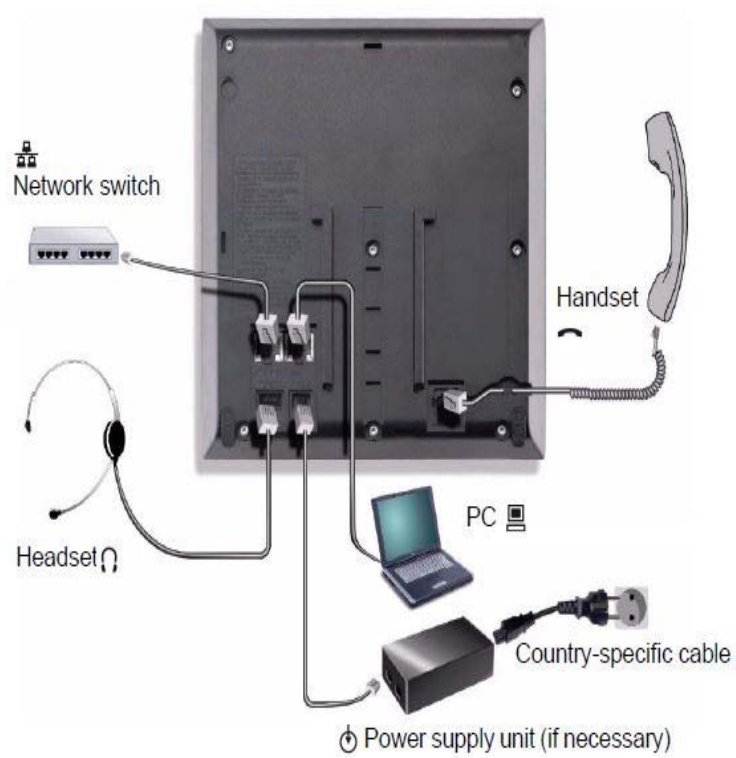


The user interface of your OpenScope Desk Phone IP 35G



1	You can make and receive calls as normal using the handset .
2	The display provides intuitive support for telephone operation (two lines with up to 33 characters each).
3	<p>The function keys (cannot be reprogrammed) allow you to call up the following frequently used functions during a call:</p> <p>Messages: Open the mailbox</p> <p>Settings: Open the menu</p> <p>Speaker: Activate/deactivate the speakerphone function.</p> <p>Headset: Activate/deactivate the headset function.</p> <p>Vol. + and Vol. -: Increase/reduce the volume of the loudspeaker/headset; set the contrast lighter and darker.</p> <p>Mute: Activate/deactivate the microphone. This function is useful to prevent the other party from listening in under certain circumstances, for example when consulting with someone else in the room or in case of annoying background noise.</p> <p>Transfer: Transfer a call to another subscriber.</p> <p>Conference: Enable access to the conference functions.</p> <p>Hold: Hold or retrieve the active call.</p>
4	You can use the navigation keys to open the idle menu
5	The dialpad used to enter phone numbers
6	<p>Depending on how they are programmed, you can use the keys as follows:</p> <ul style="list-style-type: none"> • Function keys • Redial/Direct station selection key <p>Each key can be programmed with one function. You can also use the preassigned functions:</p> <ul style="list-style-type: none"> • Release Call • Redial • Call List
7	Incoming calls and new voicemails are visually signaled via the call display .

