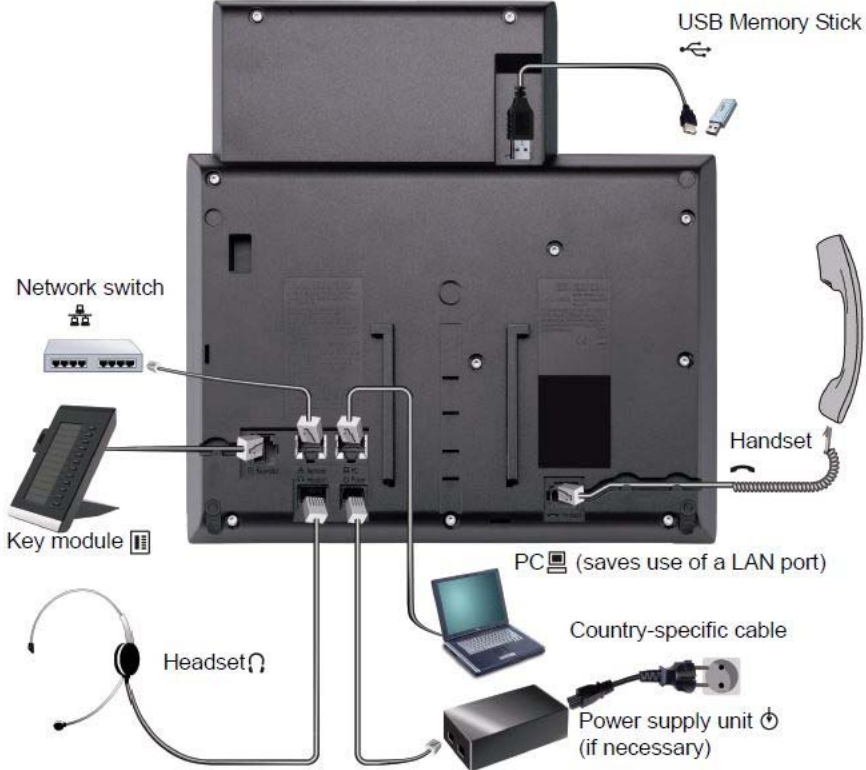


The user interface of your OpenScape Desk Phone IP 55G



1	You can make and receive calls as normal using the handset .
2	The large graphic display permits intuitive operation of the phone
3	The mode keys allow easy operation of the applications featured on your telephone. To select a tab within a function press the relevant key repeatedly until the required tab is displayed
4	Use the navigation block to navigate conveniently through the applications on your telephone
5	You can customize your telephone by assigning line and feature functions to the programmable keys
6	The function keys allow you to call up the most frequently used functions during a call (e.g. Disconnect/Release)
7	Audio keys are also available, allowing you to optimally configure the audio features of your telephone
8	The softkeys allow you to call up other situation-dependent functions (e.g. release/disconnect)
9	Incoming calls are visually signaled via the call display .
10	The dialpad can be used to enter phone numbers and write text

Ports on the underside of the phone



Unify 55G 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"> - Get a dial tone. - 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"> - Get a dial tone. - 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"> - Press call log Key to scroll thru the missed/dialed/received tab - Choose missed?, dialed?, OR received calls? - Use Arrows to choose number to be dialed - You can press details for date and time of call - Press dial to call number in log
<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 Callback Soft Key</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 - Press Cancel Soft Key or Ok to Delete?
<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. - Press START CONFERENCE Soft Key - Dial the next extension number, or dial 8 and the outside number. - Inform the called party that this is a conference call. - Press Conference Soft Key - Press Add to Conference Soft Key to add additional members - Press Conference Soft Key <p>To reconnect to the conference when a called party isn't joining:</p> <ul style="list-style-type: none"> - Select More Soft Key then Return to Conference Soft Key <p>To drop the last party:</p> <ul style="list-style-type: none"> - Scroll to member to drop - Press Drop Member Soft Key
<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"> - Press the CONSULT Soft Key - Dial the second party's number - Press TOGGLE Soft Key to go between calls
<p>DO NOT DISTURB - Forwards your calls directly to phonemail.</p>	<p>To place in DND:</p> <ul style="list-style-type: none"> - Press DND Key or Dial #5 to activate and your calls will be forwarded to your phonemail box <p>To cancel forwarding:</p> <ul style="list-style-type: none"> - Press DND Key again or Dial ##5
<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: - Press line Key or pickup receiver - Press Last number redial Soft Key</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 Pickup Key twice To answer a call in Group Pick-up: To answer a call in Direct Pick-up: - Get dial tone - Dial * 3 or * then Press Direct Pickup Soft Key - Dial the number of the ringing extension</p>
<p>Phone Settings - Adjust the ringer volume Adjust the volume through your handset (NOTE: You must be on a call to adjust)</p>	<p>- Press Vol + or Vol -</p>
<p>Phone Settings - Ringer Pitch</p>	<p>- Press services Key and arrow down to user - Press expand from menu on screen and enter password 123456 if prompted - Press Enter Soft Key - Ringer should be highlighted if not arrow to ringer - Press expand from menu on screen and arrow down to local ringer - Press open and scroll down to select ringer and hit select - Scroll down to pattern melody and select edit - As you scroll you will hear the different melody choices - Hit select to choose melody - Scroll down to pattern sequence and choose edit - Scroll thru choices and hit select then save and exit or no save - Press phone Key to exit to phone</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 - To Save press Save Soft Key?</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? Using left or right navigation arrow - 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 Soft Key? To make a station speed call using a display phone: - 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 START TRANSFER Soft Key - Dial the extension number. - When the party answers, announce the caller - Hang up. The transfer is complete To reconnect: - Before hanging up, press Rel and Return Soft Key</p>

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