### **Openscape Business**

### **OPENSTAGE 15 TELEPHONE**

Your Openstage telephone has a display to assist you. If you like the option that is displayed, press the   key. If you want a different choice, use the ⯅ ⯆ scroll keys to move to the next option.

Preprogrammed keys on your Openstage 15 telephone:-

**PROGRAM**  Service menu.

**MAILBOX**  Calls the voicemail to access your mailbox.

**LOUD SPEAKER ** Handsfree operation.

**VOLUME**  and  Changes the volume and handset settings.

The 8 keys on the right side of the telephone are programmed as:-

**(2) GENERAL CALL**  Incoming call answer and indication buttons.

**SPARE KEY**   Keys not programmed.

**REDIAL KEY**  Redials last external number dialed.

**PARK A CALL**  Places calls on hold in a Park position.

 10 locations from 0 – 9

**HOLD**  Places answered call on hold.

**RELEASE** Hangs the current call up / Releases the call.



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| **FUNCTION** | DESCRIPTION |
| **Phone Settings** | **To change the speaker volume of the handpiece.*** Whilst in conversation, press + or – key near handpiece.

**To change the ringer volume.*** With the handpiece in cradle press + button

Screen: Telephone Settings Ringer volume?.* Press:

Press + or – key until desired volume is reached.* Press: *to save.*

**To set the ringer tone.*** With the handpiece in cradle press + button.

Screen: Telephone Settings Ringer volume?* Scroll down ⯆so that Ringer tone? is on the screen.
* Press:
* Press + or – key until desired tone is reached.
* Press: *to save.*
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| **FUNCTION** | **DESCRIPTION** |
| **Internal Call** | Lift handset and dial the extension number you require, or use DSS (Direct Station Selection) key. |
| **External Call** | Lift handset **dial 0** for outside line, then dial the number you require. |
| **Answering Calls** | If the phone is ringing, lift the receiver. |
| **To Answer more than one call.** | You will have to decide whether you would like to:-Transfer call you are attending to – refer below.Place call on hold – refer below. |
| **(a) Transfer Call** | * Make sure “Enquiry?” is on the screen.
* Press key.
* Key in extension number, or use DSS key.
* Press **Release** key.

If the extension you are transferring to is busy or not answering the call, you can return to the call.* Make sure “Return to held call?” is on the screen.

Press  |
| **(b) Hold** | **To put 1st caller on hold.*** Make sure “Enquiry?” is on the screen.
* Press **Hold** key, then press **Release** key.

(Your 1st caller is on hold and a **line key** will flash slowly).You are now free to accept second call.**To get your 1st caller back.*** Press slow flashing **Line** key.
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| **Handsfree Operation** | * If speaking to caller using handpiece and you wish to use handsfree, press and hold **Loudspeaker** key until you place handpiece in cradle.
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| **FUNCTION** | **DESCRIPTION** |
| **Call Back** | If the internal extension you are trying to reach is busy or does not answer, you can store an automatic callback.* Make sure “Set Callback?” is on the screen.
* Press  **

To Cancel: Key in #58 on keypad.Screen: Callback : Ext no:Make sure “Delete?” is on the screen. Press  |
| **Programming DSS keys**(For extensions or outside numbers.) | You can program your spare keys on the phone to be DSS keys for numbers you regularly call.* Enter Code \*91

Screen: Press feature key * Press key you require to program

Screen: Not programmed. Change feature?* Press

Screen: Select feature Repdial key?* Press

Screen: Tel. no.:* Dial **0** for outside line then required number, or dial extension number.
* Make sure “Save entry?” is on the screen.
* Press

Screen: Saved End?Press  |
| **FUNCTION** | **DESCRIPTION** |
| **Voice Calling Announcement/****Intercom** | This function allows you to issue a loud speaker announcement to another internal extension. Pick up handpiece.Key in \*80 on key pad.Dial the extension number. Speak the announcement. The extension user hears a bleep tone followed by an announcement over the telephone loudspeaker.  |
| **Do Not Disturb** | Extension users can activate DND so that they can’t receive calls but can make calls. The main telephone should never be put into DND.To activate * \*97.

 To cancel * #97.
 |
| **Conference Calls** | You are able to have a conference with several telephones at once.* Dial required internal extension, or 0 then number for an external number.

Screen: Enquiry?* Press
* Dial 2nd required internal extension, or 0 then number for an external number.
* When called party answers scroll down ⯆ to: “Conference?”. 
* Press

 **If another party is required.** * Make sure “Add to party?” is highlighted on the screen.
* Press  then dial 3rd required internal extension or 0 then number for an external number.
* When called party answers, Scroll down ⯆ to: “Conference?”. 
* Press
 |
|  **FUNCTION** | **DESCRIPTION** |
| **Individual Speed Dialling -** **Stores 10 numbers****\*0 to \*9** | * Enter Code: \*92

 Screen: Abb. Dialling no:* Make sure “Next?” is on the screen.
* Press

 Screen: \*0 Next entry?* Scroll down⯆ so that “Change entry?” is on the screen.
* Press

Screen: \*0:* Dial 0 – for outside line, then required number.
* Make sure “Save entry?” is on the screen.
* Press

 Screen: \*0: (number) Next entry? * Press

 Screen: \*1: Next entry?* Scroll down⯆so that “Change entry?” is on the screen.
* Press
* Dial 0 – for outside line, then required number.
* Make sure “Save entry?” is on the screen.
* Press
* Repeat above process until all required speed dial numbers have been entered.