Ports on the underside of the phone



Unify 35G HFA Telephones

Q U I C K R E F E R E N C E G U I D E

FEATURE DESCRIPTIONS	DIALING INSTRUCTIONS
<p>CALL FORWARDING - ALTERNATE - Call forwarding (alternate) lets you temporarily redirect your incoming calls to another extension.</p>	<ul style="list-style-type: none"> - Press line key or pickup handset. - Press # 9 1 - Dial the number of the extension that you want to receive your calls. - Press # key. - Hang up. <p>To cancel forwarding:</p> <ul style="list-style-type: none"> - Press line key or pickup handset. - Press # # 9 1. - Hang up.
<p>CALL LOG - Allows you to view a log of unanswered, answered, and outgoing calls placed from your extension. Your telephone saves the last 6 outgoing and the last 12 incoming calls in chronological order. The display begins with the most recent entry in the log.</p>	<ul style="list-style-type: none"> - Scroll to CALL LOG using up and down arrow key - Press OK - Choose UNANSWERED CALL?, INCOMING CALLS?, OR OUTGOING CALLS? - Press OK to choose
<p>CALLBACK – Allows a user to request a position in queue when calling a busy or rings no answer.</p>	<p>When number you have dialed is busy or no answer display will show CALLBACK? Press the OK</p> <ul style="list-style-type: none"> - Hang up (your phone will ring back with triple ring after the person you have called makes a call or receives a call and has hung up) <p>To cancel:</p> <ul style="list-style-type: none"> - Scroll to View Active Features? - Press OK - Display Callbacks? - Press OK - Scroll to Delete? - Press OK
<p>CONFERENCE - Allows you to conference up to eight parties (including yourself) on a call. (Seven of the the parties can be outside lines).</p>	<p>To set up a conference call:</p> <ul style="list-style-type: none"> - Dial the first extension number, or dial 8 and the outside number. - Scroll to START CONFERENCE - Press OK - Dial the next extension number, or dial 8 and the outside number. - Inform the called party that this is a conference call. - Press the OK or select CONFERENCE? - Repeat steps to join additional parties. <p>To reconnect to the conference when a called party isn't joining:</p> <ul style="list-style-type: none"> - Scroll to return to conference - Press the OK. <p>To drop the last party:</p> <ul style="list-style-type: none"> - Scroll to REMOVE LAST PARTY? - Press OK
<p>CONSULTATION - Lets you talk privately with a second party while the first party is waiting on hold.</p>	<p>To consult with a second party during a call:</p> <ul style="list-style-type: none"> - Scroll to CONSULT? - Press OK - Dial the second party's number - Scroll to TOGGLE? - Press OK
<p>DO NOT DISTURB - or Feature Code</p> <p>To View If DND is active or not</p>	<p>To place in DND:</p> <ul style="list-style-type: none"> - Press DND key or Dial #5 to activate <p>To cancel DND</p> <ul style="list-style-type: none"> - Press DND key or Dial ##5 to deactivate - Scroll using arrow keys to View Active Features - Press OK
<p>HOLD - Feature puts a call on hold until you can return to it.</p>	<p>To put a call on hold while you answer another call or perform another task:</p> <ul style="list-style-type: none"> - Press the HOLD key. <p>To reconnect:</p> <ul style="list-style-type: none"> - Press the line key of the call on hold.

<p>LAST NUMBER REDIAL - Feature automatically redials the last extension or outside number (up to 16 digits) you dialed.</p>	<p>To call your saved number: - Pick up receiver to select LAST NUMBER REDIAL or line key? - Press OK</p>
<p>PICK-UP - Group Pick-up lets you answer a call on your phone that is ringing on any phone in a designated group of phones in your work area, without knowing the ringing extension's number. Direct Pick-up lets you answer a call to any extension, if you know the number. You can also use this feature to pick-up calls that are on hold at another extension.</p>	<p>To answer a call in Group Pick-up: - Get dial tone - Dial * * 3 or Press the Pick up Key twice</p> <p>To answer a call in Direct Pick-up: - Get dial tone - Dial * 3 or Pick Up Key - Dial the number of the ringing extension</p>
<p>Phone Settings - Adjust the volume and ring tone (16 settings) of your phone. Adjust the volume through your speaker. (NOTE: You must be on a call to adjust)</p>	<p>- Press + or - - Select either RING VOLUME(1) or RING PITCH(2) - Press OK - Press + or - to adjust setting. - Press OK to store setting.</p> <p>- Press + or - to adjust setting. - Press OK to store setting.</p>
<p>Reminder - You can program a timed reminder on your telephone to remind yourself of an important meeting or appointment.</p>	<p>- Scroll to PROGRAM/SERVICE? - Press OK - Scroll to REMINDER? - Press OK - Display will read NEW REMINDER? - Press OK - In put the desired time you would like alarm to sound - Press OK to SAVE?</p>
<p>Station Speed Dial - Station Speed Dial (STA SPD) lets you set up codes for your frequently called internal extensions and outside numbers. You can then dial a two-digit index speed number (00 - 29) instead of dialing the whole number.</p>	<p>To set or change a station speed code using a display phone. - Scroll to PROGRAM?SERVICE? - Press OK - Select DESTINATIONS? - Press OK - Scroll to SPEED DIAL FEATURES? - Press OK - Enter a index speed number 00 through 29 - Dial number to be stored - Select SAVE? - Press OK</p> <p>To make a station speed call - Dial #3 - Dial the two-digit index speed code</p>
<p>Transfer - The Transfer feature allows you to transfer a call from your telephone to another extension or outside number.</p>	<p>To transfer a call: - Ask the party to hold. - Press OK to START TRANSFER? - Dial the extension number. - When the party answers, announce the caller - Hang up. The transfer is complete</p> <p>To reconnect: - Before hanging up, scroll to release and return. - Press OK</p>

**FOR ASSISTANCE WITH YOUR OPTIPOINT TELEPHONE OR FEATURES,
CALL TELEPHONE SERVICES AT 4-9900.**