Documentation

HiPath 500, HiPath 2000, HiPath 3000, HiPath 5000
HiPath 4000, HiPath OpenOffice ME
OpenStage 20
OpenStage 20 T

Quick Reference Guide

Communication for the open minded

Siemens Enterprise Communications
www.siemens.com/open
Using Your Telephone

Function Keys and Audio Keys

- ✔️ End (disconnect) call
- ➡️ Redial
- ➠ Activate/deactivate forwarding
- 🎤 Turn microphone on/off

Depending on situation, set volumes for ringer or speaker

Press ✔️ key:
- Confirm input
- Perform action

Press 🔫 key:
- Scroll upwards

Press 🔫 key:
- Scroll downwards

Voicemails/Call lists
Service menu
Turn speaker on/off
Display

Components

<table>
<thead>
<tr>
<th>Time and Date</th>
<th>Function during text input</th>
<th>Function when held down</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:15pm</td>
<td>Sat 06/27/</td>
<td>Time and Date</td>
</tr>
<tr>
<td>2222</td>
<td>Own telephone number and menu icon</td>
<td></td>
</tr>
<tr>
<td>1:15pm</td>
<td>06/27/</td>
<td>Time and Date</td>
</tr>
<tr>
<td>▼</td>
<td>A new entry in the call lists</td>
<td></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Key</th>
<th>Function during text input</th>
<th>Function when held down</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Write special characters</td>
<td>Deactivate the ring tone.</td>
</tr>
<tr>
<td>#</td>
<td>Switch between upper/lower case and digit entry.</td>
<td>Activate telephone lock.</td>
</tr>
</tbody>
</table>
Important Operating Procedures

HiPath 4000

In Idle State

Answering a call with the handset

Answering a call in speakerphone mode

Dialing from the caller list

Activating callback

Redialing a number

Programming call forwarding

Turning call forwarding (fixed call forwarding:) on/off for all calls
During Calls with a Party A

Switching to speakerphone mode
Hold down \[ "Consultation?" \] [phone number for party B] \[ "Release and return?" \] (US only: \[ "Consultation?" \] [phone number for party B] \[ "Release and return?" \])

Consultation
\[ "Consultation?" \] [phone number for party B] \[ "Release and return?" \] [party A]

Accepting call waiting
\[ "Answer camp-on?" \] [party B] \[ "Release and return?" \] [party A]

Start conference
\[ "Start conference?" \] [phone number for party B] \[ "Conference?" \] [party A and B]

Start conference on call waiting
\[ "Answer camp-on?" \] [party B] \[ "Conference?" \] [party A and B]

Blind transfer to party B
\[ "Consultation?" \] [destination phone number]

Transfer after consultation
\[ "Consultation?" \] [phone number for party B] [party B]
Important Operating Procedures

HiPath 500/2000/3000/5000,
HiPath OpenStage ME

In Idle State

Answering a call with the handset

Answering a call in speakerphone mode

Rejecting a call

Activating callback

Redialing a number

Programming call forwarding
HiPath 500/2000/3000/5000, HiPath OpenStage ME
Important Operating Procedures

During Calls with a Party A

Switching to speakerphone mode
Hold down \( n \) \( Z \) (US only: \( n \) \( Z \) \( Z \))

Consultation
\( \text{“Consultation?”} \) \( Z \) \( \text{phone number for party B} \) \( Z \) \( \text{party B} \)
\( Z \) \( \text{“Release and return?”} \) \( Z \) \( \text{party A} \)

Start conference
\( \text{“Start conference?” or “Consultation?”} \) \( Z \) \( \text{phone number for party B} \) \( Z \) \( \text{party B} \)
\( Z \) \( \text{“Conference?”} \) \( Z \) \( \text{party A and B} \)

Blind transfer to party B
\( \text{“Consultation?”} \) \( Z \) \( \text{destination phone number} \)

Transfer after consultation
\( \text{“Consultation?”} \) \( Z \) \( \text{phone number for party B} \) \( Z \) \( \text{party B} \)
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