the transmission time Time/date sent Confirm.

Calling the sender Call sender Select and confirm the option shown. deleting messages Delete Select and confirm the option shown.



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