# Documentation

## HiPath 8000
## OpenStage 20

### Quick Reference Guide

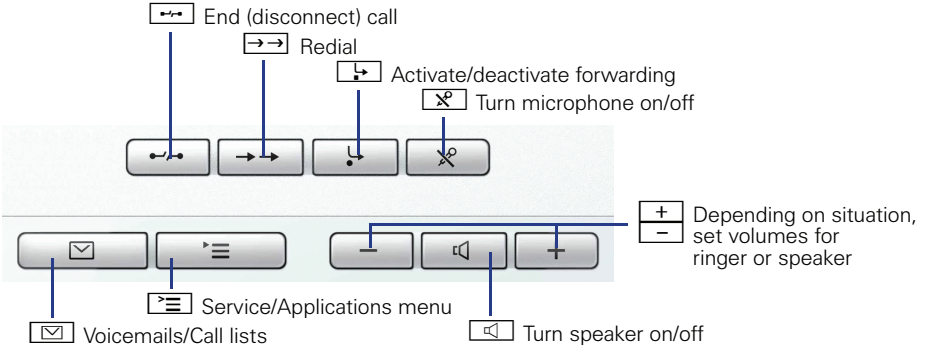
Communication for the open minded

Siemens Enterprise Communications
www.siemens.com/open

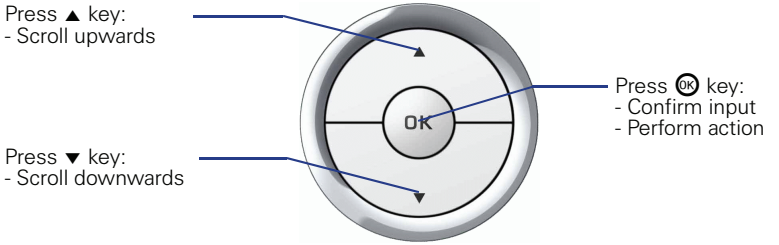
SIEMENS

# Using Your Telephone

## Function Keys and Audio Keys

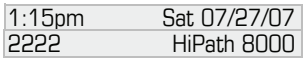



## 3-way Navigator

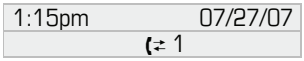


# Display

## Components




Time and Date
Own telephone number and menu icon




Time and Date
A new entry in the call lists

# Entering Phone Numbers and Text

## Keypad

In situations where text entry is possible, you can use the dial keys to enter text, punctuation and special characters. To do this, press the numerical keys repeatedly.

Extra asterisk and pound key functions:

| Key | Function during text input | Function when held down |
|---|---|---|
| * | Write special characters | Deactivate the ring tone. |
| # | Switch between upper/lower case and digit entry. | Activate telephone lock. |

# Important Operating Procedures

| | | | |
|---|---|---|---|
| | Lift handset | | Enter text or number |
| | Replace handset | | Select entry |
| | Conduct call | | Open context menu |
| | Ring tone/call waiting tone | ▷ | Next step in procedure |

## In Idle State

### Answering a call with the handset

▷

### Answering a call in speakerphone mode

▷

### Rejecting a call

▷ "Reject" OK

### Deflecting a call

▷ "Deflect" OK ▷ destination phone number OK

### Dialing from the caller list

▷ "CallLog" OK ▷ "Missed", "Dialled", "Received" or "Forwarded" OK
▷ desired entry OK ▷ "Dial" OK

### Activating callback

destination phone number OK ▷ if no answer or busy: "Call back" OK

### Redialing a number

"Dialled" ▷ desired number OK ▷

### Programming call forwarding

▷ "Edit call forwarding" OK ▷ "Destination" (e. g. under "All calls") OK ▷ "Edit favourites" OK ▷ "Destination 1" OK ▷ phone number OK
▷ "Options = Save & Exit" OK ▷ "Save & Exit“ OK
▷ „Destination“ (under required forwarding type, e.g. „All calls“) OK
▷ Select number OK ▷ Selected forwarding type, e.g. „All calls“ OK
▷ „On“ OK ▷ „Options = Save & Exit“ OK ▷ „Save & Exit“ OK

### Turning call forwarding on/off for all calls

# During Calls with a Party A

### Switching to speakerphone mode

Hold down [speaker] ▷ [handset] (US only: [speaker] ▷ [handset])

### Consultation

▲▼ "Consultation" [OK] ▷ [keypad] phone number for party B [OK] ▷ party B ▷ ▲▼ "Disconnect & return" [OK] ▷ party A

### Accepting call waiting

Call waiting tone ▷ ▲▼"Accept" [OK] ▷ party B ▷ ▲▼ "Disconnect & return" [OK] ▷ party A

### Deflect call on call waiting

Call waiting tone ▷ ▲▼ "Deflect" [OK] ▷ [keypad] phone number for party B [OK] ▷ party A

### Start conference

"Consultation" [OK] ▷ [keypad] phone number for party B [OK] ▷ party B ▷ ▲▼ "Conference" [OK] ▷ party A and B

### Start conference on call waiting

call waiting tone ▷ ▲▼ "Accept" [OK] ▷ party B ▷ ▲▼ "Conference" [OK] ▷ party A and B

### Blind transfer to party B

▲▼ "Consultation" [OK] ▷ [keypad] destination phone number [OK] ▷ [handset]

### Transfer after consultation

▲▼ "Consultation" [OK] ▷ [keypad] phone number for party B [OK] ▷ party B ▷ [handset]

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## Communication for the open minded

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