**To change Individual Speed Dial numbers**Enter Code \*92  Screen: Abb. Dialling no:* Make sure “Next?” is on the screen.
* Press

 Screen: \*0: (number)* Make sure “Next?” is on the screen if \*0 is not the speed dial you wish to change and Press 
* Repeat the last step until you reach the speed dial you wish to change.
* Scroll down⯆so that “Change entry?” is on the screen.

Press  Screen: \*0* Dial 0 – for outside line, then required number.
* Make sure “Save entry” is on the screen.
* Press

To quit System Administration.Press **Program/Service** Key.To dial a number using Individual Speed Dialling.Code \*7 then speed dial code (\*0 through to \*9). |
| **FUNCTION** | **DESCRIPTION** |
| **Group Speed Dialling –** **stores 1000 numbers from 000 to 999** | To program group speed dials it is necessary to start System Administration. This can **only** be done on the main phone. * Enter Code \*95

 Screen: System Administration user: * Press 1.
* Press

Screen: System Administration Ident/Password:* Press 1.
* Press

  Screen: System admin. -User: 11 System speed dial?.* Press

 Screen: 11 System speed dial 1 Speed dial number * Press

 Screen: 000:  + =Next? * Scroll down⯆so that \*=Change? is on the screen.
* Press

 Screen: Abb dial no: 000:* Key in 0 for outside line then required number.
* Make sure “Confirm?” is on the screen.
* Press

If entering more numbers:-Screen: 000: (number) + Next?* Make sure “+ Next?” is on the screen.
* Press
* Scroll down⯆so that \* Change? Is on the screen.
* Press

Screen: Abb dial no: 001* Key in 0 for outside line then required number.
* Make sure “Confirm?” is on the screen.
* Press
* Repeat above process until all required speed dial numbers have been entered.

To quit System Administration.Press **Program/Service** Key.To dial a number using Group Speed Dialling.Code \*7 then speed dial code (000 through to 999). |
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| **FUNCTION** | **DESCRIPTION** |
| **Call Forwarding/****Divert** | You can call forward your phone to another telephone.* With the handpiece in the cradle press the down⯆key until Forwarding on? is on the screen.

Screen: Forwarding on?* Press
* If you want to forward all calls make sure “1=all calls?” is on the screen or scroll down⯆so that your choice is on the screen.
* Press

Screen: all to:* Key in the extension number that calls are to be diverted to.

Screen: all to: (number)* Make sure “Save entry?” is on the screen.
* Press

**To cancel Call Forwarding/Diversion*** With the handpiece in the cradle press the down⯆key until Forwarding off? is on the screen.

Screen: Forwarding off?* Press
 |
| **Change Time** | You can change the system time and date but only on the main telephone.* Enter Code \*95

  Screen: System Administration User:* Press 1.
* Press 

Screen: System Administration Ident Password:* Press 1.
* Press 

Screen: System admin.-User 11 System speed dial? * Scroll down⯆so that “12 Time?” is on the screen.
* Press

Screen: Format: hhmm: \*=Change?* Press

Screen: Format hhmm: * Key in correct time in 24 hour format.
* Make sure “Confirm?” is on the screen.
* Press

Screen: Format: hhmm: (time) Date?* Press

Screen: System admin.-User 13=Date?* Press

Screen: Fromat: ddmmyy \*=Change?* Press
* Enter the date in the format ddmmyy
* Press

**To quit System Administration.**Press **Program/Service** Key. |
| **FUNCTION** | **DESCRIPTION** |
| **Call Transfer to****Network**(Note: This function needs to be programmed by a SATELCO technician) | You can transfer a call to an external number.Screen: Enquiry?* Press
* Press a **DSS** key if one has been programmed for the required number, or dial 0 for outside line then required number.
* Wait for the person to answer.
* Press **Release**  key.

The call has now been transferred.If the person you were ringing does not answer and you wish to return to the caller:* Make sure “Return to held call?” is on the screen.
* Press

You are now connected to your original caller. |
| **Group Pick Up**(Note: Pickup groups can be programmed by a SATELCO technician) | If your extension is in a Pick Up Group you can pickup calls for other extensions in your group.Screen: Call for: Pickup – Group?* Press
 |
| **Quick Reference Guide for Feature Codes****Speed Number Dialling****Call Forwarding****Voicecall/Intercom****Programming DSS keys****Speed Number Programming****Call Pick Up – Group****Call Pick Up – Direct** **Clear unknown feature on extension****Set Time and date** | Individual \*7 then library number \*0 to \*9Group \*7 then library number 000 to 999\*11\*80 then individual extension\*91Individual \*92Group \*95\*57\*59 then ringing extension numberLift handset #0\*95 user 1 / password 1 (only on main phone) |